



ServeNebraska

The Nebraska Volunteer Service Commission

AmeriCorps*State & National 2011-2012 COMPETITIVE CONTINUATION INSTRUCTIONS



ISSUED: November 10, 2010
DEADLINE: December 10, 2010 - 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: 5/31/2012

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 COMPETITIVE GRANT CYCLE, YOU MUST APPLY USING THE APPLICATION INSTRUCTIONS FOR NEW AND RECOMPETING PROGRAMS. IN ADDITION, IF YOU ARE APPLYING FOR A FIXED-AMOUNT GRANT YOU NEED TO SUBMIT A NEW APPLICATION; YOU CANNOT CONTINUE YOUR EXISTING THREE-YEAR PROJECT PERIOD.

When to Submit Your Continuation Request:

- The deadline for the submission of continuation requests is **December 10, 2010 at 5:00 p.m. Central Time.**

How to Submit Your Continuation Request:

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

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 Greg Donovan, ServeNebraska Senior Program Officer, at (402) 471-6249 or greg.donovan@nebraska.gov . If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677-7849 or (202) 606-7506, or email at egrantshelp@cns.gov .

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

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

II. Narrative (Narratives Section)

Executive Summary: Please provide a one-paragraph summary of your proposed program. This paragraph must be 500 characters maximum, including spaces and

punctuation. The Corporation will post these summaries on www.nationalservice.gov in the interest of transparency and Open Government.

Other Narratives: 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. Do not enter continuation changes in the original narrative 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.

Clearly differentiate Year 2 and Year 3 continuation changes by using headings that label these as such. Continuation changes may include, but are not limited to:

- New site locations;
- Justification for expansion to new sites, including the need that will be met in expansion communities, activities of expansion members, and organizational capacity to support the expansion.
- An explanation of any changes in the budget.
- Justification for any increase in requested cost per MSY.
- Plans for improving enrollment, retention, or other compliance issues.

If you are requesting to conduct new activities or additional MSYs, these also need to be reflected in the budget and the performance measures.

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.

The character limit in the Continuation Changes field is 12,000.

III. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures, 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.

IV. Budget (Budget Section)

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Provide a detailed budget for the upcoming year. Incorporate any required Corporation increases, such as an increase to the member living allowance into your budget. Justify any increases not required by the Corporation.

The Corporation expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any increase in Cost per MSY must be justified in the Continuation Changes field.

Source of Match: In the "Source of Match" field that appears at the end of Budget 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) **for your entire match**. Define any acronyms the first time they are used.

V. 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 minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations. For questions about the appropriate match ratio for 2011-2012 programming please consult Janet Schmidt, ServeNebraska Fiscal & Operations Officer, at 402-471-6212 or janet.schmidt@nebraska.gov.