



# AmeriCorps Oklahoma

## NOTICE OF FUNDING OPPORTUNITY

### AMERICORPS STATE FORMULA 2023-24 NEW & CONTINUATION

<b>State Commission:</b>	Oklahoma AmeriCorps (also referred to as the Oklahoma Community Service Commission in eGrants)
<b>Funding Opportunity Title:</b>	Fiscal Year (FY) 2023 AmeriCorps State and National Grants
<b>Announcement Type:</b>	Initial Announcement
<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.

**OMB Control #: 3045-0047**

**Expiration Date: 09/30/2023**

## IMPORTANT DATES

Applications are due in eGrants not later than **Thursday, February 23<sup>rd</sup>, 2023 by 5:00 p.m. Central Time**. Successful applicants will be notified by mid-May 2023.

Successful applicants will be issued awards by **mid-August 2023**

## AT-A-GLANCE INFORMATION & REQUIREMENTS

Eligible Organizations: Non-federal entities proposing to operate an AmeriCorps program only in Oklahoma are eligible to apply. This includes **nonprofit organizations, institutions of higher education, local governments, and Indian Tribes** (*Indian Tribes are also eligible to apply directly to the AmeriCorps agency - see page 11*)

Applicants are required to include **at least one full time program staff** person to manage the AmeriCorps grant.

The minimum program size an applicant may request is **7 MSY** (MSY=Member Service Year and is the equivalent of an FTE. One MSY = One FTE). *See page 9*

Oklahoma AmeriCorps subgrantees are required to use the **AmeriCorps agency-approved vendors for conducting the National Service Criminal History Checks for all grant-covered individuals**. This **includes AmeriCorps members** and any **grant-funded staff** positions. Grant-funded positions include individuals whose salaries are included on the grant, regardless of placement in federal or grantee share.

Oklahoma AmeriCorps programs are required to conduct, at minimum, a **half-day pre-service orientation training for site supervisors, host site staff, and teachers** who will directly work with AmeriCorps members. This orientation must include training on the AmeriCorps prohibited activities.

## MATCH REQUIREMENTS

All **cost reimbursement** grants are required to meet a minimum percentage of match, depending on the number of years of funding received. *See page 12.*

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

**Fixed Cost, Professional Corps** and **Education Award Only (EAP)** programs are not required to match grant funds.

## REPORTING REQUIREMENTS

Successful grantees will be required to adhere to the following on-going reporting requirements:

- All cost-reimbursement grantees will submit a monthly Periodic Expense Report (PER) and invoice for program expense reimbursement.
- All cost-reimbursement grantees will submit a quarterly Federal Financial Report (FFR) of grant expenditures.
- All operational grantees will submit a quarterly Site Visit Log detailing program staff visits to member service locations.
- All grantees will submit an End of Year progress report annually in October.

## USING THIS NOTICE OF FUNDING OPPORTUNITY (NOFO)

This NOFO and Instructions is for all new or re-competing formula applicant to Oklahoma AmeriCorps. If you are submitting a request for continuation, please see **Section 5 - Continuation Instructions** on page 60 in this document.

### New & Recompete Applicants

- Section 1 describes AmeriCorps grant requirements, eligible applicants, and important details for determining whether your organization would like to proceed with submitting an application.
- Section 2 addresses writing the grant application and the criteria to consider and include in designing your program and developing your performance measures.
- Section 3 provides detailed instructions in building your grant budget.
- Section 4 details how to enter the application content in the eGrants portal and formally submit your grant for funding.

**Planning Grant Applicants** see **Section 6** on page 65.

## FEDERAL AWARD INFORMATION

Grant awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. §12501 et seq.](#)) All Oklahoma AmeriCorps programs are subject to the AmeriCorps Regulations, 45 CFR §§ 2520-2550. Applicants should read and be familiar with AmeriCorps's guiding regulations and particularly the prohibited and unallowable activities. The AmeriCorps regulations include pertinent information (see Table 1, below). The full regulations are available online on the [Code of Federal Regulations website](#).

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

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	<a href="#">§2520.20 - §2520.55</a>
Prohibited Activities	<a href="#">§2520.65</a>
Tutoring Programs	§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, the *Notice*, and the Application Instructions, the order of precedence is as follows:

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

# TABLE OF CONTENTS

## **Section 1 - Application Details & Eligibility ..... page 7**

AmeriCorps Focus Areas .....	page 7
Grant Amounts and Types .....	page 9
AmeriCorps Member Slot Types .....	page 11
Applicant Eligibility .....	page 12
Unique Entity Identifier and SAM.gov requirements .....	page 12
Cost Sharing or Match .....	page 13
Funding Parameters .....	page 14
Additional Documents .....	page 16

## **Section 2 - Writing the Grant..... page 19**

Application Content .....	page 19
Page Limits .....	page 20
Content Writing .....	page 20
Executive Summary .....	page 21
Program Design .....	page 21
o Theory of Change .....	page 22
o Evidence Base & Performance Measurement .....	page 22
o Member Experience .....	page 24
Organizational Capability .....	page 24
o Organizational Background and Staffing .....	page 25
o Compliance, Accountability, & Member Supervision .....	page 25
o Member Supervision .....	page 26
Cost Effectiveness & Budget Adequacy .....	page 26
Developing Your Performance Measures .....	page 28

## **Section 3 - Building Your Budget ..... page 34**

Budget Review Criteria .....	page 34
Cost Reimbursement Budget Instructions .....	page 35
Detailed Budget Instructions for Cost Reimbursement .....	page 37
Budget Checklist .....	page 45
Detailed Budget Instructions for Fixed Amount Grants .....	page 48

## **Section 4 - Submitting the Grant in eGrants ..... page 50**

Opening Your Application in eGrants .....	page 50
<b>eGrants Application Sections:</b>	
o Applicant Info .....	page 52
o Application Info .....	page 53
o Narratives .....	page 53
o Performance Measures .....	page 55
o Program Information .....	page 55
o AmeriCorps Funding Priorities .....	page 55
o Grant Characteristics .....	page 55

- o Additional Documents ..... page 56
- o Budget Section Details ..... page 57
- o Funding/Demographics ..... page 58
- o Review, Authorize, and Submit ..... page 59

**Section 5 - Continuation Requests ..... page 60**

- What to Include in Your Continuation Request ..... page 60
- Carry Forward Funding ..... page 63
- Increasing Grantee Overall Share of Total Budgeted Costs ..... page 63
- Review, Authorize, Submit ..... page 63

**Section 6 - Planning Grants ..... page 65**

- Match Requirements ..... page 66
- Application Criteria ..... page 66
- eGrants Application Sections:**
- Applicant Info ..... page 67
- Application Info ..... page 67
- Narrative
  - o Executive Summary ..... page 68
  - o Program Design ..... page 68
  - o Organizational Capability ..... page 69
  - o Cost Effectiveness and Budget Adequacy ..... page 69
- Performance Measures ..... page 69
- Program Information ..... page 70
- Documents ..... page 70
- Funding Demographics ..... page 70
- Budget ..... page 70
- Review, Authorize, and Submit ..... page 76

**Section 7 - Application Review ..... page 77**

- Review and Clarification Period ..... page 77
- Pre-Award Risk Assessment ..... page 77
- Selection for Funding ..... page 79

**Attachments:**

- Attachment A: Cost Reimbursement Budget Worksheet ..... page 80
- Attachment B: Budget Worksheet for Fixed Amount Grants ..... page 84
- Attachment C: Alternative Match Schedule and Match Waiver Request Instructions ..... page 85
- Attachment D: Beale Codes & County-Level Economic Data for Alternative Match Requests .... page 87
- Attachment E - Federal Important Notice ..... page 89

# SECTION 1 - APPLICATION DETAILS & ELIGIBILITY

## Purpose of AmeriCorps

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

Oklahoma AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans.

**Table 2 – AmeriCorps Focus Areas**

AmeriCorps emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to maximize the impact of investment in national service, programs operate in the following focus areas:	
<b>Disaster Services</b>	Programs support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities can include increasing preparedness for disasters, improving readiness to respond to disasters, supporting recovery efforts from disasters, and/or assisting in the implementation of pre-disaster mitigation and adaptation measures. Grants may support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.
<b>Economic Opportunity</b>	Programs will support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

<b>Education</b>	Programs provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students’ preparation for success in post-secondary educational institutions.
<b>Environmental Stewardship</b>	Programs support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping communities respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature-based solutions.
<b>Healthy Futures</b>	Programs provide support for activities that promote an increase in physical activity and improved nutrition with the purpose of reducing obesity, increase access to healthy options in food deserts and address food insecurity, increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or address the opioid crisis.
<b>Veterans and Military Families</b>	Programs improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

**Performance Goals and Expected Outcomes (National Performance Measures)**

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

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. For more information, please refer to the National Performance Measures Instructions found [here](#).



Oklahoma AmeriCorps does not expect applicants to select performance measures to correspond to every potential member activity or community impact. Oklahoma AmeriCorps values the quality of performance measures over the quantity.

Successful grant recipients will be expected to have in place data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. At a minimum, Oklahoma AmeriCorps operational-grant recipients should have policies, processes, and practices that address the following five aspects of data quality:

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

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

## **Grant Amounts & Performance Periods**

Award amounts will vary as determined by the scope of the projects. Oklahoma AmeriCorps anticipates making three-year grant awards with an initial award for the first year of the period of performance, based on a one-year budget. Applicants will submit a one-year budget and apply for continuation of the award annually. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may be on or after September 1, 2023. Applicants may propose any program start date that aligns with their program design, but may not be before the date the AmeriCorps agency awards the grant. Oklahoma AmeriCorps applicants' member enrollment period will be designated in the grant award. AmeriCorps members will be enrolled in the system of record (the myAmeriCorps/eGrants portal) and members may not begin service activity or receive a living allowance prior to enrollment.

