



ServeNebraska

The Nebraska Volunteer Service Commission

AmeriCorps*State Request for Applications Program Year 2009-2010

ISSUED: September 18, 2008
DEADLINE: November 3, 2008 - 5:00 pm CST



State Capitol, 6th Floor West
P.O. Box 98927
Lincoln, Nebraska 68509--8927
Phone: 402-471-6225 or 800-291-8911
www.serve.nebraska.gov

OMB Control #: 3045-0047
Expiration Date: 4/30/2009

IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's (the Corporation's) online grant application system, [eGrants](#). The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site www.cns.gov and at www.grants.gov.

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)).

Time Burden: The time required to complete this collection of information is estimated to average 10 hours per applicant.

Use of Information: The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. In this case, it would not be possible to consider granting funds to the applicant.

Privacy Act: Information provided for this collection may be shared with federal, state, and local agencies for law enforcement purposes.

Please be aware that this Request for Applications (RFA) modifies the national Instructions to address specific needs and concerns in the State of Nebraska. It takes precedence over the application instructions promulgated by the Corporation.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see Table 1, below). Additional criteria regarding the specific needs and concerns of the State of Nebraska may be added.

Table 1: Program Requirements in the AmeriCorps Regulations

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

If there is any inconsistency between the AmeriCorps regulations, the Corporation for National & Community Service *Notice of Federal Funding Opportunity*, 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*, which takes precedence over the
3. ServeNebraska Request for Applications



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AMERICORPS IN NEBRASKA

ServeNebraska – the Nebraska Volunteer Service Commission mobilizes Nebraskans to strengthen their communities through volunteering, collaboration, and national service programs. We are committed to uniting individuals in service to their communities and achieving demonstrable results by funding AmeriCorps programs that address Nebraska’s unmet human, educational, public safety, homeland security and environmental needs. This Request for Applications (RFA) is being released for new, re-competing and continuing applications for AmeriCorps programming operating exclusively within the state of Nebraska. **This Request for Applications is complemented by a second component containing applicable FORMS and tools to assist in the completion of applications.**

ServeNebraska encourages organizations to consider or submit AmeriCorps Education Award Only Program applications. Funding for Education Award Only programs assures federal support for the educational awards of enrolled members, but provides very limited operational support -- \$600 per full-time member. Grantees must use their own or other resources to cover any AmeriCorps member living allowances and other program costs. Applicants interested in submitting an Education Award Only Program application or incorporating Education Award Only positions into your program design should contact ServeNebraska AmeriCorps Program Officer Greg Donovan at 402-771-6249 or greg.donovan@dhhs.ne.gov for consultation and special technical assistance.

ServeNebraska administers AmeriCorps programming and funds in Nebraska as required and governed by federal and state law rules and regulations. Nebraskans have a solid history of providing innovative national service programming. AmeriCorps members, and the volunteers they have recruited, have provided thousands of hours in services aiding children, youth, and families in communities throughout the state. It is exciting that you are interested in building upon this legacy.

ServeNebraska strongly recommends that potential applicants thoroughly read and understand this Request for Applications (RFA) prior to writing a response. ServeNebraska further encourages all interested parties to develop a thorough understanding of AmeriCorps prior to applying by visiting our AmeriCorps elements on our website, <http://www.serve.nebraska.gov/ameriCorps/ameriCorps.htm>

To help you in determining whether to pursue creating a proposal, ServeNebraska has created a resource to guide potential applicants entitled **“Is My Organization Ready for an AmeriCorps Grant: A READINESS ASSESSMENT”** which is posted on our website at:

<http://www.serve.nebraska.gov/pdf/mainimage/Nebraska%20AC%20Readiness%20Assessment%20FINAL%20%2005-07-08.doc>

ServeNebraska is committed to providing the most helpful and current information to all applicants. **A listing of all questions posed by potential applicants and the answers to these questions will be posted on our website, <http://www.serve.nebraska.gov> by the Wednesday of each week during the application period.**

Applicants must carefully put together a proposal that will meet the demands of a potentially strong competition and to consider creative and innovative collaborations. ServeNebraska also encourages applicants to carefully identify ways these activities can be supported with local resources by reaching out to new partners and introducing visionary service methods should Corporation for National & Community Service (CNCS) funding be reduced or eliminated.



INTRODUCTION TO THE APPLICATION PROCESS FOR AMERICORPS PROGRAMMING IN NEBRASKA

Applications for AmeriCorps program funding are subject to review by ServeNebraska and, if funded, programs are subject to ServeNebraska oversight.

ServeNebraska is very concerned about supporting a diversity of programs, including those that provide geographic breadth across our state. Western and Central regions of the state have traditionally been under-represented in Nebraska's portfolio of AmeriCorps programs. To address this, geographic representation in Central and Western frontier and rural Nebraska will be a factor in the review and selection of grantees.

New applicants should follow the application instructions for New or Continuing AmeriCorps*State Programs.

All applications must be submitted via eGrants, the online grant submission program operated by the Corporation for National and Community Service (CNCS) accessible at: <https://egrants.cns.gov/espan/main/login.jsp>

If you need assistance in establishing an eGrants account or navigating eGrants please contact ServeNebraska's Training & Disability Program Officer, Peter Cales at (402) 471-6228 or peter.cales@dhhs.ne.gov. If there are significant technical difficulties or if extenuating circumstances prevents the use of the eGrants system, ServeNebraska will consider requests for submission of a paper document if such requests include a written rationale and are made NO LATER than October 20, 2008.

In utilizing eGrants, the Commission **requires all applicants for 2009-2010 support to submit their grants as "Competitive" applications**. Following the Commission's initial review of applications, a decision will be made as to which programs to refer to CNCS for Competitive funding consideration. The remaining applications - and those applications not selected by CNCS for Competitive funding - will be considered for state Formula funds. ServeNebraska will promptly notify applicants of necessary revisions and resubmission that may be needed during the funding process. The distinction between Competitive and Formula funding is provided below.

