



Request for Proposal (RFP)

Issued October, 2010

Due Date: December 10, 2010

The Oklahoma Community Service Commission will be accepting applications to begin 2011-2012 AmeriCorps programs in September, 2011. The Oklahoma Commission currently hosts over 400 AmeriCorps members in 10 programs throughout the state. Those members and the volunteers recruited provide many volunteer service hours in their communities giving much needed assistance in areas of education, the environment, public safety, homeland security and other human needs. To apply for 2011 AmeriCorps*State funding, please review the application guidelines and instructions available on the Commission's website at www.okamericorps.com. A grantwriting workshop will be held on November 17, 2010. For details, please contact mgoodman@okamericorps.com. Applications are due on December 10, 2010.

The Commission acts as the pass through agency for AmeriCorps*State funding. As such, its role is to administer and account for AmeriCorps funds as required by federal, state, and AmeriCorps program rules and regulations. The Commission funds programs that usually consist of teams of no less than 10 (ten) members.

Competitive funds are available to states to support grant applications. Applicants compete on a state level and successful applicants are forwarded with Commission recommendations and ranking to compete nationally for funding based on their responses to the application guidelines and instructions. The federal agency, the Corporation for National and Community Service (the Corporation), makes final decisions on Competitive grants for national and community service. **Formula** funds are based on a state's population, and formula grants are the decision of the Commission who monitors and oversees both Formula and Competitive AmeriCorps*State grants.

This current Request for Proposals (RFP) is for *new, recompeting and continuing applicants* who will be submitting an application for AmeriCorps*State Competitive and Formula Funds. Any applicants in Oklahoma that are totally new to the AmeriCorps*State grantmaking process are eligible to apply under this competition. Program selections will be made by June, 2011, and the Commission will notify applicants regarding the status of their applications as decisions are made.

Service is a strategy utilized by many communities and organizations to address many priority needs. These activities can be supported locally, as well as with Corporation funding. We encourage applicants to carefully identify ways these activities can be supported with local resources should Corporation funding be reduced or eliminated. Applicants are requested to coordinate application efforts with other existing AmeriCorps programs, as they are creative in their program design. Applicants are encouraged to reach out to new partners and become visionary while making service a solution in communities in Oklahoma.

Notice of Federal Funding Opportunity

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: AmeriCorps State and National Grants FY 2011
Announcement Type: Initial announcement
CFDA Number: 94.006

Overview: The mission of the Corporation for National and Community Service (the Corporation) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

For more than fifteen years, the Corporation—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has helped to mobilize a new generation of engaged citizens. This year, more than 1.8 million individuals of all ages and backgrounds will serve with national and community non-profit organizations, faith-based groups, schools, and local agencies to meet needs in education, health, the environment, economic opportunity, veterans, disaster services, and other critical areas.

This *Notice of Federal Funding Opportunity (Notice)* should be read together with the Application Instructions.

I. FUNDING OPPORTUNITY DESCRIPTION

A. What is the purpose of AmeriCorps State and National funding?

The Corporation's purpose is to maximize the power of service and volunteering to improve lives in communities across the country. In the Edward M. Kennedy Serve America Act, Congress directed the Corporation to focus national service on unmet needs that service can impact, including improving education, energy conservation, the health of all Americans, and economic opportunity for economically vulnerable individuals; increasing service by and for veterans; and providing disaster services.

The Corporation is carrying out Congress's intent by targeting AmeriCorps State and National funding in these six focus areas, and is developing strategic objectives for each. This *Notice* is also designed to align AmeriCorps funding with the overarching goals which are shaping the development of the strategic plan. The Corporation intends to:

- direct the power of national service to solve a common set of national challenges,
- expand opportunities to enable all Americans to enlist in community-based efforts that address national challenges,
- embrace innovative solutions that work, and
- build the enduring capacity of individuals, organizations and communities to effectively use service and volunteering to solve community problems.

AmeriCorps State and National grants support the efforts of national and community-based non-profit organizations to recruit and deploy AmeriCorps members and the volunteers with whom they work to tackle unmet needs. AmeriCorps State and National grants will be awarded on a competitive basis to eligible organizations that identify a problem(s) and persuasively demonstrate how deploying AmeriCorps members and community volunteers will produce significant impact.

AmeriCorps members will be recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust. A community volunteer is an individual who donates his or her service to organizations funded by the Corporation, but who is not an AmeriCorps member.