## **Grant Types**

Oklahoma AmeriCorps grants may be either an operating grant to support the programs operations or a planning grant to develop a future operational program.

AmeriCorps Operating Grants may be Cost Reimbursement, Fixed Cost, Professional Corps, or Education Award Program (EAP). All planning grants are cost reimbursement. **There is a cost-share (match) requirement for all cost reimbursement grants.**

The total dollar amount of the federal share of the applicant budget is determined by the number of Member Service Year (MSY) requested and the allowable cost per MSY

(cost/MSY). For reference, Member Service Year (MSY) is the AmeriCorps equivalent of FTE. A full-time AmeriCorps member position is One MSY and is equivalent to One FTE.

Oklahoma AmeriCorps intends to award programs with 7 or more MSY. Applicants requesting less than 7 MSY are encouraged to apply to be a host site under an existing Oklahoma AmeriCorps program prior to applying directly to OK AmeriCorps. Contact Anne Smith at [asmith@okamericorps.com](mailto:asmith@okamericorps.com) for options for programming with less than 7 MSY.

**Oklahoma AmeriCorps Operating Grants:**

AmeriCorps may award a Cost Reimbursement or a Full-Cost Fixed Amount grant to any successful applicant

Professional Corps applicants are ineligible to apply for Cost Reimbursement grants. See the Mandatory Supplemental Information found [here](#) for more information, including definitions of terminology. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

The chart below details the options available for each grant type.

**Table 3 - Grant Types & Options**

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps <i>See MSI <a href="#">here</a> for further requirements</i>	No Cost Slots
Maximum Cost per MSY*	\$28,800	\$28,800	\$800 or \$1,000*	\$1,000	\$0
Type of Slots in the National Service Trust***	All slot types	All slot types	All slot types	<b>FT Only</b>	All slot types
Budget Submission Required	<b>Yes</b>	No		No	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	<b>Yes</b>			No
Special Requirements	N/A	N/A		<b>Yes - see below</b>	N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	No	Yes		

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

**Special Requirements for Professional Corps:** Program must place qualified professionals in communities with an inadequate number of such professionals. Member salaries & benefits must be paid entirely by organization where member serves & not included in budget.

### Planning Grants

A planning grant provides financial support to organizations that will be developing an AmeriCorps program that will place AmeriCorps members in service solely within Oklahoma. Grant recipients are awarded up to **\$75,000** for a planning period of **up to 12-months**.

Planning Grant subgrantees are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle, 2024-2025. **A planning grant will not be used to support AmeriCorps members.**

See Section 7- Planning Grant Instructions on page 77.

## AmeriCorps Member Slot Types

**Table 4 - Slot Types**

Slot Type	Minimum # of Service Hours	MSY	Living Allowance Minimum	<i>Approximate</i> Education Award*
Full-time (FT)	1700	1	\$17,600	\$6,495.00
Three-quarter-time (TQT)	1200	0.7	\$12,320	\$4,546.50
Half-time (HT)	900	0.5	\$8,800	\$3,247.50
Reduced-half-time (RHT)	675	0.3809524	\$6,688	\$2,474.27
Quarter-time (QT)	450	0.26455027	\$4,576	\$1,718.25
Minimum-Time (MT)	300	0.21164022	\$3,696	\$1,374.60

\*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.

## Applicant Eligibility Information

Non-federal entities (as defined in [2 CFR 200.1](#)) proposing to operate an AmeriCorps only in Oklahoma are eligible to apply through this notice. This includes:

- Nonprofit organizations
- Institutions of higher education
- Local governments
- Indian Tribes\*

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

\*Federally-recognized Indian Tribes or Applicants proposing AmeriCorps programming in multiple states are eligible to apply directly to the AmeriCorps agency. Notice of Funding Opportunities for these applicants are available on the [AmeriCorps.gov Funding Opportunities webpage](#).

### New Applicants

Oklahoma AmeriCorps welcomes and encourages organizations that have not received prior funding from Oklahoma AmeriCorps to apply.

## 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](#).

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

Oklahoma AmeriCorps is not able to make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and deny funding.

Applicants are required to include an Employer Identification Number and a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process, on the grant application.

## Threshold Issues

Some grant types or program designs will have additional requirements. Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- Professional Corps applicants and/or applicants determined to be a Professional Corps by the AmeriCorps agency must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: [45 CFR 2522.910-.940](#)), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. See page 22 for more information.

## Cost Sharing or Match

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

All Cost Reimbursement grants are subject to the match requirements detailed below.

### Match for Cost Reimbursement and Planning Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See the **Building Your Budget** section starting on page 34 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.

**Table 5 - Match Requirements**

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 [found in 42 U.S.C. §12571\(e\)](#) Grantees must track and be prepared to report on that match separately each year and at closeout.

### Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in [45 CFR 2521.60\(b\)](#). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf.

### Match Waiver

Applicants may request a match waiver from the AmeriCorps agency via Oklahoma AmeriCorps. Oklahoma AmeriCorps recommends requesting an Alternative Match schedule before requesting a full match waiver.

## Funding Parameters

### Member Living Allowance

A living allowance is not considered a salary or a wage. Although programs are not required to provide a living allowance for members serving in less than full-time terms of service, Oklahoma AmeriCorps **strongly encourages all programs to provide a living allowance**. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the minimum and maximum limits in the table below. For programs offering housing as a member benefit, housing must be an available benefit for all AmeriCorps members and the housing value may be considered part of the living allowance.

For Cost Reimbursement grants, the living allowance amount is required to be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants should indicate the living allowance amount in the application.

**Table 6: Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$17,600	\$35,200
Three Quarter-time	1,200	\$12,320	\$24,640
Half-time	900	\$8,800	\$17,600
Reduced Half-time	675	\$6,688	\$13,376
Quarter-time	450	\$4,576	\$9,152
Minimum-time	300	\$3,696	\$7,392

### Exceptions to the Living Allowance Requirements

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

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

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

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

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

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

**Table 7: Maximum Cost per MSY**

Grant Program	Maximum
Formula Cost Reimbursement Program	\$28,800
Formula Professional Corps Fixed Amount	\$1,000*
Formula Full-Cost Fixed Amount	\$28,800
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	\$800 or \$1,000**

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

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

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

AmeriCorps reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

### **Segal AmeriCorps Education Award**

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

### **Indirect Costs**

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

The instructions for how to enter the organization's indirect cost rate are located here: [eGrants Indirect Cost Rate User Instructions](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to [IndirectCostRate@cns.gov](mailto:IndirectCostRate@cns.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

### **Pre-Award Costs**

Pre-award costs, where authorized, are allowed after receiving written approval from Oklahoma AmeriCorps. To request pre-award costs, email [mpoints@okamericorps.com](mailto:mpoints@okamericorps.com)

## **Additional Documents**

Applicants will submit the additional documents requested below with their grant submission. All documents must be submitted to Oklahoma AmeriCorps, who will then submit the full application & all additional documents to the AmeriCorps agency on behalf of the applicant.

All applicants will submit:

1. Labor union concurrence (if applicable)



2. All applicants regardless of funding level are required to submit an [Operational and Financial Management Survey \(OFMS\)](#). Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.
3. Alternative Match or Match Waiver requests, if applicable.

Formula funding applicants applying for their first grant cycle or applicants requesting less than \$500,000 in federal funds are not required to conduct an evaluation of the program. Such applicants may skip to the "Submitting the Additional Documents" paragraph below.

Applicants requesting \$500,000 or more in AmeriCorps federal funding and who have received at least 3 years of funding will include the following with their additional documents:

Recompete applicants who are **requesting \$500,000 or more in federal funding, AND** have previously received **three or more years** of funding for the **same project** being proposed, (as defined [here](#) on page 8) will submit:

Evaluation plan. Please use the **evaluation plan template** available for [direct download](#) or found [here](#) available on the AmeriCorps Notice webpage. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

Recompete applicants who are **requesting \$500,000 or more in federal funding, AND** have previously received **six or more years** of funding for the **same project** being proposed:

**Evaluation report.** The evaluation report should include a title page with the AmeriCorps grant number for the project that was evaluated, the name of the project, and the date of completion of the report. **AND,**

**Evaluation plan** for the next 3-year grant cycle. Please use the evaluation plan template linked above.

### **Submitting the Additional Documents**

Additional documents will be emailed to [asmith@okamericorps.com](mailto:asmith@okamericorps.com) with the following subject line: "*Legal Applicant Name*" - "*Application ID Number*." Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email by filename, labeling each document type according to the above numbered list
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)"

Failure to submit the required additional documents, following the email instructions in this section, by the deadline may have a negative effect on the assessment of your application.

## Submission Deadline

Applications are due **in eGrants** not later than **Thursday, February 23<sup>rd</sup>, 2023 by 5:00 p.m. Central Time.**

Oklahoma AmeriCorps will not consider applications submitted after the deadline unless a prior written deadline extension has been approved. Deadline extensions will be decided case-by-case and only for extremely extenuating circumstances.

## Additional Documents

Additional documents are due by email to Oklahoma AmeriCorps by the application submission deadline.