Competitive funds are available to support innovative programming. Established larger multi-site programs and initiatives with sophisticated, well-developed program designs tend to compete well for this pool of funds. All applications are reviewed and ranked at the state level. Applications for Competitive funding consideration are forwarded with ServeNebraska recommendations to compete against applications put forth by state commissions in other states. The Corporation for National and Community Service makes final decisions on Competitive grants..

Formula funds are allocated exclusively at the state level to support outstanding programming. Newer and smaller scale programs tend to be supported with Formula funds. Successful applicants are funded based on the decision of the Commission grant review team with approval by the full Commission. The amount of Formula funds available annually to each state is determined through a population-based formula devised by the Corporation for National & Community Service. The amount available for allocation in Nebraska has traditionally been \$500,000. It is current Commission policy that programs may receive **no more than six (6) consecutive years of Formula funding**.

The following **Key Factors** should be considered in crafting your application:

- All applicants must include their organizational **DUNS** (Data Universal Number System) as part of the application. ServeNebraska strongly suggests that organizations that have not previously applied for federal funds immediately apply for a DUNS number if your organization does not currently have one. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com.



- ServeNebraska funds programs that consist of **teams of no fewer than three AmeriCorps members**. Programs serving rural areas may be eligible to apply for a smaller number of AmeriCorps members. Please contact Greg Donovan at ServeNebraska, 402-771-6249 or greg.donovan@dhhs.ne.gov , for further information.
- Applicants for multi-site programs must secure and submit a signed **Host Site Application** from each host site with their response to this Request for Applications. Host Sites are entities seeking to partner with an applicant and utilize the resources of at least one AmeriCorps member. Internal Departments, Programs, and Divisions of Lead Agencies that utilize AmeriCorps members are considered Host Sites for the purpose of this application.
- **There is a match requirement for federal funds**. The match requirement varies based upon the longevity of the grant and can be met through any combination of cash and/or in-kind resources. Minimum grantee share is 24%. Starting in Year 4, overall grantee share of total program costs increases gradually to 50% by the tenth year of funding and any year thereafter. If you are applying to continue or renew a currently operating program, please contact Janet Schmidt, ServeNebraska Operations & Fiscal Officer at janet.schmidt@dhhs.ne.gov or 402-471-6212 to verify what match ratio applies to your project.
- **All applicants must NOT exceed the cost per member service year (MSY) of \$12,600 per full-time member**. This is the maximum amount of federal funds that may be requested. The total amount of funds available for a project can be determined by multiplying \$12,600 times the number of full-time member slots proposed. Actual MSY costs for current grantees may be examined and considered during the grant review process.
- The **minimum living allowance for AmeriCorps members is \$11,400** for full-time members for 2009-2010. Any matching funds for these expenses must be from non-federal sources.
- Child Care is a benefit for income eligible AmeriCorps members. Funding of child care for AmeriCorps members is provided directly from the Corporation for National & Community Service and is not included as a budgeted expense through this RFA. Eligibility standards that members must meet can be found in the Nebraska State Median Income Chart at <http://www.hhss.ne.gov/chc/ccsubsypa.htm>
- The Educational Award earned by AmeriCorps members is awarded subsequent to service by the National Service Trust and should not be included as a budgeted expense through this RFA.

ServeNebraska expects to announce funding decisions by April 2009.

We are eager to partner with you in enhancing civic engagement and the quality of life in our state. Please contact us freely as you develop your applications. Thank you for your interest and efforts.

Barbara Wilson Thomas, M.S.E.
Executive Director



NOTICE OF FEDERAL FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service (CNCS)
State Commission Name: ServeNebraska – the Nebraska Volunteer Service Commission
Funding Opportunity Title: AmeriCorps State and National Grant Programs FY 2009
Announcement Type: Initial announcement
CFDA No.: 94.006
Key Dates: See Table below

AmeriCorps State & National Grant Program Dates for New, Recompeting and Continuing Grants

APPLICANTS	NEBRASKA RFA DEADLINE	CNCS SUBMISSION DEADLINE
“New” and “Continuing” Formula applicants	Monday, November 3, 2008	Tuesday, January 13, 2009

2009-2010 NEBRASKA FOCUS AREAS

ServeNebraska operates in accordance with the Corporation for National & Community Service’s mission to improve lives, strengthen communities and foster civic engagement through service and volunteering. In pursuing this mission ServeNebraska will give special consideration to **projects extending the rural and frontier geographic representation of AmeriCorps programming in Nebraska**. Additionally, programs are encouraged to incorporate in their program design elements that address the five national strategic initiatives identified by CNCS:

1. **Mobilizing more volunteers.**
2. **Ensuring a brighter future for all of America’s youth.**
3. **Engaging students in communities.**
4. **Harnessing baby boomers’ experience.**
5. **Helping communities recover from and prepare for disasters.**

For 2009-10 support, CNCS will also give special consideration to programs designed to engage veterans as service recipients or providers.

ServeNebraska applauds applications which meaningfully incorporate *cross stream* national service opportunities involving AmeriCorps*VISTA, Senior Corps, Learn & Serve (K-12, Higher Education), and/or Citizen Corps in their design.

Additional detail on federal guidelines regarding the review process and application prioritization may be found in the AmeriCorps Regulations §2522.425.

ServeNebraska and the Corporation for National and Community Service reserve the right to refocus program dollars in the event of disaster or other compelling need and will make an announcement in this event.



FUNDING AVAILABILITY ANNOUNCEMENT

I. FEDERAL FUNDING OPPORTUNITY DESCRIPTION

Authority:

These funds will be available under authority of the National and Community Service Act of 1990 (42 U.S.C. §§12571-12595).

About AmeriCorps:

AmeriCorps programs initiate, improve, or expand the ability of organizations and communities to provide services to address local unmet needs. AmeriCorps awards member positions and program operating funds to public and private nonprofit organizations with goals which are in accord with this mission. Members may engage in a wide range of activities. Grants support organizations that use volunteer service as a strategy for addressing national and community needs, while fostering an ethic of civic responsibility and connecting Americans of all ages and backgrounds with opportunities to serve their communities and country. The grant funds, matched with local resources, cover expenses directly related to the AmeriCorps program. Further details on AmeriCorps can be found on the ServeNebraska website at: <http://www.serve.nebraska.gov/ameriCorps/ameriCorps.htm>. Please see the Corporation's statutes and regulations for more information at www.americorps.gov/.

