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[www.serve.nebraska.gov](http://www.serve.nebraska.gov)

## 2022 AmeriCorps Formula Funding Opportunity



# AmeriCorps Nebraska

**Notice of Funding Opportunity**  
**Applications due February 28, 2022**

Important Notice to Applicants: The following documents are necessary to complete a 2022-2023 formula grant application for AmeriCorps funding. All can be found on the ServeNebraska website: <http://www.serve.nebraska.gov>

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**Contact Information**

Notice of Funding Opportunity and application documents are available at ServeNebraska webpage.  
<http://www.serve.nebraska.gov/>

Please submit questions about this funding opportunity to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov). Responses will be included in the Frequently Asked Questions (FAQS) that will be updated on the ServeNebraska funding website. ServeNebraska encourages questions and to submit questions well in advance of the deadline. ServeNebraska is not obligated to answer and/or respond to questions that are received within 48 hours prior to the application due date.

### **2022-2023 ServeNebraska AmeriCorps Competitive Grant Timeline**

This timeline is subject to change due to AmeriCorps Agency announcements and other events.

January 3, 2022	Release Notice of Funding Opportunity
February 28, 2022	Grant Applications due to ServeNebraska
March 14-27, 2022	Clarifications, corrections and updates
March 28-April 1, 2022	Final Grant Applications with corrections due to ServeNebraska
April 26-30, 2022	Applications submitted into the AmeriCorps electronic system

**State Entity Name:** ServeNebraska  
**Funding Opportunity Title:** FY 2022 AmeriCorps State and National Grants  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.006

**Disclosure**

Publication of this Notice of Funding Opportunity (Notice) does not obligate ServeNebraska to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

**Important Dates and Key Factors should be considered in creating your application:**

- Read the Notice of Funding Opportunity and attachments fully and carefully before beginning to work on your grant application.
- Grant applications due to ServeNebraska in a word document, performance measure document, logic model template, and budget template to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov) by February 28, 2022 by 5:00pm CST.
- Mandatory participation in all ServeNebraska events, program leader meetings, events and days of service.
  - June 2022 - Program Leader Launch
  - Monthly program leader webinar trainings 2<sup>nd</sup> Wednesday of every month 10am-11am CST.
  - October 2022 – AmeriCorps Kick Off Event (Members and Program Leaders)
  - January 2023 - MLK Day of Service
  - February 2023 - Legislative Visits Lincoln
  - March 2023 - AmeriCorps Week
- ServeNebraska requires programs to have a dedicated program leader identified, appropriate to the size of the program, responsible to operate the AmeriCorps program and manage members.
- Due to recent disaster(s) that have happened across our state, ServeNebraska is requesting that applicants provide one-three sentence narrative on how your agency would respond in times of disaster.
- ServeNebraska elects to retain a 2% share of the 5% of federal dollars available budgeted for program year 2022-2023 administrative costs. All applicants are required to budget the maximum allowable federal resources for administrative/indirect costs and spend those administrative resources.

ServeNebraska will provide the most updated information on the website <http://www.serve.nebraska.gov/> regarding the Notice of funding, grant documents, and technical assistance opportunities. If you have any questions, please submit to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov).

## **I. Funding Opportunity Description**

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### **A. Funding Program Description**

#### **Purpose of AmeriCorps Funding**

ServeNebraska mobilizes Nebraskans to strengthen their communities through volunteering, collaboration, and national service programs. ServeNebraska is committed to uniting individuals in service to their communities and achieving demonstrable results by funding AmeriCorps programs that address Nebraska's unmet educational, economic, environmental, health, veterans and disaster response needs. ServeNebraska receives federal funds from the AmeriCorps agency to invest in AmeriCorps programs.

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture.

The 2022 AmeriCorps Notice of Funding seeks to award AmeriCorps grants to eligible community partnerships that will engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities (e.g. based on the proposed program's performance and evaluation data or research demonstrating the effectiveness of similar intervention) to address state and local community problems.

An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans. Members must be U.S. Citizens, U.S. Nationals or Lawful Permanent Residents of the United States, at least 17 years of age (no upper age limit), high school graduate or GED recipients (or working towards this goal), and subject to criminal history check. AmeriCorps Programs may add program-specific requirements.