B. What are the 2011 AmeriCorps State and National funding priorities?

1. Focus Areas, Strategic Objectives, and National Performance Measures

In 2010, the Corporation awarded approximately 80 percent of its AmeriCorps State and National competitive funds to organizations meeting needs in the five priority areas identified in the Edward M. Kennedy Serve America Act (**Education, Healthy Futures, Clean Energy/Environment, Veterans, and Opportunity**).

In 2011, the Corporation expects to award a similar percentage of available funding to programs working in the focus areas of **Education, Healthy Futures, Clean Energy/Environment, Veterans, Opportunity, and Disaster Services**. Within these focus areas, the Corporation will give additional priority to those applications that propose to meet the Corporation's strategic objectives. These strategic objectives will be included in the amended *Notice*, which will be issued in October following approval of the Corporation's five-year strategic plan. Additional information on the development of the strategic objectives and the strategic plan can be found on the Corporation's website here:
http://www.nationalservice.gov/about/focus_areas/index.asp.

In 2011, the Corporation will implement the second year of the National Performance Measures Pilot. National performance measures allow the Corporation to demonstrate the aggregated impact of AmeriCorps programs. While use of national performance measures remains optional in 2011, new and re-competing applicants are strongly encouraged to use them in planning programming. Applications that include national performance measures will be a funding priority in 2011. National performance measures will be described in detail in the amended *Notice* which will be issued in October.

2. New Applicants

The Corporation anticipates that at least 15 percent of the funds described in this *Notice* will support applicants that have not received an AmeriCorps State or National operational grant in the last five years. Applicants that have received only a state or territory commission formula operational grant within the last five years will be considered new for purposes of this 15 percent target.

3. Encore Programs

An encore service program involves a significant number of participants age 55 or older and employs the skills and experience that such participants offer in the design and implementation of the program.

The Corporation anticipates that at least 10 percent of the financial assistance and approved national service positions provided through these grants will be awarded to eligible entities proposing to carry out encore service programs unless the Corporation does not receive a sufficient number of applications of adequate quality to justify making that percentage available to those eligible entities.

4. Special Consideration

Additional programs and program models that may receive special consideration in the selection process are described in the AmeriCorps regulations at 45 CFR §§ 2522.450 and 2522.470 and reflected in the selection factors described in the amended *Notice*.

II. AWARD INFORMATION

A. How much funding is available?

Subject to the availability of appropriations for fiscal year 2011, the Corporation anticipates

availability of approximately \$311 million to award new, re-competing, and continuation AmeriCorps State and National grants. Note that this amount of funding coupled with high demand as indicated in last year's funding cycle will result in a high degree of competition for these funds.

B. What organizations are eligible for funding?

Public or private nonprofit organizations, including labor organizations, faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; partnerships and consortia; and intermediaries planning to subgrant funds awarded are eligible to apply. The Corporation encourages organizations that have never received funding from the Corporation or AmeriCorps to apply for the grants described in this *Notice*. Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice*.

An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

III. WHAT ARE THE CATEGORIES OF AMERICORPS STATE AND NATIONAL GRANTS?

The categories of AmeriCorps State and National grants are described below. The Corporation will not provide more than one grant for the same project in one fiscal year. Also see the AmeriCorps State and National [Fit Finder](#) to decide which type of grant aligns with the proposed project (<http://www.americorps.gov/fitfinder/>).

A. State and National Competitive

These grants are awarded to organizations that are proposing a project that will operate in only one state and that are put forward to the Corporation by Governor-appointed State or Territory Commissions; and to organizations that propose to operate AmeriCorps programs in more than one state and apply directly to the Corporation. Applicants are eligible to apply for funding for members' living allowance and program costs.

B. State and National Professional Corps

These grants are awarded to organizations that propose to operate a Professional Corps program in a single or multiple states. Professional Corps programs place AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is an inadequate number of such professionals. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

C. States and Territories without Commissions

Applicants in South Dakota, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to the Corporation. Applicants are eligible to apply for funds for member support and program costs. State or Territory government entities are not eligible to apply.