Purpose of Grants:

For more than a decade, the Corporation for National & Community Service—through its Senior Corps, AmeriCorps, and Learn and Serve programs—has mobilized a new generation of engaged citizens. This year, more than 1.8 million individuals of all ages and backgrounds will serve through these programs. They will help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, homeland security, and other critical areas.

AmeriCorps grants are generally awarded to eligible organizations to recruitment, training, and management of AmeriCorps members who address community needs. An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. Members may receive a living allowance while serving. Upon successful completion of their service members receive an education award from the National Service Trust.

II. AWARD INFORMATION

Project/Award Period:

CNCS and ServeNebraska generally make grant awards for three years, with annual grant application renewals for funding in annual increments. Grantees will be eligible for continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance. AmeriCorps members may not begin service until the Corporation issues a grant award. A program may not certify any hours a member performs prior to the award being issued.

Cost per Member Service Year (MSY):

The Corporation determines the maximum cost per MSY on an annual basis. The cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs requested in the grant. One MSY is the equivalent of a full-time term of service. **The maximum cost per MSY for applicants in Nebraska is \$12,600.** The cost per MSY does not include child care or the value of the education award.

Education Awards:

After successfully completing a term of service, an AmeriCorps member who is enrolled in the National Service Trust is eligible to receive an education award from the National Service Trust. The member may use the education award to pay



for current educational expenses at qualified institutions of higher education, or to repay qualified student loans. The award currently is \$4,725 for a year of full-time service, with correspondingly lesser awards for part-time and reduced part-time service. A member has up to seven years after his or her term of service has ended to use the award.

Term of Service and Education Award

Term of Service	Minimum # of Hours	Education Award
Full Time	1700	\$4,725
Half Time	900	\$2,362
Reduced Half Time	675	\$1,800
Quarter Time	450	\$1,250
Minimum Time	300	\$1,000

III. ELIGIBILITY INFORMATION

Eligible Applicants:

The Corporation and Commission want to ensure that all eligible organizations are able to compete on an equal basis for federal financial assistance. Eligible organizations include public or private nonprofit organizations: including labor organizations; faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; or partnership or consortia are eligible. Intermediaries are encouraged to apply. Intermediaries are national, regional, state, or local organizations that agree to provide the technical and financial support to serve as the lead applicant and assist community organizations, possibly including faith-based organizations that do not have the capacity to perform these functions. Eligible applicants that have never received funding from the Corporation, Commission or AmeriCorps are also encouraged to apply.

Other Eligibility Requirements:

- **Lobbying:** Any organization described in Section 501 (c) (4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply, serve as a host site for member placements, or act in any type of supervisory role in AmeriCorps programs.
- **Current Grantees:** An organization that currently operates a Corporation-funded program or is applying for other Corporation funding is an eligible applicant.
- **Multiple Submissions:** The same project cannot be funded by multiple AmeriCorps grants. If you have more than one application pending before the Corporation for the same project, you must state this fact in each application. You will be required to withdraw all but one if two or more are approved for funding.

IV. APPLICATION PREPARATION & SUBMISSION INSTRUCTIONS

Deadline: November 3, 2008, 5:00 CST

Your AmeriCorps State grant applications should be submitted by 5:00 p.m. CST on November 3, 2008. In addition, please **submit by hand delivery, mail, or express courier copies of appropriate documents** if not available electronically. These attachments include copies of internal or independent evaluations, Labor Concurrence statement (if applicable), Host Site Applications (if applicable), and your most recent OMB A-133 audit of your organization if your organization has received federal grants exceeding \$500,000 or more within the past fiscal year.

These documents must ARRIVE in ServeNebraska office by the 5:00 pm, November 3, 2008 deadline.

Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. They will not be reviewed or returned.



Universal Identifier:

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line. Applications without DUNS numbers or with invalid DUNS numbers are subject to rejection.

Submission of Application:

The application must be submitted online via eGrants (unless you have received prior permission to submit a paper version) at <https://egrants.cns.gov/espan/main/login.jsp>. Please check to see you are in compliance regarding the character count of your application as they apply to new, re-competing, and continuation applicants. eGrants does not accommodate formatting such as bold, italics or bullets. Words in all capital letters can be used to distinguish sections.

Please submit the following supporting documentation: A-133 audits; Evaluations; Host Site Applications (if applicable); and Labor Concurrence (if applicable) to the ServeNebraska using the following addresses:

If submitting via US Mail:

ServeNebraska – the Nebraska Volunteer Service Commission
ATTN: Greg Donovan
P.O. Box 98927
Lincoln, NE 68509-8927

If sending via UPS/FedEx:

ServeNebraska – the Nebraska Volunteer Service Commission
ATTN: Greg Donovan
State Capitol, 6th Floor
1445 K Street
Lincoln, NE 68509

eGrants Help & Tips:

As stated, all grant applications must be submitted electronically using the eGrants system. Training and ongoing technical assistance is available on use of the eGrants system by contacting Peter Cales at (402) 471-6228 or peter.cales@dhhs.ne.gov to discuss your training and technical assistance needs.

The following steps will make the use of eGrants simpler and minimize obstacles:

- Create your eGrants account and begin your application at least three weeks, or more, prior to the deadline. This will allow you time to address technical issues prior to the deadline.
- Prepare and save your application as a word processing document prior to inputting it into eGrants. Copy and paste the contents of this document into the relevant fields in eGrants.
- Adhere to all the character limits indicated in the application instructions. Characters include all the letters, punctuation, and spaces in your document. Your word processing software (e.g., Microsoft Word[®]) can provide a character count.
- Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into eGrants. Do not use any of these in your application.

If you encounter difficulties using eGrants, contact: (1) Peter Cales, NVSC at (402) 471-6228 or peter.cales@dhhs.ne.gov, (2) the national eGrants Help Desk at 888-677-7849 or 202-606-7506, or (3) by email at egrantshelp@cns.gov.



Paper Applications:

If there are significant technical challenges or if you are unable to submit your application in eGrants, you may submit a paper application if you request and receive prior permission from the Commission by October 20, 2008. This permission will be granted only in exceptional cases.