AmeriCorps grants are awarded on competitive basis to eligible organizations that engage members in evidence-based or evidence informed interventions to strengthen communities. AmeriCorps grants include the allotment of AmeriCorps member positions and provide partial funding to support AmeriCorps organizational operating expenses. AmeriCorps members or grant funds can help meet the unmet needs or can expand an organization's ability to better address community needs, but cannot be used to duplicate, displace, or supplant resources that already exists in the community.

#### **AmeriCorps Focus Areas**

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to maximize the impact of investment in national service, AmeriCorps has the following focus areas:

##### **Disaster Services**

Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

### Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

### Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.

### Environmental Stewardship

Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

### Healthy Futures

Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

### Veterans and Military Families

Grants will improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

## **B. Funding Priorities**

ServeNebraska seeks to prioritize the investment of national service resources in the following areas:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Programs that prioritize civic engagement and social cohesion.
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities.<sup>1</sup>
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.

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<sup>1</sup> AmeriCorps Evidence Exchange: <https://americorps.gov/about/our-impact/evidence-exchange>

- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Faith-based organizations.
- Economic Mobility Corps (See Attachment A).
- Mental Health
- Youth serving organizations

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes; and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

### **C. Available Funds**

ServeNebraska receives AmeriCorps grant funding from the AmeriCorps agency through two federal pots of money: formula and competitive funds. ServeNebraska receives formula funds from AmeriCorps agency through a population-based allocation. Competitive funds are awarded to ServeNebraska to support a select number of programs that have completed successfully at the state competition through ServeNebraska and national grant competition administered by AmeriCorps agency. All applicants first apply for funding through ServeNebraska and then ServeNebraska selects which applications are submitted to the AmeriCorps agency for AmeriCorps State and National competition for competitive funding consideration. Applications submitted to the national competition are not guaranteed funding at any level. AmeriCorps agency makes final award decisions for competitive funds; those applicants approved for competitive grant awards are considered grantees for ServeNebraska. Unsuccessful applicants submitted to AmeriCorps agency national grant competition will return to rank–order list for consideration for formula funds based on results from ServeNebraska state grant review process. Award amounts will vary, as determined by the scope of the projects.

### **D. Available Funds**

ServeNebraska expects a highly competitive AmeriCorps grant competition. ServeNebraska reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

### **E. Period of Performance**

ServeNebraska anticipates making three-year grants. AmeriCorps generally makes an initial award for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date AmeriCorps awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours that a member performs prior to the beginning of the member enrollment period.

### **F. Performance Goals and Expected Outcomes**

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. See the Performance Measure Instructions for details about performance measure requirements and selection rules.<sup>2</sup>

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<sup>2</sup> Performance Measure Instructions: <https://www.americorps.gov/funding-opportunity/fy-2021-ameri-corps-state-national-grants#performance-measure>

### **G. Program Authority**

Awards under this Notice are authorized by the National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.)

### **H. Project and Award Period.**

The project period is one year, with a start date proposed by the applicant. The grant award covers a three-year project period unless otherwise specified. The application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance. Project date may not occur prior to the date AmeriCorps awards the grant.

AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment.

## **II. Eligibility**

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### **A. Eligible Applicants**

The following non-federal entities (as defined in 2 CFR §200.1) that propose to operate only within Nebraska must have a valid SAM registration and DUNS and/or Unique Entity Identifier to receive an award.

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Applicants that are Indian Tribes as defined in 2 CFR 200.1, tribal organizations that are controlled, sanctioned, or chartered by federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes, the organization must provide copies of, or links to, documentation, which demonstrates that the organization is controlled or chartered by a federally recognized Indian Tribe. If an entity applies as an organization sanctioned by a federally recognized tribe, or multiple specific federally recognized tribes, it must submit a sanctioning resolution, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity applying for an AmeriCorps award by name as a tribal organization that is sanctioned by the Indian Tribe(s) for the purpose of applying for AmeriCorps funding (or federal grant funds generally).

In addition to being eligible to apply under this *Notice*, federally recognized Indian Tribes would also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes that will be released later in the fall with an application deadline in the spring. AmeriCorps may request applicants apply under the Tribal competition, rather than under this *Notice*.

### **B. Other Requirements**

Under section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this *Notice*.

Applications that propose to engage in activities that are prohibited under AmeriCorps's statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability-

- That has been assessed, and
- For which all judicial and administrative remedies have been exhausted or have lapsed, and

- That not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability-that corporation is not eligible for an award under this *Notice*. However, this exclusion will not apply to a corporation, which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501© (4) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.