D. State and National Education Award Program (EAP) Fixed-amount Grants

Organizations operating in a single state and nominated by Governor-appointed State Commissions and organizations that operate their AmeriCorps program in more than one state may apply. Applicants are eligible to apply for a small fixed-amount grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to \$800 per MSY. There is no match requirement for EAP grants. Unlike Full-time Fixed-amount grants, EAPs may enroll full-time and less-than-full-time members.

E. Full-time Fixed-amount Grants (Non-EAP)

Organizations nominated by Governor-appointed State or Territory Commissions, organizations that operate their AmeriCorps program in more than one state, organizations operating Professional Corps programs, organizations in States and Territories without Commissions, and Indian Tribes may apply to receive a fixed-amount grant. Full-time Fixed-amount grants are available for programs that enroll full-time members only. Applicants apply for a fixed amount per MSY and use their own or other resources for the remaining costs of the program. There is no match requirement for fixed-amount grants, but organizations must still raise the additional funds needed to run the program.

Full-time Fixed-amount grants are only available for new and re-competing applications. Second and third-year continuation applicants must submit a new application if they are interested in a fixed-amount grant. The Corporation reserves the right to consider an applicant's continuation request if its fixed-amount application is not funded.

Full-time Fixed-amount grant applicants in the Education Priority Area will be required to select national performance measures. Applicants proposing non-education programs may select from the national measures or report on their own performance measures. All performance measures will be negotiated prior to grant selection and award. Approved applicants must agree to participate in any relevant evaluations conducted by the Corporation. One such evaluation will be designed to measure the success of this pilot, including whether fixed-amount grants reduce administrative burden on grant recipients.

F. Indian Tribes

The Corporation sets aside 1% of grant funds to support programs operated by Indian Tribes and selected by the Corporation on a competitive basis. Applicants are eligible to apply for funds for members' living allowance and program costs.

IV. WHAT ARE THE MATCH REQUIREMENTS TO APPLY FOR THESE GRANTS?

Program requirements, including requirements on match, are specified in the AmeriCorps regulations and summarized below.

A. What are the matching requirements for these grants?

1. Fixed-Amount Grants

There is no match requirement for fixed-amount grants. However, the fixed-amount grant does not cover all costs. Fixed-amount grantees provide the additional resources needed to operate the program, but are not required to track or report on them.

2. Cost Reimbursement Grants (non-fixed-amount)

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

Section 121(e)(5) of the National Community Service Act requires that programs that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the Corporation on the Federal Financial Report.

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

Table 1: Match Requirements in the AmeriCorps Regulations Competition	Match Requirement
State and National Competitive, State and National Professional Corps	Minimum grantee share is 24%. Starting in Year 4, overall grantee share of total program costs increases gradually to 50% by the tenth year of funding and any year thereafter.
Fixed-Amount Pilot	There is no matching requirement for fixed-amount grants. Grantees pay all program costs and the Corporation provides a fixed amount, to be determined, per MSY.
State EAP and National EAP Fixed-Amount Grants	There is no matching requirement for fixed-amount grants. Grantees pay all program costs and the Corporation provides up to \$800 per MSY.

B. What are the requirements regarding member living allowance?

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

For cost- reimbursement grants, this amount must be included in the proposed budget. If a program chooses to provide a living allowance to part-time members, it must comply with the maximum limits in the chart below.

While Full-time Fixed-amount grant applicants don't submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Full-time fixed-amount grant applicants are not required to identify that amount in the application.

Table 2: Minimum and Maximum Living Allowance

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

C. What are the exceptions to the living allowance requirements?

1. Prior to September 21, 1993.

If a program existed prior to the National and Community Service Trust Act of 1993 (enacted September 21, 1993), the law does not require a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of \$12,100, but not the maximum requirement of \$24,200.

2. EAP Fixed-Amount Grantees.

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

3. Professional Corps Grantees

Full-time Professional Corps members must receive a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance required for other AmeriCorps programs. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. Professional Corps applicants may request funds for other costs, and must meet the regulatory match on these budgeted costs only, unless proposing a fixed-amount grant.

D. What is the Maximum Cost per Member Service Year (MSY)?

The Corporation considers comparative Cost per MSY in funding decisions. Cost per MSY is calculated by dividing the Corporation's share of the budget request by the number of MSYs requested in the application. The cost per MSY does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from the Corporation per MSY is determined on an annual basis.