## Electronic Application Submission in eGrants

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

The applicant's authorized representative must be the person who submits the application. The authorized representative must use 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.

Applicants should **promptly** contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. [AmeriCorps Hotline hours](#) are posted.

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

## SECTION 2 - WRITING THE GRANT

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

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

### Application Content

Complete applications will include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
  - Executive Summary: This is a brief description of the proposed program.
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy

- Evaluation Summary/Plan
- Performance Measures Module
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, [Assurances](#), and [Certifications](#)

*\*The logic model is no longer required for formula applications, although this section will appear in eGrants.*

## Page Limits

### Application Narrative Page Limits

- Applications **must not exceed 12 double-spaced pages** for the Narratives **as the pages print out from eGrants**.
- The application sections that count towards the page limit are the:
  - SF-424 Face Sheet
  - Executive Summary
  - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
- The application page limit **does not include** Evaluation Summary/Plan, Clarification Summary, Continuation Changes, Budget, Performance Measures, or any required additional documents.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **Oklahoma 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.**

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

## Content Writing

Each applicant should describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Oklahoma AmeriCorps urges applicants to submit high quality applications that carefully follow the guidance in this Notice. The **quality** of the application’s response to all criteria below will be an important factor in determining whether an organization will receive funding.

Please be sure to address all requested content in the application and structure the narrative to follow the section order below and outlined above. **Oklahoma AmeriCorps strongly recommends drafting the narratives in a word processing document before entering**

**the grant into eGrants.** Please note that formatting and special characters cannot be displayed in eGrants. Simple text formatting is recommended when drafting the document.

## Executive Summary

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

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

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

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

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

## Program Design

The Program Design portion of the narrative includes multiple subsections and accounts for **50% of the overall score** during the review process. Oklahoma AmeriCorps recommends taking careful thought and consideration to developing this section. The Program Design section includes:

- Theory of Change
- Evidence Base & Performance Measurement
- Member Experience

Please address each subsection adequately and at the top of each subsection, include the heading title in all-caps.

## Theory of Change

The applicant's Theory of Change should be a high-level discussion of the community need or problem, how the AmeriCorps program will address the problem, and what general outcome the applicant expects to observe as a result.

- Describe the community that will receive the services of the AmeriCorps program. Include a discussion of the characteristics of the beneficiary population, and the role current or historical inequities faced by underserved communities may play.
- Describe the community need or problem the program will aim to address, including the severity of the issue as well as short- and long-term ramifications within the population(s) served and/or the community. Describe the proposed intervention and the role of AmeriCorps members and the AmeriCorps program in delivering the intervention. Include the design of the program intervention, the dosage or the frequency and length of time the intervention will occur, the target population, and if applicable, the roles of leveraged volunteers.
- Describe the AmeriCorps members' role in delivering the intervention and the activities members will carry out during their service.
- Discuss the rationale for using AmeriCorps members to deliver the intervention.
- Discuss the outcomes the program expects to see in the community served. These can be general outcomes, such as increased student reading levels, etc. The applicant does not need to discuss AmeriCorps' national performance measures in this section, these will be discussed in full in a later section. Include short and long-term outcomes desired and discuss how any of these outcomes will be directly attributable to the AmeriCorps program.
- Discuss how the proposed intervention is responsive to the identified community problem and how the outcomes will represent meaningful progress in addressing the community need.
- Describes characteristics of the population delivering the intervention; include a discussion on how the program will recruit AmeriCorps members from the community served.

## Evidence Base & Performance Measurement

This will be a **two-fold section** where the applicant will first briefly discuss the evidence used to inform the program design and interventions and then will describe performance measurement and data collection activities.

*In the first section, the applicant will address the following Evidence Base discussion items:*

- Describe whether the program is evidence-informed or evidence-based.

**Evidence-informed** - Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application.

Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data on the intervention described in the application.

**Evidence-based** - programs that have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means conducting at least one Randomized Controlled Trial (RCT) or Quasi-Experimental Design (QED) evaluation of the same intervention described in the application.

- Describe the evidence or studies used to inform your program model. This discussion may be succinct, Oklahoma AmeriCorps values quality over quantity when citing studies that have informed a program model.
- How did the applicant determine what kind of intervention to select to address the community need/problem?
- Was the proposed program modeled after an existing program? If yes, describe 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.
- Has the applicant conducted an evaluation or study of this program? If yes, discuss the evaluation results and how the evaluation informed programmatic decisions going forward.

*The second part of this section will be a comprehensive discussion of the performance measure & data collection activities the program has designed to indicate success. Please address the following:*

- Describe the output and outcome measures the applicant has selected. These can be selected from the National Performance Measures as described in the Performance Measure Instructions, or an applicant-determined measure. If using applicant-

determined measures, include a discussion on why the applicant selected this option and thoroughly describe what the applicant will be measuring.

- Describe the output and outcome targets and the rationale for selecting these targets.
- Describe the intervention dosage (the frequency, intensity, and duration of the intervention). The dosage is a key element in the performance measurement plan and should be specific.

Example: “When students attend a thirty-minute literacy tutoring session twice a week for at least 20 weeks, the program expects to see a 10% gain in the individual’s reading skill level.” In this example, the dosage is twice a week (frequency) for 30 minutes (intensity), for 20 weeks (duration).

- Describe the specific criteria required to be counted in both the output and outcome measures. The outcome criteria should align with the intervention dosage.
- Describe the tools the program will use to collect output and outcome measure data.
- Describe how and when the data collection activities will be conducted, and what role, if any, AmeriCorps members will have in the data collection efforts.
- Describe how the program will aggregate, analyze, and report data.
- Describe how the program will ensure data are compliant with AmeriCorps requirements to be valid, verifiable, and unduplicated counts.

### **Member Experience**

- Describe how the program will ensure the members have a meaningful and satisfactory experience as a result of their service.
- Discuss the program’s AmeriCorps member training strategy, including how members will have opportunities to develop as leaders and will gain skills because of their training and service that will be valued by future employers.
- Detail how the applicant will *foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.*

### **Organizational Capability**

The Organizational Capability section is where the applicant will describe the structure and systems in place to effectively manage an AmeriCorps grant. This section should be well



developed and adequately described as it accounts for **45% of the grant score**. This section includes the following subsections:

- Organizational Background and Staffing
- Compliance and Accountability
- Member Supervision

### **Organizational Background and Staffing**

Successfully managing an AmeriCorps program requires extensive administrative work and a high level of attention to detail. Oklahoma AmeriCorps requires all subgrantees to dedicate a minimum of one full-time **staff** position to serve as Program Director of the AmeriCorps program.

- Describe your organization's roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program and identify which staff will be providing oversight and monitoring for the program.
- Describe the site supervisor training strategy, including the frequency and length of site supervisor training events, as well as how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- Discuss the applicant's organization efforts to value diversity, equity, and inclusion, how the organization seeks to diversity its staff and board, and efforts to create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

### **Compliance, Accountability, & Member Supervision**

As a federally-funded program, Oklahoma AmeriCorps takes compliance with regulatory requirements, AmeriCorps Terms & Conditions, and AmeriCorps agency guidance very seriously. The ability to effectively manage an AmeriCorps grant is fundamental to the success of an AmeriCorps program. In this section applicants will describe their organization's monitoring and oversight plan to prevent and detect non-compliance to safeguard taxpayer funds.

- Discuss how the program will monitor service sites, member activities, member timekeeping and progress towards completing service requirements.
- How will the program monitor for compliance in criminal history checks, enrollment procedures, and member record keeping requirements?
- Demonstrate how the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and

mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.

- Describe how the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to Oklahoma AmeriCorps and a plan for training staff and participants on prohibited activities.

### **Member Supervision**

- Describe who will directly oversee the AmeriCorps members, who will supervise and approve their service hours and how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- How will the program prevent AmeriCorps members and covered staff from engaging in prohibited and unallowable activities?
- Describe how the program will fulfill the Oklahoma AmeriCorps requirement to conduct **an annual half-day training for all site supervisors that will include AmeriCorps 101 and Prohibited Activities sessions.**

### **Cost Effectiveness and Budget Adequacy**

Oklahoma AmeriCorps will assess the quality of the application's budget based on criteria described on page 34.

**These criteria will be assessed based on the actual budget submitted. Do not include narrative in the narrative box except for "See budget".** The Cost Effectiveness and Budget Adequacy narrative section accounts for **5% of the grant review score**. See the Building Your Budget section starting on page 34 for detailed budget instructions.

### **Evaluation Summary or Plan**

All applicants will **enter "N/A"** in this narrative section. The evaluation plan, if required, will not be scored with the grant application.

See the Additional Documents section on page 16 for evaluation plan & report requirements.

### **Amendment Justification**

**Enter N/A.** This field will be used if the applicant is awarded a grant and needs to amend it. This section is not scored.

## Clarification Information

**Enter N/A.** This section will not be used and is not scored.

## Continuation Changes

**Enter N/A.** This field will be used to enter changes in the application narratives in continuation requests for years 2 and 3. This section is not scored.

## Designing Your Performance Measures

All applicants will submit performance measures with their application. Performance measure information is submitted in the Performance Measure Module in eGrants. Detailed instructions are below and additional instructions and requirements are located [here](#).

Oklahoma AmeriCorps strongly recommends applicants begin by reviewing the AmeriCorps Performance Measure Instructions for the national performance measure(s) you intend to select before proceeding.

