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

## **AmeriCorps Planning Grant Application Guidance and Instructions**



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

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**Contact Information**

This planning Grant Application Guidance and Instructions are available at ServeNebraska webpage.  
<http://www.serve.nebraska.gov/>

Please submit questions about this application to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov). . ServeNebraska encourages questions and to submit questions well in advance of the due date deadline.

## **ServeNebraska Planning Grant Timelines and Cycles**

This timeline is subject to change due to ServeNebraska and Corporation of National and Community Service announcements and other events. Contingent upon available funding.

### **Cycle 1**

#### 12 month planning grant

July 6, 2020	Planning Grant Applications and documents due to ServeNebraska
July 15, 2020	Clarifications, corrections and updates due to ServeNebraska
July 20, 2020	Funding Letters
July 23, 2020	Applications submitted in CNCS system
September 1, 2020	Grant start date

### **Cycle 2**

#### 9 month planning grant

October 30, 2020	Planning Grant Applications and documents due to ServeNebraska
November 11, 2020	Clarifications, corrections and updates due to ServeNebraska
November 13, 2020	Funding Letters
November 16, 2020	Applications submitted in CNCS system
December 1, 2020	Grant start date

### **Cycle 3**

#### 6 month planning grant

January 29, 2021	Planning Grant Applications and documents due to ServeNebraska
February 10, 2021	Clarifications, corrections and updates due to ServeNebraska
February 12, 2021	Funding Letters
February 15, 2021	Applications submitted in CNCS system
March 1, 2021	Grant start date

**State Entity Name:** ServeNebraska  
**Funding Opportunity Title:** 2020 AmeriCorps Planning Grant  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.006

## **Funding Program Description**

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### **ServeNebraska**

As the State Service Commission for Nebraska, ServeNebraska addresses community and state challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. Through AmeriCorps, and volunteer action, ServeNebraska transforms small investments into big community impact. Cathleen Plager, ServeNebraska's Executive Director, leads the agency in conjunction with a 25-member Commission appointed by the Governor. The Commission develops and adopts policies that guide the State's AmeriCorps grant making process.

ServeNebraska receives federal funds from the Corporation for National and Community Service (CNCS) to support AmeriCorps programs. CNCS's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in community and national challenges through service and volunteer action.

### **Purpose of AmeriCorps Funding**

AmeriCorps is a national service program that provides opportunities for Americans each year to serve their country as AmeriCorps members by engaging in results-driven service that addresses community problems. An AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps members are recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust that they 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 graduates or GED recipients (or working towards this goal), and are subject to criminal history checks. AmeriCorps Programs may add program-specific requirements.

AmeriCorps grants include an allotment of AmeriCorps member positions and provide partial funding to support AmeriCorps projects and programs. Grants are solely for program expenses and cannot be used for general organizational operating expenses. **AmeriCorps members or grant funds can help meet 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 exist in a community.**

### ***Using national service as an appropriate strategy.***

ServeNebraska is committed to continuing to demonstrate that service is a powerful strategy to address community challenges. Successful program designs clearly identify those directly impacted by the challenges and identify an intervention proven to address the need, and clearly articulate why the efforts of AmeriCorps members are an appropriate strategy to deliver the intervention. This includes demonstrating how AmeriCorps member service activities will enhance or expand an organization's ability to better address a community problem, and how the AmeriCorps program will not duplicate, displace or supplant resources that already exist to address the stated problem.

### ***Applying an evidence-based approach.***

ServeNebraska expects those seeking an investment from AmeriCorps to demonstrate that their proposed intervention is guided by the best available research evidence that supports its effectiveness. This includes

demonstrating that the proposed intervention will lead to the desired outcomes, and providing strong evidence that the proposed intervention is effective for the target population and community challenge identified.

***Dedicated to quality.***

ServeNebraska seeks to invest in programs that are committed to making a difference and incorporate quality management practices to oversee the program and ensure appropriate investment of public funds.

ServeNebraska values programs that can successfully implement the program design by assuring that the systems and processes necessary for managing and accessing the effectiveness of the program are present.

**B. AmeriCorps Planning Grant**

An AmeriCorps Planning Grant provides successful applicants with resources needed to develop program components and to build operational capacity critical to managing an AmeriCorps grant. Grant recipients also receive training and technical assistance from ServeNebraska to strengthen their AmeriCorps program design and to create implementation plans and systems for managing a complaint AmeriCorps program. Recipients who successfully complete their planning grant deliverables will be better prepared to apply for an implementation grant as well as operate an AmeriCorps program, if funded.

**C. National Service 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 carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

**Disaster Services**

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

**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 circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; and provide reforestation services after floods or fires.

**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 positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS programs; and/or increase the number of veterans and military family members engaged in service through CNCS programs.