### **C. Unique entity identifier and System for Award Management (SAM)**

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf).

SAM registration must be renewed annually. ServeNebraska suggests that applicants finalize a new registration or renew an existing one at least four weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to ServeNebraska.**

ServeNebraska will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier (UEI). If an applicant has not fully complied with these requirements by the time ServeNebraska is ready to make an award, ServeNebraska may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

The federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. ServeNebraska may ask applicants to add the UEI to their application as part of the clarification or pre-award process. If you already have a UEI please document that on your application.

Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). ServeNebraska recommends registering at least 30 days before the application due date, if applicants do not yet have their UEI.

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number.

## **III. Funding Restrictions**

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### **A. Cost per Member Service Year (MSY)**

Applicants request the number and types of AmeriCorps member positions that are needed to address the community need stated in their application. A 1700-hour (full-time) AmeriCorps member position is equivalent to one Member Service Year (MSY). The MSY is similar to a Full Time Equivalent (FTE), measuring positions as a fraction of full-time, so a full-time member is 1 MSY and half time member is .5 MSY. An AmeriCorps grant is determined based on the number of MSY's that a grantee will support.

An applicant's cost per MSY is determined by dividing the total federal share budgeted grant costs by the number of MSYs requested. For example, a request for \$81,401 to support 6 MSYs would have a cost per MSY of \$13,567 ( $\$81,401 \div 6$  MSY). The cost per MSY does not include childcare or the value of the education award a member may earn, which is covered directly by AmeriCorps outside of the grant award.

Successful applicants are required to maintain their awarded cost per MSY throughout the grant period. The cost per MSY is augmented by match funding secured by the legal applicant to supplement the costs of the program which can include member living allowances, staff salaries, and other program expenses.

Other grant types may have lower cost per MSY limits. New and re-competing applicants will be held to the maximum cost per MSY for their grant type. See below for more information on each grant type.

**Table 1: Maximum Cost per MSY**

Grant Program	Maximum
Cost Reimbursement Grant	\$21,600
Full cost Fixed Amount Grant	\$21,600
Professional Corps Fixed Amount Applicants	\$1,000*
Education Award Program Fixed Amount Grant	\$800 or \$1,000**
All non-Education Award formula grants ***	\$28,800****

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

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

\*\*\* Except planning grants.

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

ServeNebraska reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

## **B. Types of Grants**

AmeriCorps grants can be awarded on cost reimbursement or fixed amount basis. Applicants need to select and indicate which type of grant they are applying for in their application. The following types of AmeriCorps grants are offered through this funding opportunity.

### **Cost Reimbursement**

These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program retains all AmeriCorps members. Cost reimbursement grants include a formal match requirement and require the submission of financial budget and financial report. The following two types of cost reimbursement grants are available through this funding opportunity.

#### **1. Traditional**

In a traditional AmeriCorps operating grant, all program expenses are based on an approved budget as part of the grant award and are reimbursed through the submission of expense reports to ServeNebraska. Grant funds can only be spent on costs approved in the budget. A cost reimbursement grant provides funding to pay for program costs such as member support, operational costs, and administrative costs associated with the implementation for an AmeriCorps program. An applicant that applies for a cost reimbursement grant must provide and include in the budget cash and/or in-kind

match to support its overall program costs. The minimum match level required varies for applicants depending on the number of years an applicant has received AmeriCorps funding.

### **Fixed Amount Grants**

These grants provide a fixed amount of funding per Member Service Year that is substantially lower than the amount required to operate the program. Grantees can access all of the federal funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. Successful applicants are not required to enter detailed budget and there is no specific match requirement. An AmeriCorps program that receives a fixed-amount grant must adhere to all AmeriCorps Regulations and Provisions including the administrative and programmatic requirements related to the recruitment, placement, training, and management of members as well as the required documentation.

#### **1. Full-Cost Fixed Amount:**

These grants are only available for experienced applicants that propose to enroll all types of member slots. Professional Corps may only have full-time members. New applicants are NOT eligible to apply for this type of grant. The final grant amount that a fixed-amount grantee may retain under its award is tied to the number of service hours completed by each member. If a member completes their term of service and has earned their education award, the program is entitled to the full amount approved per MSY. If a member did not complete the term of service the program is entitled to pro-rated approved amount based on the percentage of hours served. Programs can access all the funds, provided they recruit and retain the members supported under the grant.