Oklahoma AmeriCorps considers the subgrantees performance measures and progress towards meeting the grant objectives as one of the **primary indicators of program health**. Applicants should consider the development of this section and take care to establish a robust and meaningful measure of service activity and program outcomes.

Oklahoma AmeriCorps does not expect subgrantees to measure every AmeriCorps member service activity and instead values quality over quantity in performance measurement.

## Performance Measures Instructions (in eGrants)

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### eGrants Performance Measures Module Instructions

#### About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to AmeriCorps focus areas and objectives.
- Show MSY and member allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

**New Applicants:** Step-by-step instructions for establishing your eGrants account and setting up your application begin on page 50. The remainder of this section will be completed within eGrants.

#### Home Page

To start the module, click the "Performance Measures link from the left menu, then click "Begin" or "Click here to enter performance measures" button on the Home Page.

As you proceed through the Performance Measures module, the Home Page tab will summarize your work and provide links to edit the parts of the module you have completed.

You may also navigate sections of the module using the tab feature at the top of each page. **Do not use the back and forward buttons on your internet browser.**

Once you have started the module, click "Continue Working" to return to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSY, and member allocations for your application, click the "Edit Objectives/MSYs/Members" button.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

### **Objectives Tab**

On the Objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

An expandable list of AmeriCorps focus areas appears on this tab. When you click on a focus area, a list of objectives appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the Performance Measure Instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that members and/or volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention. Note that your primary intervention and the performance measure associated with your primary intervention must be focused on the community impact of the program, not on AmeriCorps member development.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus areas may be the same if you have more than one intervention within the focus areas.

### **MSYs/Members Tab**

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. **You must allocate 100% of your program's MSYs to focus areas and objectives.** When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 MSYs for that objective.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.

In the members column, enter the number of members you will assign to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member performs service in both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 members for that objective.

To ensure that information is entered accurately, please refer to additional instructions in Appendix A of the Performance Measure Instructions on calculating and entering MSY and member allocations.

### **Performance Measure Tab**

This tab allows you to create performance measures for all the grant activities you intend to measure.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the Objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives since these are member-focused objectives. Member-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and/or member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention. Do not add an applicant-determined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking "Add User Output." (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may

create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter "NA" in the outcome indicator text box.

If you have not selected a National Performance Measure output or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking "Add User Outcome." All applicant-determined outputs must be paired with an applicant-determined outcome.

Enter the number of MSYs and members your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not.

Click "next" to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

### **Data Collection Tab**

On this tab, you will provide additional information about your interventions, instruments, and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week), intensity refers to the length of time devoted to the intervention (for example, number of minutes per session), and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the "Add new method" button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how you will administer the instrument, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is



required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percentages.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percentages or member service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select "other"
- Instrument Description: Enter "NA"
- Target: Enter "1"
- Unit of Measure: Enter "NA"

After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click "Next."

### **Summary Tab**

The Summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click "Print PDF for all Performance Measures."

To print one performance measure, expand the measure and click "Print This Measure."

Click "Edit Performance Measure" to return to the Performance Measure tab.

Click "Edit Data Collection" to return to the Data Collection tab.

Click "Validate Performance Measures" to validate this module prior to submitting your application. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission.

## Section 3 - Building Your Budget

### Budget Review Criteria

The following criteria will be used to assess the budget adequacy. **The applicant is not expected to answer these items in narrative form, but should ensure the budget meets all criteria.**

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

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

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

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

### Budget Instructions

Cost Reimbursement Instructions are below, beginning on page 35.

Fixed Cost, Professional Corps and EAP Budget instructions begin on page 48.

## Cost Reimbursement Budget Instructions

### Match Requirements

Cost Reimbursement 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, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35-2521.90 for the specific regulations.

If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.

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 Grantee Share Total exactly.) Define all acronyms the first time they are used. See **Attachment C** for instructions for applying for the Alternative Match Schedule or a match waiver.

*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).

### Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions starting on page 35 to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets. Worksheets for drafting your budgets are available on:

- Cost Reimbursement Budget Worksheet - page

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 (Attachment) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants finds any compliance issues, you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g. entertainment costs (which include food and beverage costs), unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- **Please add the costs associated with the National Service Criminal History Checks. These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, you must note in the budget an explanation for how you will cover the costs.**

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

## Detailed Budget Instructions for Cost Reimbursement Grants

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### Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount column in the budget," "CNCS Share column in the budget," and "Grantee Share column in the budget" for Parts A-I, for year one of the grant, as follows below. CNCS = AmeriCorps

#### A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

#### B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits you will cover and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contribution Act (FICA), Worker's Compensation, Retirement, State Unemployment Tax Act (SUTA), Health and Life Insurance, Individual Retirement Account (IRA), and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

#### C. 1. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the [federal mileage rate](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) (https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

**Applicants should include funds in this line item for travel for program staff to attend at least two Oklahoma AmeriCorps trainings in Oklahoma City and travel for one multi-day out of state Regional Training Conference.**

Please itemize the costs. For example: Two staff members will attend the out-of-state ASC Regional Training:

2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for Annual ASC Regional Training.

**C. 2. Member Travel**

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

**D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). You should enter any items that do not meet this definition in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

**E. Supplies**

AmeriCorps members must wear an Oklahoma AmeriCorps logo daily during their service. preferably clothing with the Oklahoma AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. If you co-brand, please follow the branding guide found [here](#). Please note your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the

AmeriCorps logo. All safety gear may be charged to the federal share regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

## **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Itemize each contract or consultant and provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. Note that there is no maximum daily rate.

### **G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

### **G. 2. Member Training**

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

## **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

## **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the Truescreen NSOPW and state of residence check, and Fieldprint FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If you budget space and it is shared with other

projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.

- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization’s indirect cost allocation pool. If you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

**Section II. Member Costs**

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

**A. Living Allowance**

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share column in the budget and grantee share column in the budget (match).

The minimum and maximum living allowance amounts are in the table below and in the NOFO:

**Table 8 : Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$17,600	\$35,200
Three Quarter-time	1,200	\$12,320	\$24,640
Half-time	900	\$8,800	\$17,600
Reduced Half-time	675	\$6,688	\$13,376
Quarter-time	450	\$4,576	\$9,152
Minimum-time	300	\$3,696	\$7,392

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for whom you are not requesting funds for a living allowance but for whom you are requesting education awards.

**B. Member Support Costs**



Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but you cannot include the cost in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time members, please confirm all full-time members will have access to coverage.
- **Worker's Compensation.** AmeriCorps requires worker's compensation for all AmeriCorps members. You are required to include this line item in your grant budget.
- **Unemployment Insurance and Other Member Support Costs.** Oklahoma state law requires unemployment insurance for all AmeriCorps members. Include SUTA costs and any other member support costs here.

### **Section III. Administrative/Indirect Costs**

#### **Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

#### **Options for Calculating Administrative/Indirect Costs (choose A, B, OR C)**

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a *de minimis* method. Regardless of the option chosen, the CNCS share of administrative costs is

limited to 5% of the total CNCS funds **expended** under this grant. Do not create additional lines in this category.

While the Application Instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants. Applicants who chose to use the Corporation Fixed Percentage will enter the line item details in Section III.A. Applicants who have a Federally Approved Indirect Cost Rate or are using a De Minimis Rate will enter the line item details in Section III.B. Additionally, applicants using a Federally Approved Indirect Cost Rate or a De Minimis Rate must enter the details of their indirect cost rate in eGrants, following these [Instructions](#).

### **A. CNCS-Fixed Percentage Method**

#### **Five/Ten Percent Fixed Administrative Costs Option**

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. To charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. **Enter this amount as the CNCS share for Section III A.**
2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and **enter this amount as the grantee share for Section III A.**
3. **Enter the sum** of the CNCS and grantee shares under Total Amount.

### **B. Federally Approved Indirect Cost Rate**

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether to claim your entire IDC rate

to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

If a Commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

### **C. De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding may indefinitely use a *de minimus* rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If you elect to use this option, you must use it consistently across all federal awards.

### **Source of Funds**

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. The total amount of Source of Match should equal the Grantee Share amount.

If you are requesting match replacement funding in response to a *Notice* that includes this as an option, **do not include the funds in the budget**. The total CNCS share of funds requested will not include match replacement. **If requesting match replacement funding**, enter the total amount as its own line item in the Source of Funds section and identify the type of funds as **federal and secured**.

**Note:** the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible members are not included in the budget.

## Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. **Note:** This checklist does not apply to Fixed Amount grants.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff who recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization are funded through the administrative cost section (Section III) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA (required), Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, the benefits are listed separately?
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for State Commission and National Direct staff travel to the AmeriCorps Symposium in the budget narrative under Staff Travel?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1000 per unit are specifically listed and explained in the budget narrative?
Yes ___ No ___	Cost of items with the Oklahoma AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than AmeriCorps grant funds?
Yes ___ No ___	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for criminal history checks of each member and grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, have you provided an explanation of how the costs will be covered?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes ___ No ___	<p>Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance.</p> <p>Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.</p>
Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you will provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., death and dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other part-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.
Yes ___ No ___	Unemployment insurance is only budgeted if state law requires it?

<b>In Compliance?</b>	<b>Section III. Administrative/Indirect Costs</b>
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and has chosen to use the CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has a current approved indirect cost rate - The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes ___ No ___	Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___	Applicant is directly applying to CNCS and the approved indirect cost rate information has been entered into eGrants to support the costs budgeted?
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and is choosing to use a <i>de minimis</i> rate of 10% of modified total direct costs?

