



2012-2013 Nebraska AmeriCorps Formula Request for Proposals

Technical Assistance: Questions & Answers (Through April 4, 2012)

- 1. What font size are we to use?**
The font size used in composing the application narrative in a word processing program does not matter. eGrants will impose its own font and line-spacing constraints. Additionally, eGrants will not allow use of color, highlighting, bold, or italics. Again, the application narrative (excluding the Performance Measures, Budget, and Budget Narrative) cannot be longer than 26 pages.
- 2. Is the State Application Identifier box on the cover of the application supposed to be blank?**
Yes. This field will be populated once you submit the application
- 3. On the application in e-grants – it states the due date is 7/6/12. Why?**
July 6, 2012 is the deadline for ServeNebraska to submit the Formula Prime Application to the Corporation for National & Community Service. Applications from community-based entities must be submitted via eGrants to ServeNebraska by April 20, 2012 to allow time for ServeNebraska review and decision-making processes.
- 4. Performance Measures attachment – are we to use last year's performance measures or our projected performance measures?**
If you have a current AmeriCorps grant, ServeNebraska strongly advises strenuous review and evaluation of the performance measures selected. Consider the aims of the project and the talents of the potential membership. Do not simply roll forward the prior year's information.
- 5. Is there a set amount we should use for our starting ask?**
The minimum request must be to support at least 3 MSY AmeriCorps members. If the maximum amount per MSY is requested, this would be a request of \$36,900. Programs with current AmeriCorps support should base their request on their program design and needs – not simply on the prior year's grant award.
- 6. In the eGrants application, under the section "Performance Measures", above "Focus Areas" there is a section titled "Grant Characteristics". This section is asking for the "AmeriCorps member population". Examples are "new Americans, older Americans, Native Americans, rural residents", etc. I think Jennifer's question is about this section - not the focus areas. Are we to check each box that represents our AmeriCorps members or the population/clientele we are serving?**

Yes, please check all applicable boxes.
- 7. Regarding member training, I think that mileage for member training would be included in member travel and any time spent in training would be covered under the living allowance. So the costs under member training would be for trainers or supplies. Correct?**

Correct.
- 8. On the budget under equipment, we are in the process of purchasing new kitchen equipment this next year for the Zone. Can we use that?**
The kitchen equipment would have to be essential to the success of the AmeriCorps program. 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). Any items that do not meet this definition should be entered in E. Supplies. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.
- 9. How do we determine what is CNCS Share and Grantee Share?**
While the budget is under construction, these percentages can be tracked through formulas in an Excel table. They are calculated automatically within eGrants upon submission of the application. Keep in mind you must match with cash or in-kind contributions at least the required percentage of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are unsure what percentage to use, contact Janet Schmidt, ServeNebraska Fiscal/Operations Officer at janet.schmidt@nebraska.gov or 402-471-6212.

10. Wouldn't the written commitment to the lead agency cited in the Host Site Application be covered in the Host Site Agreement?

It would be covered in the Host Site Agreement. ServeNebraska instituted the Host Site Application process due to a concern that there was – at times – limited communication and understanding between lead agencies and their host sites. The Host Site Application is designed to assure that there are discussions between lead agencies and host sites about key matters during the application process. If and when funding is awarded we expect that understandings contained in the Host Site Application would be formalized in a Host Site Agreement.

11. How much of the narrative applies to the Lead Agency and how to its partner Host Site(s)?

ServeNebraska expects applications to be holistic and comprehensive. All aspects of the narrative apply to the Lead Agency. Depending on the role of Host Sites in assuring the success of the program, the Lead Agency should determine how much to include on each Host Site.