#### **2. Education Award Program:**

Applicants apply for a small fixed amount up to \$800 per Member Service Year (MSY), can enroll less than full-time members, and use their own resources to cover all other costs (e.g. majority of member living allowance, staffing, training, etc.). Successful applicants can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific math or financial reporting requirement for EAP fixed amount grants. Because of the minimal grant amount received, EAP grants are best suited for pre-existing service programs or for organizations with other sources of funding, for whom becoming part of AmeriCorps will add value to their program. New applicants are eligible to apply for EAP grants.

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$21,600	\$21,600	\$800 or \$1,000*	\$1,000	\$0
Type of Slots in the National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Grant Types	Cost Reimbursement	Fixed Amount			
Special Requirements	N/A	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	No	Yes		

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

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

FT = Full time, TQT = Three Quarter Time, HT= Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

**C. Cost Sharing or Matching**

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

**Table 2: Match Requirements in the AmeriCorps Regulations**

Grant Type	Match Requirement
Cost Reimbursement Grant	Minimum grantee share is 24% of program costs for the first three years, Overall grantee share of total program costs increases gradually beginning in year 4 to 50% by the tenth year of funding and every year thereafter.
Full-Time Fixed Amount Grant	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.
Professional Corps Fixed Amount Applicants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.
Education Award Program Fixed Amount Grant	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 or \$1,000.00 per MSY awarded

**Fixed Amount Grants**

There is no match requirement for Fixed Amount Grants. ServeNebraska does not provide funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

New applicants are eligible to apply for cost reimbursement and education award program grant but are not eligible to apply for full cost fixed amount grants.

**Cost Reimbursement Grants (Traditional and Professional Corps Non Fixed Amount)**

Applicants are required to match funds based on the chart below. The applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section D.6. *Funding Restrictions* for more information.

A first time successful applicant is required to provide a single overall match of 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increased every year to 50 percent by year ten, according to minimum overall share chart found in 45 CFR §2521.60 and below.

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

Law requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to AmeriCorps on a Federal Financial Report. Programs must have written prior approval from the Federal cognizant agency to use funds as match. Grantees must track and be prepared to report on that match separately each year and at closeout.

<sup>6</sup> Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)).

<sup>7</sup> 45 Code of Federal Regulations CFR 2521.60(b).

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Guidance) does not count toward the matching requirement.

The legal applicant is the entity responsible for meeting matching funds requirements. The legal applicant may request that partnering organizations provide a share of the match necessary to meet matching fund requirements. Programs may match their share of operating costs through cash or in-kind resources. Matching funds must be verifiable, not be included as match for other federal programs, be necessary and reasonable for the purpose of the proposed program, and be allowable under OMB cost principles. Successful applicants must demonstrate matching funds are secured before ServeNebraska can issue the grant award. Additionally, successful applicants are requirement to maintain the awarded match and support any new costs not included in the grant award through match or its own or other resources.

#### **Match Waiver**

Please see the Match Waiver information.

#### **Alternative Match**

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted.

#### **D. Indirect Costs**

Application budgets may include indirect costs. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in the AmeriCorps's web-based management system. However, under section 121(d) of the NCSA and AmeriCorps's regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants, of which up to two percent may be allocated to cover ServeNebraska share of indirect costs.

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

#### **E. Pre-Award Costs**

Pre-award costs, where authorized, are allowed after receiving written approval from ServeNebraska.

#### **F. Minimum Program Size**

The minimum program size by funded by ServeNebraska is 3 Member Service Year (MSY).

#### **G. Living Allowance**

The proposed budget must include a living allowance for full-time members that are within the required minimum and maximum per member (except as noted below). A living allowance is not considered a salary or a wage. Programs are prohibited from comparing the member living allowance to an "hourly wage" in any recruitment materials, member handbooks, etc.

Fixed grant applicants are not required to submit detailed budgets; they are still required to provide a living allowance to members that complies with the minimum and maximum requirements.

Programs are not required to provide a living allowance for members who serve less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below and should follow the guidelines below for minimum limits. For cost-reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. While Fixed-amount grantees final grant award does not include a detailed budget, providing a living allowance to members that complies with the minimum and maximum requirements is still required.