### **D. Fundable Activities**

Grant funds support activities that are directly tied to AmeriCorps program planning and development. The grant shall only be used to cover costs that directly support the development of the planning grant deliverables and reporting requirements. Fundable grant activities include, but are not limited to:

- Staff or consultants(s) to facilitate project planning and provide training and technical assistance aimed at improving the Grantee's ability to implement an AmeriCorps program effectively;
- Assessing and analyzing community needs-related information to identify specific gaps or needs that can be addressed through AmeriCorps;
- Researching appropriate evidence-based interventions to inform service activities to be performed by AmeriCorps members;
- Developing a program theory of change and logic model;
- Outreach and establishment of community partnership to support the planning and implementation of AmeriCorps program;
- Partnership planning meetings;
- Meeting or office space;
- Developing plans for member recruitment, selection, placement, training and supervision;
- Developing plans and systems for ensuring grant compliance and accountability;
- Travel to training and technical assistance sessions provided by ServeNebraska
- Travel to see and learn about program models the applicant would like to replicate.

### **E. Grant Award Amount**

The maximum grant amount that can be requested through this opportunity is up to \$75,000.

### **F. Matching Requirement**

The grantee is required to provide a match to support at least 24% of the project's total cost. Match may be cash and/or in-kind.

### **G. Award Period**

The project period of the planning grants are:

- 12 months September 1, 2020-August 31, 2021
- 9 months December 1, 2020-August 31, 2021
- 6 months March 1, 2021-August 31, 2021

### **H. Authority**

CNCS's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.)

## Eligibility

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### A. Eligible Applicants

The following Non-Federal entities (as defined in 2 CFR §200.69) that propose to operate only within Nebraska who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

Applicants that are Indian Tribes apply directly to CNCS. In addition to Indian Tribes as defined in 2 CFR §200.54, tribal organizations controlled, sanctioned, or chartered by Indian Tribes are also eligible to apply. An entity applying on behalf of a federally-recognized tribe or multiple specific federally-recognized tribes must submit a sanctioning resolution, applicable for the entirety of the period of performance that the applicant is applying for, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian Tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in a CNCS application for the purpose of conducting the activities and providing the services described in the application. A current resolution will not suffice to meet this requirement unless the resolution applies for the entire period of performance of the award, i.e., current resolutions that are applicable to a previous AmeriCorps award at the time of the application submission, but expire during the prospective period of performance of a new award, do not meet this requirement.

Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to CNCS. In addition to being eligible to apply under this *Notice*, federally-recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the Winter with an application deadline in the Spring. CNCS may request applicants apply under the Tribal competition, rather than under this *Notice*.

### B. Other Requirements

Under section 132A (b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *Notice*.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which—

- Has been assessed
- For which all judicial and administrative remedies have been exhausted or have lapsed, and
- That is not being paid in a timely manner pursuant to an agreement with the authority responsible or
- That not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that appropriation which will fund awards under this *Notice*.

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

### C. Dun and Bradstreet University Numbering System (DUNS) Number & System for Award Management (SAM)

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the SAM at [www.sam.gov/SAM/](http://www.sam.gov/SAM/) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. Please note SAM.gov has a new login process. Please go to the General Services Administration (GSA) SAM update page for more information: <http://www.sam.gov/SAM/>. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least three weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

Applicants who do not comply with these requirements may be ineligible to receive or maintain an 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)

## **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. Applications 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 outlined 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.

## **Application Instructions**

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### **A. Submission**

A complete application must be submitted electronically to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov) by 5:00pm CST with the following due dates:

- 12 month cycle due July 6, 2020
- 9 month cycle due October 30, 2020
- 6 month cycle due January 29, 2021

A “complete” AmeriCorps planning grant application includes all required and applicable components in order listed in the Application Checklist. Place a checkmark next to each item included in your original application submission.

### **B. Application Checklist**

Complete the application checklist document and have all components filled out in its entirety.

### **C. Program Title Page**

Complete the Title Page document, including information on Legal Applicant representative, the primary contact information.

### **D. Narrative Instructions**

No more than 3 double spaced pages in portrait format, 12 point Time New Roman font, One-Inch Margin, Using the ServeNebraska headings provided.

#### **Executive Summary (fill in the blanks) (0 percent):**

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

#### **Program Design (50 percent)**

##### **1. Need (25 points):**

- Describe the community problem that is prevalent in communities where the program plans to serve, providing documented and relevant data.
- Describe what AmeriCorps members will be doing to meet the community need and target(ed) beneficiaries.

##### **2. Planning Process/Timeline (25 points):**

- Describe in detail the planning process and who is leading it.

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

##### **1. Organizational Background and Staffing (25 points)**

- The applicant will describe their experience, staffing, and management structure to plan the proposed program.
- Describe if the applicant has any prior experience in the proposed area of programming.
- Describe if the applicant has established systems and processes for sound programmatic and fiscal oversight.