In submitting a paper application, follow these instructions:

- Type and double-space the application in Times New Roman, 12-point font size with one-inch margins.
- Adhere to the character limits listed in the application instructions and number all pages. Ensure a footer that identifies the RFA applicant on each page.
- Submit one unbound, single-sided original paper application. Also submit an electronic version of your application on CD in order to expedite processing. The CD version must be an exact duplicate of the paper original and will be used to copy and paste your application information into eGrants. If there are differences between the paper application and the CD we will use the CD version. Faxed or emailed versions of your application will not be accepted.
- With your paper application, please include, in hard copy, a brief paragraph that describes the technical issues that prevented you from submitting in eGrants.

Current Grantees Submitting Continuation Requests:

In assessing your request for continued funding, we will consider a grantee's progress to date in meeting performance measures for the current grant period, compliance with grant requirements, and data from our information management systems, including enrollment and retention rates. Please address causes for any enrollment or retention rates less than 100% and, if needed, describe your plans for improving these rates in your continuation request.

Funding Restrictions:

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-122, A-87 or FAR 31.2.

V. TECHNICAL ASSISTANCE

Technical Assistance:

Applicants are encouraged to proactively pursue opportunities to learn more about AmeriCorps and other national service opportunities. ServeNebraska will provide technical assistance for applicants through the following mechanisms:

eGrants Training-

In-person and remote eGrants technical assistance session will be scheduled as needed by request. Please contact Peter Cales at (402) 471-6228, 1-800-291-8911, or by e-mail to peter.cales@dhhs.ne.gov if guidance is needed.

Orientation to AmeriCorps for New Applicants

ServeNebraska staff will schedule and conduct an AmeriCorps Orientation for any potential applicant for AmeriCorps programming. Please contact Peter Cales at (402) 471-6228, 1-800-291-8911, or peter.cales@dhhs.ne.gov to arrange an orientation.

Responses to Questions & Inquiries from Potential Applicants

ServeNebraska will respond to all questions and inquiries by posting the questions and answers on the ServeNebraska website each Wednesday during the application period. Questions regarding the RFA should be addressed to Greg Donovan at 402-471-6249 or greg.donovan@dhhs.ne.gov



VI. REVIEW AND SELECTION PROCESS

Process & Criteria:

For this review, ServeNebraska will convene a grant review team to review and score all applications. In evaluating applications for funding, reviewers will assess program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and, if applicable, sub-category, are listed in the chart below. Reviewers will measure the application's narrative against these criteria, and weight them accordingly. The Commission's Program Committee will review all scores to make a recommendation to the Commission.

Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

NOTE: Please see the AmeriCorps Regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category. Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

Utilizing the recommendations of the Program Committee, ServeNebraska will decide which programs to fund utilizing the Nebraska allocation of Formula funds. Applicants may be asked to modify and enhance their application during this review process.

NOTE: Publication of this announcement does not obligate ServeNebraska or the Corporation to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under the AmeriCorps State and National Program.

VII. AWARD ADMINISTRATION INFORMATION

Award Notices:

All applicants will be notified of their application status. Selected applicants may be approved to negotiate with CNCS or ServeNebraska for a grant award. ServeNebraska will coordinate the negotiation of most of the terms with subapplicants following receipt of the results of the Grant Application Review Process from CNCS. During the negotiation period, you must satisfactorily resolve any questions or issues identified during the review of your application before CNCS will approve a final award of your grant. The grant negotiation period may range from three weeks to two months, or sometimes longer. After *successful* conclusion of grant negotiations, CNCS will award the grant.

Reporting Requirements:

Successful applicants will be required to report income and expenditures and programmatic accomplishments in a format and timeline defined by ServeNebraska.

Administrative and National Policy Requirements: Administrative requirements are identified in the application instructions. National policy requirements are noted under Part I. Funding Opportunity Description of this Notice and are otherwise identified in the Application Instructions. The AmeriCorps regulations, 45 CFR § 2520.20- 2550, which can be found at http://www.americorps.gov/about/ac/ameriCorps_rule_register.pdf and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA also incorporates your approved application as part of your binding commitments under this grant.



VIII. SERVE NEBRASKA CONTACTS

Request for Application (RFA) Availability:

This Request for Applications is available on the ServeNebraska website, www.serve.nebraska.gov, for the duration of the application period.

Commission Contacts:

The *lead contact* for this Request for Applications is Greg Donovan, ServeNebraska AmeriCorps Program Officer. Greg may be reached at (800) 291-8911, (402) 471-6249, or greg.donovan@dhhs.ne.gov

Technical assistance and training questions related to this Request for Applications should be posed to Peter Cales, ServeNebraska Training & Disability Program Officer. Peter may be reached at (800) 291-8911, (402) 471-6228, or peter.Cales@dhhs.ne.gov.

APPLICATION INSTRUCTIONS FOR NEW PROGRAMS

NOTE: SERVE NEBRASKA IS REQUIRING ALL APPLICANTS TO APPLY FOR FORMULA FUNDS.

The following instructions contain the information for new AmeriCorps applicants.

SUBMITTING YOUR APPLICATION IN EGRANTS

Your application consists of the following components. Please make sure to complete each one.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Evaluation Summary or Plan
- V. Documents
- VI. Amendment Justification (Enter N/A)
- VII. Budget
- VIII. Review and Submit
- IX. Survey on Ensuring Equal Opportunity for Applicants (Optional)

In eGrants, before Starting Section I, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select the Commission AmeriCorps State FY 2008 NOFA
- Select Nebraska
- Select your State Prime Application ID

I. APPLICANT INFO

In eGrants, complete the Applicant Info Section. Please take the time to reflect your program activities accurately in this section.

- In the Program Info Section select existing program or enter new.
- If you are a new program, enter your contact information into the fields that appear.
- Select a primary Program Model, and a secondary Program Model, if appropriate.



- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus.
- Enter or select a Program Director and ProgramWebsite url.