**Table 3: Minimum and Maximum Living Allowance**

Term of Service	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-Time	1,700	\$16,502	\$33,004
Three Quarter-Time	1,200	N/A	\$23,103
Half-Time	900	N/A	\$16,502
Reduced Half-Time	675	N/A	\$12,542
Quarter-Time	450	N/A	\$8,581
Minimum-Time	300	N/A	\$6,931
Abbreviated-Time	100	N/A	\$1,980

**Exceptions to Living Allowance Requirements**

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

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

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

**H. Segal AmeriCorps Education Awards**

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. ServeNebraska will provide the updated Education Award amounts at the time of grant award.

**IV. Application Review Information**

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**A. ServeNebraska Review and Selection Process**

Applications will be reviewed for funding using a multi-stage process that includes ServeNebraska Staff Review, Clarification and Feedback, and ServeNebraska Commission approval.

**Compliance Check**

ServeNebraska staff will review all applications to determine compliance with eligibility, deadlines and completeness of the requirements. Applicants that are submitted by eligible organizations by the deadline and that meet minimal compliance check requirements will advance to staff review.

**Staff Review**

Reviewers will evaluate each application against a selection matrix based on assessment criteria outline in the Notice.

**Clarification and Feedback**

Applicants may receive requests to provide clarifying information and/or make changes to their application and budget. This information is used by ServeNebraska staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarifications or questions. A request for clarification does not guarantee funding.

**Selection**

Primary consideration in the selection of AmeriCorps programs is merit based and address all clarification issues. ServeNebraska staff provides recommendations to the ServeNebraska's Board of Commissioners for approval.

ServeNebraska reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to ServeNebraska in response to this Notice.

**AmeriCorps Feedback to Applicants**

Applicants will receive feedback from ServeNebraska staff review of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

**Transparency in Grant Making**

AmeriCorps agency is committed to transparency in grant-making. The following information for new and re-competing applications will be published on <http://www.americorps.gov/partner/funding-opportunities/funded-grants> government within 90 business days after all grants are awarded:

- a list of all approved applications
- executive summaries of all approved applications
- data extracted from the SF-424 Face Sheet
- a blank template of the external review worksheet
- a list of all external reviewers who completed the review process

Information about funded grants and subgrants is also available in [USASpending.gov](http://USASpending.gov).

Submitted program narratives and a summary of external review comments for successful applications will be available upon request via email to [OGAGarp@cns.gov](mailto:OGAGarp@cns.gov).

**B. Criteria**

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community need. ServeNebraska urges applicants to submit a high quality application, which carefully follows the guidance in this Notice of Funding and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>

### A. Executive Summary (Required - 0 percent)

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

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

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

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

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

### B. Program Design (50 percent)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the Theory of Change and Logic Model incorporates the funding priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

#### 1. Theory of Change and Logic Model (24 points)

The Theory of Change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.

- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge, skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant’s theory of change. Programs should include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant’s performance measures should be consistent with the program’s theory of change and should represent significant program activities.

In the application narrative, applicants should discuss the community need as it relates to the CDC’s Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>. Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

## **2. Evidence Base (20 points)**

The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Information). Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design, including program aligned with the priority areas identified above, will be assessed and scored.

Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Intervention for a definition of "same intervention") may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;
- Characteristics of the population delivering the intervention;
- Dosage (frequency and duration) and design of the intervention, including all key components and activities;
- The context in which the intervention is delivered; and
- Outcome of the intervention.

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

#### Evidence Quality (8 points):

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;

- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

### **3. Notice Priority (0 points)**

- The applicant proposed program fits within one or more of the AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Information and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Information.

### **4. Member Experience (6 points)**

- AmeriCorps members as a result of their service will have opportunities to develop as leaders.
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

## **C. Organizational Capability (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

### **1. Organizational Background and staffing (9 points)**

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

### **2. Compliance and Accountability (8 points)**

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

### **3. Culture that Values Learning (4 points)**

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

- The applicant’s board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

**4. Member Supervision (4 points)**

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

**D. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will assess the quality of the application’s budget to the following criteria below. Do not assume all sub-criteria are of equal value.

**This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for “See budget”**

**1. Cost Effectiveness and Budget Adequacy (25 points)**

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

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

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

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

**E. Evaluation Plan (Required for re-competing grantees) (0 percent)**

If the applicant has previously received three or more years of competitive funding for the same project being proposed (see the Mandatory Supplemental Information for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment (see the *Submission of Additional Documents* section for more information). If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

Applicants should use the evaluation plan template available on the *Notice* webpage to create their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45 CFR 2522.700-710) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

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

**F. Amendment Justification (0 percent)**

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

**G. Clarification Information (0 percent)**

Please make a heading entitled “FY 2022 Match replacement” and enter the dollar amount of match replacement your program would like to request. The amount cannot result in your program being above the maximum cost per MSY. Should your application go to clarification, this field will also be used to enter information that requires clarification in the post-review period.