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

Table 3: 2011 Maximum Cost per MSY

Grant Program	Maximum
Individual State Program	\$16,000
Average across State Formula, State Competitive, State EAP	\$13,300
Multi-state (National Direct)	\$13,300
Indian Tribes	\$13,300
Professional Corps	\$2,500
Professional Corps Fixed-Amount Grant	\$2,000
Education Award Program Fixed-Amount Grant	\$800
Full-time Fixed-amount Grant	\$13,000

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

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

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

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

G. What is the amount of the Segal AmeriCorps Education Award?

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

Table 4: Term of Service and Education Award

Term of Service	Minimum # of Hours	Education Award
Full Time	1700	\$5,550
One-Year Half Time	900	\$2,775
Two-Year Half Time	900	\$2,775
Reduced Half Time	675	\$2,114
Quarter Time	450	\$1,468

Minimum Time	300	\$1,175
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V. APPLICATION AND SUBMISSION INFORMATION

A. How to Apply

Organizations that propose to operate in one state only must apply through the State Commission for the state in which they will operate. Organizations that propose to operate in more than one state are eligible to apply directly to the Corporation. Organizations in states and territories without commissions apply directly to the Corporation. Indian Tribes may apply through State Commissions, or directly to the Corporation.

B. Universal Identifier

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). **The DUNS number does not replace an Employer Identification Number.**

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, **we suggest registering at least 30 days in advance of the application due date.** Expedited DUNS numbers may be obtained by following instructions found here: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>.

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All CNCS recipients and subrecipients are required to maintain a valid registration, which must be renewed annually.

We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to www.bpn.gov/CCR.

D. Content and Form of Application Submission

1. Submitting in eGrants

The Corporation requires that all applicants submit applications electronically via the Corporation's web-based application system, [eGrants](#).

We recommend that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the document into eGrants no later than 10 days before the deadline.

Contact the eGrants Help Desk at 888-677-7849 if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID. eGrants Help Desk hours are 8 a.m. to 8 p.m. ET Monday through Friday.

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

All deadlines and requirements in this *Notice* apply to hard copy applications as well as eGrants. Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via e-Grants.

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

2. Character Limits

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

F. Funding Restrictions

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

G. Equal Opportunity Survey

Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. Applicants may complete the survey in eGrants while preparing the application for submission or contact the Corporation to obtain a hard copy.

VI. APPLICATION REVIEW INFORMATION

A. What is the selection process for these grants?

In evaluating applications for funding to develop a balanced portfolio, in addition to the six focus areas and strategic objectives identified in Section I, external and staff reviewers (reviewers) will assess program design, organizational capability, and cost-effectiveness and budget adequacy. Additional selection factors will be applied to balance the portfolio with regard to program models, program activities, geographic distribution, and communities served, as described in 45 CFR §§ 2522.450 and 2522.470.

B. Selection Criteria

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

1. Program Design. (50%)

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

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

solving the identified community problem.

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

2. Organizational Capability (25%)

Reviewers will assess the extent to which:

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

3. Cost Effectiveness and Budget Adequacy (25%)

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

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

For EAPs and Full-time Fixed-amount grants, reviewers will assess:

- The amount requested per member. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.
- The applicant's understanding of total program cost and capacity to raise additional resources beyond the fixed-amount.

C. Review and Selection Process

CNCS anticipates that processing and selecting applications for funding will require five months. The review process will be described in detail in the amended *Notice*.

VII. AWARD ADMINISTRATION INFORMATION

A. When will grants be awarded?

The Corporation will award grants following the grant selection announcement. We anticipate announcing the results of this competition in June 2011.

B. What documents govern the grant?

The AmeriCorps regulations and grant provisions are incorporated in the Notice of Grant Award (NGA). The NGA incorporates the approved application as part of a binding commitment under the grant.

C. What is the Project/Award Period?

The Corporation generally makes grant awards for three years, with funding in annual

increments. Grantees will be eligible for continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance. **The project start date may not occur prior to the date the Corporation awards the grant. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.**

D. What are the reporting requirements for these grants?

Grantees other than fixed-amount grantees are required to provide annual performance, bi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740.

Professional Corps programs are required to provide annual program and financial reports only. Fixed-amount grantees are required to provide annual performance reports only. All grantees provide quarterly expense reports through the Payment Management System at the U.S. Department of Health and Human Services.

E. Disaster Funding

The Corporation reserves the right to re-focus program dollars in the event of disaster or other compelling need for service.