<b>In Compliance?</b>	<b>Source of Funds (Match)</b>
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes ___ No ___	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget exactly?)
Yes ___ No ___	Match replacement funding is included only in the Source of Funds section? In addition to the amount of match replacement funding, the funds are identified as federal and secured?

## Detailed Budget Instructions for Fixed Amount Grants

*These instructions apply only to applicants for Fixed Amount grants, including education award programs (EAPs).*

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EAP and Fixed Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a full-cost fixed amount grant, you must pay at least the minimum living allowance listed in the *Notice* for each type of position you are proposing.

### Budget Section II. AmeriCorps Member Positions Member Positions

Identify the number of members you are requesting by category (i.e. full-time, three quarter-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#Mbrs w/o Allow** (without AmeriCorps-funded living allowance.) In the **Allowance Rate** field, enter the average amount of the living allowance for each type of member. Enter zero in the column labeled **#Mbrs w/ Allow**. **Leave all other columns blank**. See example below (applies to a Full-Cost Fixed Amount grant):

Member Positions ?						
Item	# Mbrs w/ Allow	Allowance Rate	# Mbrs w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	\$16,502	5	\$0	\$0	\$0
Three Quarter Time (1200 hours)	0	\$14,000	7	\$0	\$0	\$0

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:



Member Positions	Calculation	MSY
____ Full-time (1700 hours)	(____ members x 1.000)	=
____ Three quarter-time (1200 hours)	(____ members x 0.70000000)	=
____ Half-time (900 hours)	(____ members x 0.500)	=
____ Reduced half-time (675 hours)	(____ members x 0.3809524)	=
____ Quarter-time (450 hours)	(____ members x 0.26455027)	=
____ Minimum-time (300 hours)	(____ members x 0.21164022)	=
____ Abbreviated-time (100 hours)	(____ members x 0.05627705)	=
<b>Total MSY</b>		

**B. Fixed Award**

Display your calculation in the following format:

Total # of MSYs \_\_\_\_\_ x MSY amount (See Notice for amounts) \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

Type the total amount requested in the "Total Amount" and "CNCS Share" columns. Leave the "Grantee Share" blank. See example below (applies to a Full-Cost Fixed Amount grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share		
<b>Program Grant Request</b>	47.5 MSY X \$9,500/MSY	\$451,250	\$451,250	\$0		
<b>Subtotal</b>		\$451,250	\$451,250	\$0		

**Source of Funds**

Match Description	Description

# SECTION 4 - SUBMITTING THE GRANT IN eGRANTS

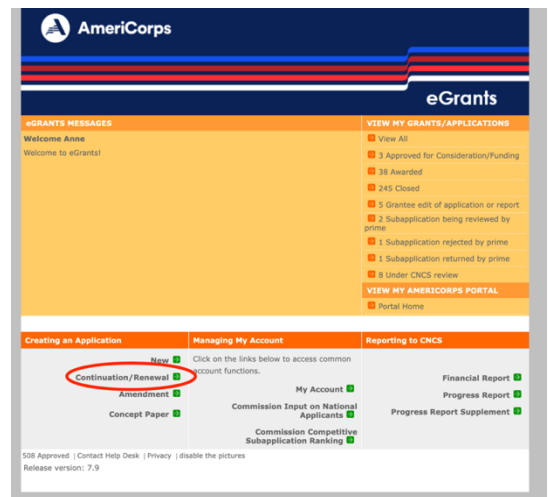
## OPENING YOUR APPLICATION IN eGRANTS

### New and Recompeting Applicants

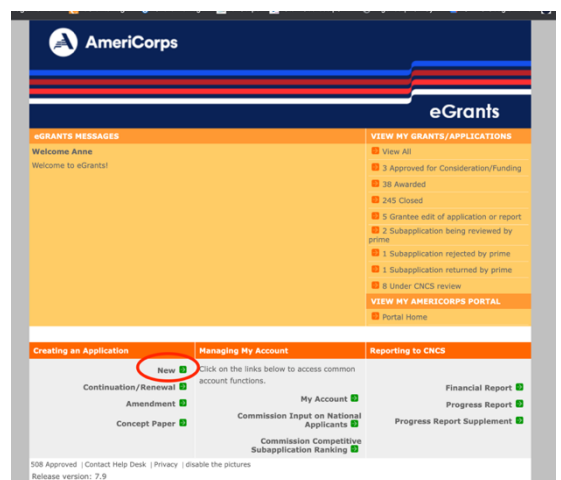
New applicants need to establish an eGrants account by accessing the [eGrants website](#) and selecting “Don’t have an eGrants account? Create an account.”

1. From the eGrants home page after you are logged in, select the appropriate link from the bottom left corner:

- If you are **recompeting** (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**.
- If you are not a current grantee but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**.



- 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**. (**Note: previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements; see the NOFO for more details**)
- If you are a current planning grantee applying for an implementation grant, select **New**.



2. Select **AmeriCorps** for the Program Area, then select **GO**.
3. Select the correct FY2023 NOFA that corresponds to your application type. Screenshots are below. You will need to scroll down past several previous NOFAs. **The 1/4/2023 deadline on the eGrants NOFA is NOT the correct due date for your grant application!** Please disregard this deadline and follow the Commission’s submission deadline of February 23<sup>rd</sup>, 2023 by 5:00 pm, CST.
  - a. **Formula Cost Reimbursement grants** – select the **FY2023 AmeriCorps State and Territory Commission (New and Cont)**

**FY 2023 AmeriCorps State and Territory Commission (New and Cont)**  
**Due Date:** 01/04/2023  
**Summary:** This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

- b. **Formula Fixed Cost, Professional Corps, and EAP grants** – select the **FY2023 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)**

**FY 2023 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)**  
**Due Date:** 01/04/2023  
**Summary:** This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for fixed amount and EAP grants.

4. New Applicants will then input program & program director info by clicking “Enter New” below each field:

The screenshot shows a web form with the following sections:

- Grant Application ID:** 23ES249455
- NOFA:** FY 2023 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)
- Type:** New
- Status:** Prime Applicant Initial Entry
- Legal Applicant Info:** Oklahoma Community Service Commission, 730 W Wilshire Blvd, Ste 101, Oklahoma City, OK 73116
- Applicant information:** Applicant/User: Anne Smith; Authorized Representative:
- Program information:** Includes instructions for first-time applicants and continuation requests. Below this are two dropdown menus:
  - Select a program:** with a dropdown menu and links for 'enter new' and 'view/edit'.
  - Program Director:** with a dropdown menu and links for 'enter new' and 'view/edit'.
- Program Website URL:** An empty text input field.

Continuation Applicants will select the program name from the drop-down menu. Grants in continuation **should not enter a new program name**, unless instructed by Oklahoma AmeriCorps to do so.

Continuation applicants may select “enter new” and add a new program director as-needed. **The program director selected needs to be the individual that will be responsible for answering questions or writing clarifications for the grant application.**

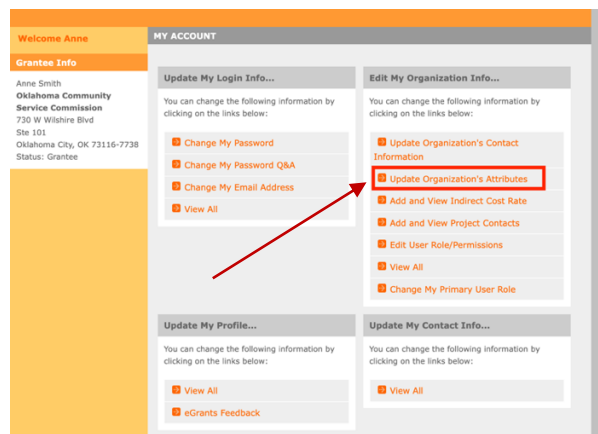
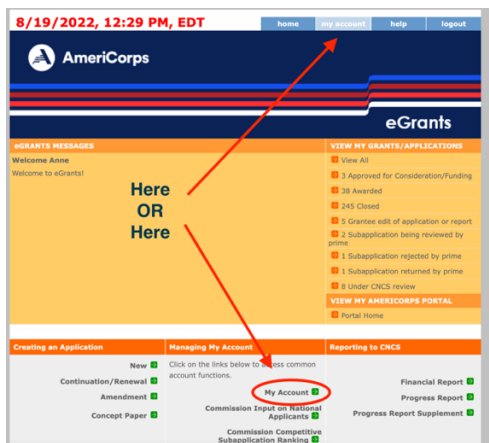
5. Enter the requested information into each of the grant sections below. **Oklahoma AmeriCorps strongly recommends writing the grant application in a word processing document and copying/pasting into eGrants.**

Your application consists of the following components. Make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

## I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet, including the organization’s SAM.gov UEI number. To enter or edit your UEI in eGrants, from your home screen select “My Account”, then “Organization’s Attributes”



Enter your UEI in the corresponding field (screenshot below). Note: your organization’s name needs to be an **exact match** to the entity name on your sam.gov registration (down to every

character). If there is a discrepancy and the eGrants name needs to be changed, contact Anne Smith at [asmith@okamericorps.com](mailto:asmith@okamericorps.com). You may instead opt to change the name on your SAM.gov registration, however please note this often is a lengthy process.

**Organization Information**

Please enter your organization information below. All questions marked with an asterisk (\*) are required.