**H. Continuation Changes (0 percent)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

**C. Threshold Issues**

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying:

- All applicants should request at least 3 MSY.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by ServeNebraska must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940, the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence informed. Applicants assessed as lower than the Preliminary evidence tier (i.e. Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

**D. Pre-Award Risk Assessment**

ServeNebraska and AmeriCorps staff will evaluate the risks to the program posed by each applicant to assess an applicant’s ability to manage federal funds. This evaluation is in addition to assessments of the applicant’s eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If AmeriCorps determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if AmeriCorps concludes that, the reasons for applicants having poor risk assessment are not likely to be mitigated; those applications may not be selected for funding.

In evaluating risks, AmeriCorps may consider the following criteria:

Due Diligence:

- Federal debt delinquency
- Suspension and debarment
- Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - Federal Awardee Performance and Integrity Information System (FAPIIS)
  - U.S. Treasury Bureau of Fiscal Services
  - System for Award Management (SAM)
  - “Do Not Pay”
- Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations

- IRS Tax Form 990
- Oversight.gov
- Public Litigation Records

Operational and Financial Management:

- Financial stability
- Operational and Financial Management Survey <sup>3</sup>

Past Performance:

- Applicant’s record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements
  - Conformance to the terms and conditions of previous federal awards
  - Applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
  - Meeting matching requirements
  - The extent to which any previously awarded amounts will be expended prior to future awards
  - National service criminal history check compliance.

Other Programmatic Risks:

- Publicly available information, including information from the applicant organization's website

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

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

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

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

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## **V. Application and Submission Information**

### **A. Submission to ServeNebraska**

Applicants must submit all submission requirements electronically to ServeNebraska by the application deadline. This Notice should be read together with the AmeriCorps regulations, 45 CFR 2520-2550. Full regulations are available online at [ww.ecfr.gov](http://www.ecfr.gov).

1. Download the following documents from ServeNebraska website at <http://www.serve.nebraska.gov/>

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<sup>3</sup> <https://www.nationalservice.gov/resources/financial-management/financial-and-grants-management>

- 2022 AmeriCorps Notice of Funding Opportunity
  - 2022 Mandatory Supplemental Guidance
  - 2022 AmeriCorps Application Instructions
  - 2022 National Performance Measures instructions
  - 2022 Budget Template
  - 2022 Performance Measure template
  - 2022 Logic Model template
2. Follow the instructions included in the 2022 AmeriCorps Notice of Funding Opportunity and 2022 AmeriCorps Application Instructions documents in completing and submitting an application.
  3. All applications and supplemental items must be submitted electronically to ServeNebraska email, [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov).
  4. When submitting label as outlined below:
    - Subject Line: Legal Applicant Name
    - Body of the email should identify: legal name and list of documents attached
    - Attachments to the email should include name of the document

### **Page Limits**

There are two page limits that must be adhered to: Narrative and Logic Model.

#### **Narrative**

The narrative must be in a word document, 12 pt. font, Times New Roman, no more than the required length of pages. Applications must not exceed 10 pages for the Narratives or 12 pages for Rural Intermediaries.

Application sections that count towards the page limit are the:

- SF-424 Face Sheet
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives

The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, Performance Measures, or the supplementary materials. Do not submit unrequested materials. ServeNebraska will not review or return materials.

#### **Logic Model**

The Logic Model may not exceed three pages when printed.

**Please note the length of a document in word processing software may be different than what will print out in the AmeriCorps’s web-based system that you will submit your final and approved application in.**

ServeNebraska will not consider any submitted material that exceeds the page limits in the printed report, also, note that the system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the Application page limit and the Logic Model page limit.

### **Supplemental Documents**

- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.