II. APPLICATION INFO

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. In the Application Info Section enter:

- Areas affected by your program.
- Requested program start and end dates. All programs should start September 1, 2009.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A
- State Single Point of Contact: Pre-filled. No, this is not applicable.
- If you plan to request a waiver of the volunteer leveraging or match requirements.

III. NARRATIVES

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general suggested guidelines 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 program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or this RFA. Focus on the special considerations and priorities that apply to your program.
- Be clear and succinct. Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the three selection criteria presented below.
- Use clear sub-dividing section headers. The narrative text boxes accommodate large amounts of text. To assure completeness and ease of review, use the headings in bold in this section as sub-dividers in your narratives. Please remember that eGrants does not accommodate formatting such as bold, italics or bullets. Words in all capital letters can be used to distinguish sections.

Avoid circular reasoning. The problem you are addressing should not be described as the lack of the program you are proposing.

Explain how. Avoid simply stating that the criteria will be met.

Don't make assumptions. Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your 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.

In the narrative, include activities for the entire three-year program period for which you are requesting funds, with strong details for the 2009-2010 program year. As you complete each section of the narrative, you must stay within the character limits specified in the following table.



Narrative Character Count Limits

Narrative Item	Maximum Number of Characters (including spaces and punctuation)
A. Program Design (50%) 1) Rationale and Approach (10%) 2) Member Outputs and Outcomes (20%) 3) Community Outputs and Outcomes (20%)	In eGrants, enter text for A, B and C into the fields for Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes, Organizational Capability, and Cost Effectiveness and Budget Adequacy. You may not exceed 71,000 characters in total for Sections A, B, and C combined.
B. Organizational Capability (25%)	
C. Cost Effectiveness and Budget Adequacy (25%) 1) Cost Effectiveness (15%) 2) Budget Adequacy (10%)	
Total Maximum Number of Characters per Application	71,000

Please note that the Narratives Section includes a field for Clarification Information, Amendment Justification, and Continuation Changes. These are not required fields; they are used once a grant is awarded. Please enter N/A in this field.

Program Design:

Below, in boxes, you will find the selection criteria from the AmeriCorps regulations, followed by guidance on how best to respond to the criteria.

Rationale and Approach

§ 2522. 425 What does the Corporation consider in assessing Program Design? (50%)
 In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

(a) *Rationale and approach (10%).* In evaluating your rationale and approach, the Corporation considers the following criteria:

- (1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;
- (2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self assessment and improvement;
- (3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and
- (4) The extent to which your proposed program or project:
 - (i) Effectively involves the target community in planning and implementation;
 - (ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and
 - (iii) Is designed to be replicated.

Compelling Community Need

- Describe the community need that you will address within the target community.
- Why did you select this need as your focus?
- How did you identify the need?
- Provide documentation of the need
- If your program will operate at multiple sites, demonstrate a need in each community you propose to serve.



Description of Activities and Member Roles:

- Describe the activities you propose to address the need.
- What will be the member's roles in these activities, and how do the member roles relate to addressing the need as distinct from staff or volunteer roles? Discuss your program structure including number of members, number of staff, where members will serve and how types of member slots you are requesting align with the program design and activities?
- How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?
- How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.65 for a list of prohibited service activities.
- How will AmeriCorps add value to your existing service activities?

Measurable Outputs and Outcomes:

- Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
- What systems will you use to track these outputs and outcomes?

NOTE: You may be asked to develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather, as part of the grant negotiation process if you are approved for funding.

Plan for Self-Assessment and Improvement:

- How will you track and evaluate your progress toward meeting and achieving your outputs and outcomes?
- What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners.

Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain how you will continue to engage your community partners and stakeholders throughout the three year program period. What will be their ongoing roles and responsibilities?

Relationship to other National and Community Service Programs:

- How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation?

NOTE: You can find a listing of Corporation-supported programs in Nebraska at

http://www.serve.nebraska.gov/about/about_national_service.htm

Potential for Replication:

- To what extent is your program designed to be replicated? What are your plans or strategies for replication?



Member Outputs and Outcomes

(b) *Member outputs and outcomes (20%)*. In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;
- (2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;
- (3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;
- (4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and
- (5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

Member Recruitment and Support:

- Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served?
- What living allowance do you plan to provide if your members are full-time? If less than full-time, do you plan to provide a living allowance, and if so, how much?
- How will you assess member satisfaction? Describe your plan for providing other incentives to members including opportunities for skill-building, professional development, education, activities promoting esprit de corps, and member recognition. What are your strategies to ensure that members complete their term of service (retention)?

Programs with a tutoring component only: Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, or a higher degree, or pass a proficiency test that the program has determined is effective in ensuring that members tutoring have the necessary skills to achieve program goals.

Member Development, Training and Supervision:

- Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.

Programs with a tutoring component only: Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency or with state academic content standards, includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

Ethic of Service and Civic Responsibility:

Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility

Current Grantees Only: If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement.



Community Outputs and Outcomes

(c) *Community outputs and outcomes (20%)*. In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;
- (2) Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);
- (3) Generates and supports volunteers to expand the reach of your program in the community; and
- (4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

Sustainability:

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Volunteer Recruitment and Support:

- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to onetime or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.

Only If you are requesting a waiver of the requirement to recruit or support volunteers

(see 45 C.F.R § 2520.35), explain the basis for your request in the Waiver Request Justification field, which is accessed through the Application Information Section in eGrants. If you are submitting an application in hard copy, explain the basis for your waiver request in the program narrative.

Capacity Building:

Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?



Organizational Capability

§ 2522.430 How does the Corporation assess my organizational capability? (25%)

- (a) In evaluating your organizational capability, the Corporation considers the following:
- (1) The extent to which your organization has a sound structure including:
 - (i) The ability to provide sound programmatic and fiscal oversight;
 - (ii) Well-defined roles for your board of directors, administrators, and staff;
 - (iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and
 - (iv) The ability to provide or secure effective technical assistance.
 - (2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:
 - (i) Generate and support diverse volunteers who increase your organization's capacity;
 - (ii) Demonstrate leadership within the organization and the community served; and
 - (iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;
 - (3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—
 - (i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;
 - (ii) Local financial and in-kind contributions; and
 - (iii) Supporters who represent a wide range of community stakeholders.
- (b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:
- (1) The age of your organization and its rate of growth; and
 - (2) Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant. How will receiving an AmeriCorps grant add value to your existing service activities?