**GENERAL INFORMATION**

EIN #: [REDACTED]

UEI #: [REDACTED]

DUNS #: [REDACTED]

Organization's Name: Oklahoma Community Service Commission

\* Organization Type: State Commission

**ORGANIZATIONAL CHARACTERISTIC(S)**

Please enter the characteristic(s) that best describe your organization.

## II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please enter OK with both letters capitalized for Oklahoma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The project start date may be on or after 9/1/2023 and will end 365 days after the start date, or by 9/30/2024.
- 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.

## III. Narratives

**In eGrants, you will enter text for**

- Executive Summary
- Rationale and Approach (Program Design)
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

## Executive Summary

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

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

The AmeriCorps investment will be matched with \$[amount of projected match], \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding.

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

## Program Design

Reviewers will assess your application against the selection criteria described in Section 2 of this NOFO. Please be sure each bullet point is addressed and a heading is included for each section of the narrative text and enter your narrative text in the following order:

1. Theory of Change
- 2. Evidence Base & Performance Measurement**
3. Member Experience

## Organizational Capability

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

Please be sure each bullet point is addressed and a heading is included for each section of the narrative text and enter your narrative text in the following order:

- 1. Organizational Background and Staffing**
- 2. Compliance and Accountability**
3. Member Supervision

## Cost-Effectiveness and Budget Adequacy

Enter **"See Budget"** only.

## Evaluation Plan

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

See page 16 for details on which applicants are required to include evaluation documents with their application.

## Amendment Justification

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

## Clarification Information

**Enter N/A.** This field will be used only if the AmeriCorps agency requests clarifications during the national review process. Any clarification requests from Oklahoma AmeriCorps will be entered into the original narrative fields.

## Continuation Changes

**Enter N/A.** This field will be used to enter year 2 and year 3 changes in the application narratives in continuation requests.

## Logic Model

A logic model is no longer required for formula applications. **Enter N/A** in each of the required text fields for the logic model section.

## IV. Performance Measures

All applicants must submit performance measures with their application. See instructions beginning on page XX for entering performance measures into eGrants.

## V. Program Information

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

## VI. AmeriCorps Funding Priorities

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

## VII. Grant Characteristics

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

## VIII. Additional Documents

In addition to the application submitted in eGrants, you are required to provide your labor union concurrence (if necessary - see B., below), financial management survey, and any other required documents as described on page XX , and an explanation of federal debt delinquency (if applicable) as part of your application. **Send all documents to [asmith@okamericorps.com](mailto:asmith@okamericorps.com) no later than 5:00 pm Thursday, February 23<sup>rd</sup>, 2023.**

After you have submitted the documents, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at AmeriCorps."

### A. Evaluation Report and/or Plan

Submit any completed report or evaluation plan as described in the evaluation section above. In the Documents section in eGrants, select one of the following in the **evaluation dropdown** menu:

- If you are requesting \$500,000 or more in federal funds you are required to submit evaluation documents. Submit the documents to OK AmeriCorps via email then select "**Sent**" in eGrants.
- If you are requesting less than \$500,000 in federal funds, select "**Not Applicable**"

### B. Labor Union Concurrence

- 1) If a program applicant–
  - a) Proposes to serve as the placement site for AmeriCorps members; and
  - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
  - c) Those employees are represented by a local labor organization  
--then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- 2) If a program applicant:
  - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
    - i) They will not place AmeriCorps members in positions that were recently occupied by paid staff.
    - ii) They will not place any AmeriCorps member into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged



employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, "program applicant" includes any applicant to Oklahoma AmeriCorps.

### **C. Federally Approved Indirect Cost Agreement**

Applicants applying directly to AmeriCorps that include a federally approved indirect cost rate amount in their budget must enter the current approved indirect cost rate agreement information into eGrants at the same time they submit their application. See [Instructions](#).

### **D. Delinquent on Federal Debt**

Any applicant who checks Yes to the question on federal debt delinquency must submit a complete explanation to [asmith@okamericorps.com](mailto:asmith@okamericorps.com) at the same time they submit their application.

## **IX. Budget Instructions**

All applicants will enter their budget as described in the Detailed Budget Instructions in Section 3 of the NOFO. Cost Reimbursement Budget Instructions begin on page 35 and Fixed Cost Budget Instructions begin on page 48.

The budget will include the following sections:

### Section I – Program Operating Costs

- A. Personnel Expenses
- B. Personnel Fringe Benefits
- C.1. Staff Travel
- C.2. Member Travel
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Services
- G.1. Staff Training
- G.2. Member Training
- H. Evaluation
- I. Other Operating Costs

### Section II – Member Costs

- A. Living Allowance
- B. Member Support Costs
  - FICA

- Health Care
- Worker’s Compensation
- Unemployment Insurance and Other Support Costs

Section III – Administrative/Indirect Costs (page 42)

- A. CNCS Fixed Percentage Method
- B. Federally Approved Indirect Cost Rate
- C. *De Minimus* Rate of 10% of Modified Total direct Costs

Source of Funds - In the “Source of Funds” field identify each match source on a separate line item and 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 sum of all Source of Funds fields should match the total amount in the grantee share of the budget narrative exactly.**

If you are requesting match replacement funding in response to a *Notice* that includes this as an option, **do not include the funds in the budget**. The total CNCS share of funds requested will not include match replacement. **If requesting match replacement funding**, enter the total amount as its own line item in the Source of Funds section and identify the type of funds as **federal and secured**.

**Note:** the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible members are not included in the budget.

## X. Funding/Demographics

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

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

## XI. Review, Authorize, and Submit

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

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

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

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

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

**Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.** Individuals may establish an eGrants account by accessing the [eGrants webpage](#) and selecting "Don't have an eGrants account? Create an account."

## SECTION 5 - CONTINUATION REQUESTS

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

### When to Submit Your Continuation Request:

The continuation grant is due in eGrants **no later than 5:00 pm CT on Thursday, February 23<sup>rd</sup>, 2023.**

### How to Submit Your Continuation Request:

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

If you have questions about the content of your continuation request, please contact Anne Smith at [asmith@okamericorps.com](mailto:asmith@okamericorps.com).

### What to Include in Your Continuation Request:

#### I. Applicant Info and Application Info

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

#### II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification

Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

AmeriCorps expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

In the **Continuation Changes** narrative field, discuss any of the following changes, as relevant for your program:

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Changes to program staffing
- Significant Changes to Monitoring Structures
- Budget revisions (detail provided in section VI).

Enter a separate heading for the changes for each program year. For example:

YEAR TWO CONTINUATION CHANGES

*Description of changes*

YEAR THREE CONTINUATION CHANGES

*Description of changes*

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

**Any continuation applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. Oklahoma AmeriCorps expects that most continuation applications will not be requesting significant changes.**

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) as an attachment to Anne Smith at [asmith@okamericorps.com](mailto:asmith@okamericorps.com). Oklahoma AmeriCorps will submit the plan on your behalf and notify you if AmeriCorps approves the changes.

### **III. Logic Model**

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

#### IV. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. **If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures.** Continuation applicants whose measures do not align with the current-year Performance Measure Instructions must also revise their measures to conform with the current instructions.

To revise performance measures, "View/Edit" the performance measures that copy over from your original application or add new performance measures (see Attachments). **Note in the Continuation Changes field that you have updated your performance measures.** If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

#### V. Program Information

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

##### AmeriCorps Funding Priorities

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

##### Grant Characteristics

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

#### VI. Budget (Budget Section)

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

##### Source of Funds (Match)

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

## **Carry Forward Funding**

AmeriCorps will allow you to use prior year unexpended grant funds for continuation competitive grants to enhance program activities, which is often referred to as carry forward. AmeriCorps will allow you to carry forward unexpended Fiscal Year (FY) 2022 competitive funds to support the 2023-24 program year. Funds may only be carried forward if the prime grant is a continuation grant in program year 20223-243; we cannot transfer funds to a new or re-compete grant.

Unexpended information will be collected by Oklahoma AmeriCorps and will stay with the designated subgrantee. Carry forward information will be collected, as applicable, for cost reimbursement and fixed amount grants. Unexpended funds cannot be transferred between grant types or between subgrantees.

## **VII. Increasing Grantee Overall Share of Total Budgeted Costs**

AmeriCorps requires grantees 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, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35-2521.90 for the specific regulations.

See Attachment G for instructions for applying for the Alternative Match Schedule and/or a match waiver.

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

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

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

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

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

- Review

- Authorize
- Assurances
- Certifications
- Verify
- Submit

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

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

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.*** Individuals may establish an eGrants account by accessing the [eGrants website](#) and selecting "Don't have an eGrants account? Create an account."



## SECTION 6 - PLANNING GRANTS

Oklahoma AmeriCorps planning grants are awarded for the purpose of allowing an organization to plan and prepare for applying for an AmeriCorps program grant in the following grant cycle, in this case 2024-2025. A planning grant provides financial support **up to \$75,000** for a planning period of **up to 12-months**.

Applications will discuss bringing a new AmeriCorps program to an organization for the first time and to prepare the organization to administer an AmeriCorps State program in the future.

AmeriCorps members **are not** included in a planning grant award.

The following are examples of program proposal designs. Proposed projects do not have to include these models to be considered for funding:

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

## Match Requirements

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.

Planning grant applicants are required to match at 24 percent. If an operational grant is awarded following the planning grant period, the operational grant will match at 24% for the first three-year funding period. Starting with year four, the operational grant 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.

**Table 5 - Match Requirements**

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 [found in 42 U.S.C. §12571\(e\)](#). Grantees must track and be prepared to report on that match separately each year and at closeout.