- Organizational Chart
- List of all other federal grants your organization holds
- Identify local and federal representative district(s) that your organization serves
- Labor Concurrence (if applicable)
- Indirect cost rate determination letter (if applicable)

Re-compete applicants who have previously received three or more years of competitive funding for the same project being proposed:

1. Evaluation plan. Please use the evaluation plan template available on the Notice webpage. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

Re-compete applicants who have previously received six or more years of competitive funding for the same project being proposed:

2. Evaluation report. Please submit in Word. The evaluation report should include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

#### **Rural Intermediaries (New and re-competing)**

- Letters of support from the consortium members

#### **Entities applying on behalf of a federally recognized Tribe (New and re-competing)**

- Tribal organization eligibility documentation

#### **Operational and Financial Management Survey (New and re-competing)**

- All new and re-competing applicants regardless of funding level are required to submit an Operational and Financial Management Survey<sup>4</sup> (OFMS). Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.

#### **B. Application Submission Deadline**

Applications must be submitted to ServeNebraska electronically on **Monday, February 28, 2021 by 5:00pm CST** to be considered.

ServeNebraska will not consider applications received after the deadline, except when noted below. ServeNebraska reserves the right to extend the submission deadline and any notice of such extended deadline will be posted.

#### **Late Applications**

All applications received after the submission deadline published in this Notice of Funding Opportunity are presumed to be non-compliant. ServeNebraska may, at their discretion, consider an application received after the deadline, but only if the applicant submits a written explanation or justification of the extenuating circumstance(s) that caused the delay, including the timing and specific cause(s) of the delay and any evidence that supports the circumstance(s). This must take place within one business day after the application deadline stated in the Notice.

#### **C. Application Submission Deadline**

Once selected for AmeriCorps funding, applicants will be required to submit their applications electronically into AmeriCorps's web-based management system. Please ensure staff availability to enter the application into the system. ServeNebraska will provide instructions at a later date.

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<sup>4</sup> [https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045\\_0102\\_FY20%20%28%29.docx](https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045_0102_FY20%20%28%29.docx)

#### **D. Intergovernmental Review**

This Notice is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

#### **E. Requests for Monitoring or Payment Integrity Information**

AmeriCorps may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

### **VI. Award Administration Information**

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#### **A. Governing Documents**

A grantee’s fully executed award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations (45 CFR §§ 2520–2550), AmeriCorps General and Specific Terms and Conditions, and ServeNebraska Policies and Requirements.

#### **B. AmeriCorps Terms and Conditions**

All awards made under this Notice will be subject to the FY 2022 AmeriCorps General Terms and Conditions, and the FY 2022 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at <https://americorps.gov/grantees-sponsors/directs-territories-tribes>.

#### **C. Uniform Guidance**

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200](#) and [2205](#).

#### **D. Reporting Requirements**

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide annual progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR 2522.500-2522.540 and 2522.700-2522.740. Final financial and progress reports are due 120 days after the end of the agreement.

Fixed Amount grantees are required to provide annual and final progress reports and an internal or external evaluation report.

All grantees, including Fixed Amount grantees, must submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) and progress reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 120 days after the end of the period of performance.

Award recipients will be required to report at <https://www.FSRS.gov> on all subawards over \$30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

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

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

#### **E. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.<sup>5</sup>
- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.<sup>6</sup>
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- The individual refuses to consent to a criminal history check;
- Makes a false statement in connection with a criminal history check;
- Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- Has been convicted of murder.

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<sup>5</sup> NSCHC regulations and guidance: <https://americorps.gov/grantees-sponsors/history-check>

<sup>6</sup> Two pre-approved NSCHC vendors: <https://americorps.gov/grantees-sponsors/history-check>.

See [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

#### **F. Official Guidance**

All AmeriCorps active Guidance is available on the agency’s Guidance webpage: <https://www.americorps.gov/about/agency-overview/official-guidance>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

#### **G. Continuation Funding Information and Requirements**

Organizations that have current awards that continue beyond FY 2021 must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions, if applicable. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the review criteria published in this Notice. The review will also be based on progress reports, the federal financial report, evaluation plans, and ServeNebraska’s staff’s knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

ServeNebraska reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

#### **H. Request for Improper Payment information**

AmeriCorps may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, AmeriCorps may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

#### **I. Use of Material**

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315](#)).

#### **J. Reallocation of Funding**

ServeNebraska and AmeriCorps reserves the right to reallocate funding in the event of disaster or other compelling need for service.

#### **K. Reallocation of Funding**

ServeNebraska will host technical assistance calls upon request at [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov).

### **J. IMPORTANT NOTICES**

#### **Public Burden Statement**

Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#)). This collection is approved under OMB Control #: 3045-0047,

Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2023.

**Privacy Act Statement**

The Privacy Act of 1974 (5 U.S.C 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended.

Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.