If you are proposing a multi-site program:

- Secure and submit a signed Host Site Application from each service site
- Explain how you are able to support and oversee service sites.
- Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations as articulated in 45 CFR § 2522.475, which comprise quality, innovation, sustainability, quality of leadership, past performance, community involvement, and the special considerations found in 45 CFR § 450? These include program models, program activities, and programs supporting distressed communities.
- What are your current or previous programmatic and funding relationships with the sites?
- Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
- How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?



Board of Directors, Administrators, and Staff:

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

Plan for Self-Assessment or Improvement:

How does your organization conduct ongoing internal assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

Plan for Effective Technical Assistance:

- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.

Sound Record of Accomplishment as an Organization**Volunteer Generation and Support:**

Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

Organizational and Community Leadership:

Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

Current Grantees Only: Success in Securing Match Resources: Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

Success in Securing Community Support**Collaboration:**

Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

Local Financial and In-kind Contributions:

Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

Wide Range of Community Stakeholders:

Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?



Special Circumstances:

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth.
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe.

Cost Effectiveness and Budget Adequacy**§ 2522.435 How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)**

(a) In evaluating the cost-effectiveness (15%) and budget adequacy (10%) of your proposed program, the Corporation considers the following:

(1) Whether your program is cost-effective based on:

(i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and
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(ii) Other indicators of cost-effectiveness, such as:

(A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;

(B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or

(C) If you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs; and

(2) Whether your budget is adequate to support your program design.

(b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:

(1) Program age, or the extent to which your program brings on new sites;

(2) Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;

(3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and

(4) Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

- The maximum cost per MSY allowable is \$12,600. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.
- Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant. It does not include child care or the cost of the education award a member earns serving with your program.
- The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants, but you should calculate it in finalizing your budget to assure that you do not exceed \$12,600.
- Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request the maximum, please justify.



Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.

Current Grantees Only: Decreased Reliance on Federal Support: Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

Budget Adequacy

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

For Education Award Only Programs (EAPs) Only: If you are an EAP applicant, describe the costs you expect to incur for this program that will not be covered by Corporation funding. These costs might include staff salaries and benefits, travel, evaluation, living allowances or salaries for AmeriCorps members, supplies, and equipment. You will not be required to track or report on these expenditures. Reviewers will consider this information to assess the adequacy of your budget to support your program design. The Corporation cost per MSY and the extent to which a current EAP grantee is increasing its share of costs to meet or exceed programs goals will not be considered in assessing an EAP applicant's cost effectiveness. However, all the other indicators described in this section will apply and the cost effectiveness/budget adequacy section still equals 25% of the selection criteria weight.

IV. EVALUATION SUMMARY OR PLAN

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing grantees.

If you are re-competing for AmeriCorps funds for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you are re-competing for the first time, and have completed an evaluation report, submit your report according to the instructions in Section VII., below.

Your evaluation requirements are different depending on the amount of your grant, as described in the AmeriCorps Regulations, Section 2522.710:

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

V. AMENDMENT JUSTIFICATION, CLARIFICATION INFORMATION & CONTINUATION UPDATES

Enter N/A in each field. These fields may be used if you are awarded a grant.



VI. PERFORMANCE MEASURES

ServeNebraska requires you to provide performance measures at the time that you submit your application for its consideration.

Service Categories

In eGrants, the service categories are located in the Performance Measures Section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary. A listing of Issue Areas and Service Categories is included in the complementary FORMS document.

Performance Measures

Before you complete Section your Performance Measures, please review 45 CFR §§ 2522.500– 2522.650. The Performance Measure worksheet in the complementary FORMS document is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants. The complementary FORMS document contains a Performance Measurement Worksheet. You may also find the Performance Measurement Toolkit, on the Corporation's web site useful in developing your performance measures: <http://www.nationalservicerresources.org/star/ac-program-toolkit>

You are required to align at least one set of performance measures in your primary service category. In eGrants, you will align the measures by entering three different Result Types and Result Statements for one Performance Measurement Title. The three Result Types are Output, Intermediate Outcome, and End Outcome.

In order to align a set of performance measures in eGrants:

- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter a sentence or two on Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number of Percentage, Instruments, and Performance Measure Statement.
- DO NOT ADD NEW PERFORMANCE MEASURE IN ORDER TO ADD AN INTERMEDIATE OR END OUTCOME FOR YOUR ALIGNED MEASURE.
- Then, Add *New Result* for the Intermediate Outcome, and fill out the pertinent fields. Do not Add New Performance Measure in order to add an Intermediate or End Outcome for your aligned measure.
- Finally, Add New Result for the End Outcome.
- Once you have aligned one set of measures, i.e., completed three Result Types for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

VII. DOCUMENTS

Host Site Applications

For multi-site applications, secure and submit a signed Host Site Application from each service site where at least one AmeriCorps member will be in service.

Most recent OMB A-133 Audit:

Submit if your organization has received federal grants exceeding \$500,000 or more within the past fiscal year



Evaluation:

Completed evaluations must be completed as described in this RFA and submitted as indicated below.

Labor Union Concurrence:

If a program applicant proposes to serve as the placement site for AmeriCorps members; and has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and those employees are represented by a local labor organization -- then the program applicant’s application must include the written concurrence of the local labor organization representing those employees.

For the purposes of this section, “program applicant” includes any applicant to the Corporation or a State Commission, as well as any entity applying for assistance or approved national service positions through a Corporation grantee or sub-grantee.

If this applies to you, please select “Enter New,” name the new document “Labor Union Concurrence,” and enter status Sent.

VIII. Budget

Overview of Key Budget Requirements:

Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below. The appropriations language includes an important change in how AmeriCorps State and National programs match federal funds. It replaces the regulatory 15% minimum member support and 33% minimum program operating match with a single overall minimum match of 24% for the first three-year funding period. Starting with the second three-year cycle, match gradually increases every three years to 50% by year ten, according to the minimum overall share chart found in 45 CFR 2521.60. Current grantees remain where they are in terms of match requirements. For example, a grantee entering the sixth year of funding will be required to match at 34% as specified in the chart.