Grantee share and the source of funds must be included on the planning grant budget.

### Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in [45 CFR 2521.60\(b\)](#). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf.

### Match Waiver

Applicants may request a match waiver from the AmeriCorps agency via Oklahoma AmeriCorps. Oklahoma AmeriCorps recommends requesting an Alternative Match schedule before requesting a full match waiver.

## Application Criteria

Each applicant will describe a plan to develop a project that will deploy AmeriCorps members to solve a significant community problem. Oklahoma AmeriCorps urges applicants to submit high quality applications that carefully follow the guidance in this *Notice*. The

quality of an application will be an important factor in determining whether an organization receives funding. Applications will only be considered for review, if each section is complete.

All planning grant applications will be submitted in eGrants and are due no later than **5:00 pm CT on Thursday, February 23<sup>rd</sup>, 2023**. Step-by-step instructions for establishing an eGrants account and setting up your application are on page XX of this NOFO.

Oklahoma AmeriCorps **strongly recommends** drafting the narrative portion of the grant in a word processing document first and then copying/pasting the content into eGrants.

A complete application will include each of the following sections:

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Program Information
- VI. Documents
- VII. Funding/Demographics
- VIII. Budget
- IX. Review, Authorize, and Submit

## **I. APPLICANT INFO**

Information entered in the Applicant Info, Application Info and Budget sections will populate the SF-424 Facesheet. Select “New” as the application type since this will be a new program to be developed. Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

The SAM.gov UEI needs to be entered in the organization’s account information and will auto-populate on the SF-424 Facesheet. See page 52 for entering and saving your organization’s SAM.gov UEI.

## **II. APPLICATION INFO**

Enter information specific to the legal applicant organization and the proposed AmeriCorps program as follows:

- Areas affected by your proposed program. For city or county information, please follow each one with the two-letter capitalized state abbreviation OK.
- Requested project period start and end dates. You may request a start date on or after September 1, 2023. Exceptions to the start dates may be considered in exceptional

circumstances. The project period is for one year, if you select September 1, 2023 as your start date, then your end date would be August 31, 2024.

- State Application Identifier: Enter N/A
- The Application is Subject to Review by State Executive Order 12372 Process: This is prefilled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation to [mpoints@okamericorps.com](mailto:mpoints@okamericorps.com).
- Leave the box for “Program Initiative” blank.

### III. NARRATIVE

Respond to each of the following in the order in which the item is presented. The eGrants narrative must not exceed **7 pages**. Oklahoma AmeriCorps will consider the number of pages only as they print out from the “Review” tab in eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits. Oklahoma AmeriCorps will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. Oklahoma AmeriCorps strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit.

#### A. Executive Summary

Fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template.**

*The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the AmeriCorps focus area(s) of [Focus Area(s)]. The AmeriCorps investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non- governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.*

#### B. Program Design

Reviewers will consider the quality of the application’s response to the following criteria below. The program design accounts for **50% of the review score**.

- Describe why you are applying for a planning grant and what you hope to achieve during the one-year planning period, including but not limited to:
  - The problem you plan to solve with your AmeriCorps program.
  - Evidence that the need exists.
  - Why AmeriCorps members are well suited to address the need.
  - Determining the most appropriate AmeriCorps member activities to address the identified need.

- The target community(ies) the program would serve.
  - Creating a process for selecting operating and service sites (if applicable that will ensure the most appropriate and capable organizations are selected.
- Describe how the program developed through this planning grant will be new or develop a new aspect or expansion of an existing program.
- Describe a clear and logical planning process, including:
  - A detailed description of the planning process and which staff are leading it.
  - A well-developed timeline for planning activities.
  - A clear description of how the planning period will be used to develop the necessary components to effectively manager an AmeriCorps program in the future.

### **C. Organizational Capability**

Reviewers will consider the quality of the application’s response to the following criteria below. The organizational capability section accounts for **45% of the review score**.

- Identify the primary program and primary fiscal contacts for the grant application include secondary contacts if applicable.
- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.

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

No narrative should be entered in the narrative box except for **“See Budget”**. The detailed budget instructions and criterion for budget review begin on page 35.

### **E. Evaluation Summary or Plan**

**Enter N/A** (this section is not applicable to planning grants and is not scored).

### **F. Amendment Justification**

**Enter N/A** (no score)

### **G. Clarification Information**

**Enter N/A** (no score)

### **H. Continuation Changes**

**Enter N/A** (no score)

## **IV. PERFORMANCE MEASURES**

The eGrants system requires that all applicants must submit placeholder performance measures with their application. See the instructions on page 28, but enter 0 or 1 in the target fields and N/A in any required text fields. *Note, eGrants may require a target greater than 0 to*

validate. If that occurs, enter 1 in the required fields instead of 0. Oklahoma AmeriCorps will not hold planning grant subgrantees responsible for meeting performance measure targets that are entered solely for eGrants validation purposes.

## V. PROGRAM INFORMATION

For each item, select either Yes or No from the drop-down menu.

## VI. DOCUMENTS

In addition to the application submitted in eGrants, you are required to provide your federally-approved indirect cost agreement (if applicable via e-mail to [amsith@okamericorps.com](mailto:amsith@okamericorps.com) as part of your complete application.

- **Evaluation:** Select "Not Applicable"
- **Federally Approved Indirect Cost Agreement:** Applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to Oklahoma AmeriCorps at [asmith@okamericorps.com](mailto:asmith@okamericorps.com) at the same time they submit their application.
- **Labor Union Concurrence:** Select "Not Applicable"
- **Other Documents:** Select "Sent"

## VII. FUNDING DEMOGRAPHICS

**Other Revenue funds:** Enter the amount of funds that your program uses to run the program that are not identified as federal 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 federal or grantee share amounts in the budget.

## VIII. BUDGET

The proposed budget should be enough 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. As detailed budget information is entered, eGrants will automatically populate a budget summary and budget narrative report. eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error message. All errors must be resolved before the budget can be submitted.

As you prepare your budget:

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

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Grants Guidance. Please refer to the Uniform Grants Guidance (UGG) (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements. The UGG can be found online at <http://www.ecfr.gov/>.

## **Section I. Program Operating Costs**

### **G. Personnel Expenses**

Under "Position/Title Description", list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either federal or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community services performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff.

Oklahoma AmeriCorps **requires** that new programs include the cost for a staff person who will be the Primary Program contact for a future AmeriCorps State grant. This person may be a Program Manager, Program Director, etc. The expectation is that this person would spend at least 75% of their time on the Planning Grant and 100% of their time on a future AmeriCorps state grant.

### **H. Personnel Fringe Benefits**

Under "Purpose/Description" identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation (required in Oklahoma), Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

### **C.1. Staff Travel**

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses, multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

- Applicants should include funds in this line item for travel for at least one staff member to attend AmeriCorps- sponsored meetings. There is potentially one opportunity per year, held at various locations.
- Oklahoma AmeriCorps **requires** all applicants to include funds to send Primary Program and Primary Fiscal staff members to up to four required Commission sponsored meetings. These quarterly events are typically held in Oklahoma City, OK and are one to two days in length. The required budget component above should be entered as "Commission Sponsored Meetings" and should be itemized. For example: Two staff members will attend Program Director Trainings in OKC, OK. 2 staff x \$300 airfare + \$50 ground transportation + 2 days x \$150 lodging + \$35 per diem = \$1,440

### **C.2. Member Travel**

*Do not enter costs in this line.*

### **D. Equipment**

*Do not enter costs in this line*

### **E. Supplies**

Include the amount of funds to purchase consumable supplies and materials. You must individually list any single item costing \$1,000 or more.

### **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Section G., below. There is not a maximum daily rate.

- Oklahoma AmeriCorps strongly recommends that applicants consider using consultants during the planning process to assist with areas such as developing or reviewing internal controls, data collection systems, etc.

### **G.1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial



management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

## **G.2. Member Training**

*Do not enter costs in this line.*

## **H. Evaluation**

*Do not enter costs in this line.*

## **I. Other Operating Costs**

Allowable costs in this budget category should include when applicable:

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet, and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organizations indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Gifts and/or food in an entertainment/event setting are not allowable costs as either federal or Grantee share.
  - Planning Grant staff are not required to undergo the National Service Criminal History Check as of May 1, 2021. Applicants need not include these costs in the planning grant budget.

## **Section II. Member Costs**

Do not enter costs into Section II.

## **Section III: Administrative/Indirect Costs**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Omni Circulars.

For organizations that do not have an established state or federal indirect cost rate, **administrative costs include:**

- Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases where they are specifically approved in writing by AmeriCorps as project costs.
- Costs for internal evaluation, including the organization's overall management improvement costs (except for independent evaluations and internal evaluations of a program or project).
- Costs for general liability insurance that protects the organization(s) responsible for operating a program or project, other than insurance costs solely attributable to the project.
- Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in AmeriCorps regulations [45 CFR 2541.220(b)].

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

- Costs for staff (including salary, benefits, training, and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
- Costs for independent evaluations and any internal evaluations to the extent that the evaluations cover only the funded program or project.
- Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct program or project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support program or project activities; and staff who review, disseminate, and implement AmeriCorps guidance and policies directly relating to a project.
- Space, facility and communications costs for program or project operations and other costs that primarily support program or project operations, and are specifically allocable thereto, excluding those costs that are already covered by an organization's indirect costs rate.
- Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by AmeriCorps as directly attributable to a program or project.