#### **Cost Effectiveness and Budget Adequacy (25 percent)**

**E. Planning Grant Deliverable Timeline**

Review and agree to the planning grant timeline.

**F. Budget Narrative & Form**

**All applicants are required to submit a detailed budget using the ServeNebraska AmeriCorps Budget Template in Excel format.**

**Match Requirements**

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

Table 1: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement Grant (Traditional and Non Fixed Professional Corps)	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.
Fulltime 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 per MSY Awarded.

Table 2: Minimum Match Requirements for Cost Reimbursement Grants

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

- 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.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used.

## **Preparing Your Budget**

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

To prepare your budget, follow the detailed budget instructions below. Use the ServeNebraska Excel *Budget Narrative* tab to create your program budget. The *Budget Form* tab will be automatically populated from the information you enter in the Budget Narrative tab. Be sure to review your completed budget against the *Budget Analysis Checklist* provided at the end of this section to ensure that your budget is complete and accurate.

As you prepare your budget:

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

Programs must comply with all applicable federal laws, regulations, and Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the OmniCircular. The OMB Omni Circular can be found online at [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars).

## **Detailed Budget Instructions**

These instructions apply to all applicants. Please note that it may be requested that you include description/calculation breakdowns for costs that are covered by funds outside of the grant.

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

#### **A. Personnel Expenses**

Under “Position/Title Description,” list each staff position separately and, salary, and percentage of effort devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee Share. For Column 2, under “% of FTE Time Spent on Program”, please include the percentage of time for a full-time equivalent (FTE) employee. For example, if a part-time staff member who works 20 hours a week spends 100% of their time working on the AmeriCorps program, Column 2 should reflect 50%. This section should contain costs associated only with those staff performing direct program services. Those providing general administrative or management functions should be budgeted under Section III.

All time spent on the grant must be tracked using functional timesheets that allow for time allocation. No time can be charged to the grant unless National Service Criminal History Checks have been completed.

Verification of timesheets and background check status must occur before any expenses can be incurred.

#### **B. Personnel Fringe Benefits**

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

**C. 1. Staff Travel**

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

**C. 2. Member Travel**

N/A

**D. Equipment**

N/A

**E. Supplies**

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more.

**F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. or H., below.

**G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. Please include any training/conference registration in this line item.

**G. 2. Member Training**

N/A

**H. Evaluation**

N/A

**I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- Fieldprint and Truescreen Criminal history background checks for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). If your program covers the cost for background checks outside of grant funds, these items should still be included in "Other" with zero costs and explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

## Section II. Member Costs

All Member Costs are N/A.

## Section III. Administrative/Indirect Costs

### Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21 (2CFR 220), A-87 (2 CFR 225), and A-122 (2 CFR 230).

### Options for Calculating Administrative/Indirect Costs (choose either A, B, or C)

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

#### A. CNCS Fixed Percentage Method

##### Five Percent Fixed Administrative Costs Option

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

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

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

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

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both CNCS and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine CNCS share: Multiply the sum of CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as CNCS share of indirect costs.
3. To determine the maximum Grantee share: Subtract the amount calculated in step 2 (CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

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

Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimus rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

### **Source of Match**

In the “Source and Types of Match Contributions” table that appears at the bottom of the *Budget Narrative*, enter the specific source of match (i.e. The Star Foundation, Franklin Unified School District, etc.), the match type [State/Local, Federal, or Private], the amount of cash and the dollar amount of in-kind, and a brief description of the intended purpose of the match (e.g. personnel expenses, travel, etc.). Define any acronyms the first time they are used. In the brief description, indicate whether the match is "proposed" or "secured".

### **F, Financial Management Survey**

Completed the Financial Management Survey and submit with package.

## **Application Submission**

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### **A. Application Submission Deadline**

A completed application must be submitted to ServeNebraska electronically [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov) by 5:00pm CST by the following dates:

- 12 month cycle due July 6, 2020
- 9 month cycle due October 30, 2020
- 6 month cycle due January 29, 2021

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.

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

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

## **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), CNCS General and Specific Terms and Conditions, and ServeNebraska Policies and Requirements.

### **B. CNCS Terms and Conditions**

All awards made under this *Notice* will be subject to the 2020 CNCS General Terms and Conditions, and the 2020 AmeriCorps Program Specific Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>.

### **C. Uniform Guidance**

All awards under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

### **D. Reporting Requirements**

Programs 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. ServeNebraska will provide due dates for all reports required.

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

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Grantees should utilize the two vendors CNCS has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs.

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

As of December 31, 2019, many pre-approved Alternative Search Procedures (ASPs) and any existing, individual ASP/Exemption requests will expire and will no longer be available for use.

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

CNCS 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, CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

### **G. Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS 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 (b)).

#### **H. Reallocation of Funding**

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

#### **I. 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. CNCS 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)). The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

##### **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.