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 contact Janet Schmidt at janet.schmidt@dhhs.ne.gov or 402-471-6212 to verify where you are in the match schedule.

Acceptable sources of matching funds are federal, state, local, private sector, and/or other funds or resources in accordance with applicable AmeriCorps requirements. You should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. Define all acronyms the first time they are used.

Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
Formula	Minimum grantee share is 24% of all federal funds. The overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
Education Award Only	Grantee pays all program costs over \$600 per MSY provided by the Corporation.

NOTE: Most federal funds are not authorized to be used as match for another federal grant. The Corporation’s legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. However, it may be advisable to discuss your intention to report expenditures as costs on both grants with the other agency (matching on the CNCS grant and direct on the other agency’s grant).



For Education Award Only Program (EAPs) Only: Budget and Match Requirements: EAP applicants may only request a fixed amount of funding per MSY. Therefore, you are not required to complete a detailed budget. Follow the instructions below to prepare your budget. Your budget worksheet is also below. Consult the most current *Notice* to determine the maximum amount of funding per MSY you may request. The matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP applicants.

Applying for Waiver of Match Requirements, Alternative Match, or Statutory Match Waiver:

Tribal Entity Waiver: In compliance with Executive Order 13175 (November 6, 2000), Consultation and Coordination with Indian Tribal Governments, the Corporation will handle requests for waiver of the match requirement or the volunteer leveraging requirement from Indian Tribes in an expedited manner.

Applying for Alternative Match: If you are requesting the alternative match as specified in § 2521.60(b), then you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements.

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You may only apply for the alternative match as part of your third year continuation application. If approved, you will base your budget in your recompute application on the approved alternative match. The alternative match requirement will be in effect for the entire three year project period, if you are approved for funding. The Commission must approve your waiver request before it is forwarded to the Corporation.

- 1. Program Location:** Except when approved otherwise, the Commission and Corporation will determine the location of your program based on the legal applicant's address. If you believe that 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 waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.
- 2. Rural County:** In determining whether a program is rural, the Corporation 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 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. The complementary FORMS document contains Table of Beale codes.
- 3. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. The complementary FORMS document for a list of websites where this publicly available information can be found.
 - The county-level per capita income is less than or equal to 75 percent 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 percent 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.

Applying for a Statutory Match Waiver: Submit your request in a separate e-mail to the Commission. The Commission must approve your waiver request before it is forwarded to the Corporation. If you are requesting a waiver based on the lack of available financial resources at the local level, you must provide the information described in § 2521.70.

Preparing Your Budget

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



Key Statutory and Regulatory Budget Requirements

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.

Follow the detailed budget instructions, below, to prepare your detailed budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets, included in the complementary FORMS document. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

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.
- Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose and the basis of your calculation.
- For the Staffing, Travel, and Evaluation line items, and wherever else it may increase clarity, present your calculations in the form of an equation,
 - e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1400;
 - or, Salary \$60,000 @ 20% devoted to program = \$12,000.
- 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 refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- A-122 - Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

These instructions do not apply to applicants for State EAP grants. Please see detailed budget instructions for State EAPs.

Source of Match:

In the “Source of Match” field that appears at the beginning of Sections I, II, and III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Be sure to define any acronyms the first time they are used.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, as follows:



A. Personnel Expenses

Under “Position/Title Description,” list each staff position title and provide a brief 5 or 6 word position description, salary, and percentage of effort devoted to this award. Because the purpose of this grant is to enable and stimulate volunteer community service, the grantee may not include the value of direct community service performed by volunteers. However, the grantee may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, training of staff and AmeriCorps Programs.

B. 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, 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 amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized and justified.

C.1 Staff Travel

Describe the purpose for which program operating staff will travel. Provide a calculation to include 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. Only domestic travel is allowable; other travel is allowable only if specifically identified and approved as a condition of a grant award. **We suggest that you include funds in this line item for travel for your staff and staff at your sites to attend Corporation-sponsored technical assistance meetings including the National Conference on Service and Volunteering. This suggestion replaces the requirement from prior years that funds be devoted for this purpose.**

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include 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). Include items that do not meet this definition in *Supplies* below. Purchases of equipment are limited to 10% of the total Corporation 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

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. Grantees may only charge the cost of member service gear, except for safety equipment, to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. 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-federal funds.



F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section H., below. Payments to individuals for consultant services under this grant may not exceed \$540 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$540 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For any pro bono work by a contractor in combination with fee-based work, affirm that the vendor's normal fee schedule and market-based work warrant the in-kind value placed on the donated portion.

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, not to exceed the daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. 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, not to exceed the daily rate limit.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts you did not budget in Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. 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:

- Background checks of members and grant-funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc.
- 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 members and AmeriCorps project staff, and are not part of the organizations indirect cost/administrative cost allocation pool.
- 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 match may be federal, state, local or private sector funds. In the "Source of Match" box, enter the total amount of cash and in-kind match under columns for "Private," "State and/or local," and "Federal." Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under "Sources." Define any acronyms the first time they are used.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time, 1st and 2nd Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation's share (CNCS Share) and grantee match (Grantee Share).



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

Applicants must provide full-time members with a living allowance that is between \$11,400 (minimum) and \$22,800 (maximum). If you are an EAP grantee, you are not required to provide a living allowance, but if you do, it must comply with the maximum requirements set forth in this section. You are not required to provide living allowances for members serving less than full time, but doing so can greatly enhance recruitment.

2008 AmeriCorps Maximum Federal Share of Living Allowance

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance	MSY	Maximum CNCS/Federal Share of Living Allowance
Full-time	1700	\$11,400	\$22,800	1.000	\$9,690
One Year Half-Time	900	N/A	\$12,070	0.500	\$5,130
Two Year Half-Time	900	N/A	\$12,070	0.250*	\$5,130
Reduced Half-Time	675	N/A	\$9,050	0.375	\$3,848
Quarter-Time	450	N/A	\$6,035	0.250	\$2,565
Minimum-Time	300	N/A	\$4,025	0.200	\$1,710

Notes:

1. There is no requirement to pay a living allowance to less than full-time members, hence there is no minimum.
 2. The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
 3. The calculation for the maximum federal share for less than full-time members who do receive a living allowance is pro-rated based on 85% of the proportion of the minimum full-time required hours, e.g One Year Half-time = $900/1700 \times \$11,400$, or \$6,035. Maximum federal share is $\$6,035 \times .85 = \$5,130$.
- * For a Two Year Half-time position, the living allowance is split between two years, e.g. 0.250 in Year 1 and 0.250 in Year 2.