### **Options for Calculating Administrative/Indirect Costs**

Applicants can choose to use one of three methods to calculate allowable administrative costs - (1) an AmeriCorps agency fixed percentage rate method or (2) a state or federally approved indirect cost rate method, or (3) a de minimis method. Regardless of the option

chosen, the AmeriCorps share of administrative costs is limited to 5% of the total AmeriCorps funds **actually expended** under this grant. Do not create additional lines in this category.

Applicants using a state or federally approved indirect cost rate are required to enter information about the rate into eGrants. Use the [IDCR eGrants Instructions](#) for guidance on how to enter this information.

Oklahoma AmeriCorps will retain 2% of the 5% of federal funds available to programs for administrative costs identified within each subgrant's budget. To calculate these fractional shares, within Section III of the subgrant budget, **two-fifths (40%) of the federal dollars budgeted for administrative costs is allocated to the commission's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between commission and program shares would be calculated as follows:**

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission Share}$**   
 **$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.60) = \text{Subgrantee Share}$**

### **Source of Funds**

AmeriCorps Planning Grants are typically required to include match/cost share at 24% of total program costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

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 that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the AmeriCorps agency. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the AmeriCorps Financial Report (AFR).

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. If the no match will be used then please enter AmeriCorps FY 2021 Match Waiver and the amount required to validate the budget. If you are using match, please identify each match source separately. Applicants are **required** to identify if each source of 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**. Define all acronyms the first time they are used. The total amount of Source of Match **must equal exactly** the total Grantee Share amount from the budget narrative as well as the total amount reported in the Executive Summary.

#### Criteria for Reviewing the Budget:

- Budget is submitted without mathematical errors and 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 is in compliance with the budget instructions.
- The submitted request is equal to or less than the maximum allowed for a planning grant, \$75,000. Applicants must complete the budget and ensure the following information is in the budget screens:
  - Current indirect cost rate if used to claim indirect/administrative costs.
  - Identify the non-AmeriCorps funding and resources necessary to support the project.
  - 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 “secured” or “proposed”.

## IX. REVIEW, AUTHORIZE, AND SUBMIT

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant’s Authorized Representative or his/her 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.

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

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system **must have their own eGrants account**. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

# SECTION 7 - APPLICATION REVIEW

## Peer Review

Oklahoma AmeriCorps and a committee of Peer Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy. Applicants recommended for funding by Oklahoma AmeriCorps will then be submitted for approval to the Oklahoma AmeriCorps board of Commissioners. All External Reviewers will be screened for conflicts of interest.

## Applicant Clarification

Oklahoma AmeriCorps or the AmeriCorps agency may ask an applicant for clarifying information at any time during the review or award process. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from the award process.

## Pre-Award Risk Assessment

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

In assessing risks, Oklahoma AmeriCorps may consider the following criteria:

1. Due Diligence, including:
  - Federal debt delinquency
  - suspension and debarment
  - information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as:
    - [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#)
    - [U.S. Treasury Bureau of Fiscal Services](#)
    - [System for Award Management \(SAM\)](#)
    - "Do Not Pay"
  - reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations

- IRS Tax Form 990
  - [Oversight.gov](https://www.oversight.gov)
  - Public Litigation Records
2. Operational and Financial Management, including:
    - financial stability
    - Operational and Financial Management Survey (OFMS)
  3. Past Performance, including:
    - an applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
      - timeliness of compliance with applicable reporting requirements
      - conformance to the terms and conditions of previous Federal awards
      - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
      - timely closeout of other awards
      - meeting matching requirements
      - the extent to which any previously awarded amounts will be expended prior to future awards
      - national service criminal history check (NSCHC) compliance. See the [NSCHC webpage](#) for more information
  4. Other Programmatic Risks, including:
    - publicly available information, including from the applicant organization's website

Per [§ 200.332\(b\)](#), Oklahoma AmeriCorps staff will review the applications and will conduct an internal pre-award risk assessment that will include an assessment of the subgrantees' programmatic past performance.

### **Consideration of Integrity and Performance System Information**

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

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

AmeriCorps may consider comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the [E.2.d. Risk Assessment Evaluation section](#) of this Notice.

## Selection for Funding

The review and selection process is designed to:

- identify how well eligible applications are aligned with the selection criteria,
- build a diversified portfolio addressing Oklahoma's most pressing needs,
- meaningful representation of
  - rural communities
  - innovative community strategies

Oklahoma AmeriCorps will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps' web-based management system. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

In selecting applicants to receive awards under this Notice, Oklahoma AmeriCorps will endeavor to include a diverse portfolio of applications based on staff recommendations, peer reviewer assessments of alignment with selection criteria, and strategic considerations.

Oklahoma AmeriCorps and the AmeriCorps agency reserve the right to prioritize funding existing awards over making new awards.

Oklahoma AmeriCorps and the AmeriCorps agency reserve the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

***Oklahoma AmeriCorps 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.***

## Feedback to Applicants

Each compliant applicant will receive feedback from the External Review of its application. Feedback will include both application strengths and areas for improvement and may include requests for clarification or revisions.

# ATTACHMENT A: Cost Reimbursement Budget Worksheet

## Section I. Program Operating Costs

### A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

### B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

### C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

### C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

### D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

### E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				



**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

<b>Subtotal Section I:</b>	<b>Total Amount</b>	<b>CNCS Share</b>	<b>Grantee Share</b>

**Section II. Member Costs**

**A. Living Allowance**

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full-time (1700 hrs)						
Three quarter-time (1200 hrs)						
Half-time (900 hrs)						
Reduced Half-time (675 hrs)						
Quarter-time (450 hrs)						
Minimum-time (300 hrs)						
Totals						

**B. Member Support Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

**Section III. Administrative/Indirect Costs**

**A. Corporation Fixed Percentage**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**B. Federally Approved Indirect Cost Rate Or De Minimis Rate of 10% of Modified Total**

**Direct Costs**

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

**Source of Funds**

Match Description (Note whether Secured or Proposed)	Amount	Match Classification (Cash or In Kind)	Match Source (Federal, State/Local, Private)

## ATTACHMENT B: Budget Worksheet for Fixed Amount Grants

Complete the fields for the # w/o Allowance and Allowance Rate only.

### Member Positions

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full-time (1700 hrs)								
Three quarter-time (1200 hrs)								
Half-time (900 hrs)								
Reduced Half-time (675 hrs)								
Quarter-time (450 hrs)								
Minimum-time (300 hrs)								
Abbreviated-time (100 hrs)								
<b>Subtotal</b>							<b>MSY</b>	<b>Cost/MSY</b>

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
<b>Program Grant Request</b>				
<b>Subtotal</b>				

### Source of Funds

Match	Description

## **ATTACHMENT C: Alternative Match Schedule and Match Waiver Request Instructions**

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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, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

**Special Circumstances for an Alternative Match Schedule:** Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

**A. Rural County:** In determining whether a program is rural, AmeriCorps will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match requirement. See Attachment H for the Table of Beale codes.

**B. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, AmeriCorps will consider the following list of county-level characteristics. See Attachment H for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75% of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125% of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

**C. Program Location:** Except when approved otherwise, AmeriCorps will determine the location of your program based on the legal applicant's address. If you believe the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. AmeriCorps will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule per the information contained in the *Notice*. AmeriCorps will review your request and notify you

within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or, if applying as a new grantee, for the upcoming three-year grant cycle.

**D. Instructions for the Alternative Match Schedule:** To submit an Alternative Match Schedule request, email Melinda Points, Executive Director, at [mpoints@okamericorps.com](mailto:mpoints@okamericorps.com). Include a brief description of how your program meets the criteria described in this section. Oklahoma AmeriCorps will then submit the request to the AmeriCorps agency for consideration.

**MATCH WAIVERS:**

In accordance with 45 CFR §§ 2521.70, applicants may request a full or partial waiver of match requirements. A full or partial match waiver request may be submitted to Oklahoma AmeriCorps by emailing [mpoints@okamericorps.com](mailto:mpoints@okamericorps.com). Oklahoma AmeriCorps will then submit the request to the AmeriCorps agency for consideration.

## ATTACHMENT D: Beale Codes and County-Level Economic Data for Alternative Match Requests

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### Rural Community

The U.S. Department of Agriculture publishes **Beale codes**, which are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 4,5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

### Severely Economically Distressed Community

The following table provides the website addresses where you can find the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a>	<b>Bureau of Economic Analysis' Regional Economic Information System (REIS):</b> Provides data on <i>per capita</i> income by county for all states except Puerto Rico.

WEBSITE ADDRESS	EXPLANATION
<a href="https://data.census.gov/cedsci/">https://data.census.gov/cedsci/</a>	<b>Census Bureau’s American Fact-finder:</b> Provides census data including estimates on poverty, per capita income, and unemployment by counties, states, and metro areas, including Puerto Rico.
<a href="http://www.bls.gov">www.bls.gov</a>	<b>Bureau of Labor Statistics’ Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states, including Puerto Rico.
<a href="https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/">https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/</a>	<b>US Department of Agriculture’s Rural-Urban Continuum Codes:</b> Provides urban rural code for all counties in US.



## **ATTACHMENT E - FEDERAL IMPORTANT NOTICE**

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All competitive funding announcements by the Corporation for National and Community Service, dba as AmeriCorps, are posted on [www.americorps.gov](http://www.americorps.gov) and [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to AmeriCorps, Attn: Arminda Pappas, 250 E Street, SW, Suite 300, Washington, DC 20525. AmeriCorps informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

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

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

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

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

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