B. Member Support Costs

Consistent with the laws of your state, you must provide members with the benefits described below.

- *FICA for Members.* Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- *Worker’s Compensation.* Some states require worker’s compensation for AmeriCorps members. You must check with your State Department of Labor or state commission to determine if you are required to pay worker’s compensation and at what level. If you are not required to pay worker’s compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.
- *Health Care.* You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to half-time members with Corporation funds. You may choose to provide health care benefits to half-time members from other sources (i.e., non-federal). Half-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. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.



- *Unemployment Insurance and Other Member Support Costs.* Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the Grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting their state commission, legal counsel, or the applicable state agency.

Section III. Administrative/Indirect Costs

Definitions: Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

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

Applicants **can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method.** Regardless of the option chosen, the Corporation's share of administrative costs is limited by statute to 5% of the total Corporation funds **actually expended** under this grant.

Corporation Fixed Percentage Method

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

1. Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. Enter this amount as the Corporation share for Section III A.
2. Then multiply the total (both Corporation and grantee share) for 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 Corporation and grantee shares under Total Amount.

Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

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



2. Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
3. Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Detailed Budget Instructions for Education Award Programs

These instructions apply only to applicants for Education Award Program funding. EAP applicants may only request a fixed amount of funding per MSY. Therefore, EAP applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP applicants.

Budget Section II. AmeriCorps Member Positions

Identify the number of Education Award members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS funded living allowance.) **Leave all other columns blank.** The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. Amounts of fixed awards are based on the member service years which are calculated as follows:

Member	Positions Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____ 1-Year Half-time (900 hours)	(_____ members x 0.500)	= _____
_____ 2-Year Half-time (1st Year) (generally 450 hours)	(_____ members x 0.500)	= _____
_____ 2-Year Half-time (2nd Year) (generally 450 hours)	(_____ members x 0.000)*	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.375)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.250)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.200)	= _____
	Total MSY	_____

Grantees receive the total amount for 2-Year Half-time members in the first year. Therefore, 2-Year Half-time members serving in their second year are not included in the calculation for funds.

Fixed Award

Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to \$600 per member service year (MSY). Display your calculation in the following format: Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below:

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY x \$600/MSY	\$19,000	\$19,000	\$0		
Subtotal		\$19,000	\$19,000	\$0		



IX. REVIEW, AUTHORIZE, AND SUBMIT

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

- Review
- Authorize
- Assurances
- Certifications
- Verify, and
- Submit

Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify.

Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. The person who authorizes the application must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

X. SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are nonprofit private organizations, **not including private universities**. All information from the attached survey will be confidential and the responses will be aggregated in-house for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions. There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

- 1) To complete the survey while preparing your application, go to the eGrants Main Menu, click on Enter Survey on Ensuring Equal Opportunity, provide the requested information and submit.
- 2) If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.



APPLICATION INSTRUCTIONS FOR CONTINUATION REQUESTS

NOTE: ONLY APPLICANTS CURRENTLY IN THEIR FIRST OR SECOND YEAR OF OPERATION (WITHIN A 3-YEAR GRANT CYCLE) RECEIVING AMERICORPS COMPETITIVE FUNDING SHOULD FOLLOW THESE INSTRUCTIONS.

If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs.

Continuation Expansions

Based on our anticipated appropriation, and the expected volume of new and recompeting applications in 2009, the Corporation does not expect to approve any requests for expansion (additional members or funding) within continuation requests in fiscal year 2009. If any expansions are considered, preference will be given to expansions that address the Corporation's strategic initiatives, include low cost MSYs, and expansions of programs demonstrating outcomes that have exceeded their goals.

Continuation Budget Increase: In 2009, your continuation request may not include an increase for cost of living.

When to Submit Your Continuation Request:

The date for the submission of continuation requests is **January 13, 2009 at 5:00 p.m. Eastern Time.**

How to Submit Your Continuation Request:

- Submit your continuation request in eGrants.
- To create your continuation request in eGrants, click **Continuation** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one.** 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 edits, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your program officer. **If you experience problems using eGrants, contact Peter Cales of ServeNebraska at peter.cales@dhhs.ne.gov or (402) 471-6226.**

What to Include in Your Continuation Request:

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).

Narrative (Narratives Section)

Your original application will appear in the narrative sections Rationale and Approach, Community Outputs and Outcomes, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

If you have changes in any of these areas, please document them in the Continuation Changes field in eGrants. Delete information previously entered in the Continuation Changes field before entering new information. Do not enter continuation changes in the original fields. If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and enter No Changes in the Continuation Changes field.



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

Retention: If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible.

Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you need to revise your performance measures, View/Edit the performance measures that copy over from your original application, or add new performance measures. Note in the Continuation Changes field that you have updated your performance measures.

Budget (Budget Section)

Provide a detailed budget for the upcoming year. Incorporate any required increases, such as an increase to the member living allowance into your budget. Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments.

Increasing Grantee Overall Share of Total Budgeted Costs

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 the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances. Contact Janet Schmidt, ServeNebraska Operations & Fiscal Officer, at janet.schmidt@dhhs.ne.gov or 402-471-6212 to verify your correct match year.

Applying for Alternative Match

If you are requesting the alternative match as specified in § 2521.60(b), you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements in the Waiver Justification field in the Application Info Section of eGrants.

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You apply for the alternative match the year before it goes into effect. If approved, you will base your budget in your next application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains, if you are approved for funding.

1. **Program Location:** Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that 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 waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.
2. **Rural County:** In determining whether a program is rural, the Corporation 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 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment K for the Table of Beale codes.
3. **Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment K 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 percent 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 percent 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.

