2016-2017 PENNSYLVANIA AMERICORPS STATE GRANTS

REQUEST FOR APPLICATIONS

Formula Funding

Intent to Apply Deadline: April 12, 2016

Application Deadline: May 24, 2016

The Honorable Tom Wolf

Governor, Commonwealth of Pennsylvania

Kathy Manderino

Secretary, Pennsylvania Department of Labor & Industry

PennSERVE
The Governor's Office of Citizen Service
1306 Labor & Industry Building
651 Boas Street
Harrisburg, PA 17121

http://www.dli.pa.gov/pennserve

GRANT SUMMARY

PennSERVE: The Governor's Office of Citizen Service announces the availability of grant funding for the operation of AmeriCorps national service programs by community and faith-based organizations, government agencies, and educational institutions. AmeriCorps State grants support the efforts of organizations to recruit and deploy AmeriCorps members and the volunteers with whom they work to address unmet needs.

AmeriCorps State grants will be awarded on a competitive basis to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. Applicants will be awarded points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (Logic Model). Applicants shall provide evidence that the proposed intervention is effective for the proposed populations and community problem/need identified.

An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. AmeriCorps members will be recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust to pay for higher education expenses or apply to qualified student loans. Most AmeriCorps programs place members with local organizations that share the program's vision for change and have committed to helping meet the identified community problem/need.

One of the most important roles AmeriCorps can play for an organization is the generation of volunteers. Through local volunteer generation, AmeriCorps members help sustain services in communities beyond the AmeriCorps grant period. Members also help nonprofit, charitable, and community faith-based organizations improve and expand the quality of services provided in a community.

A. Project Sponsors

AmeriCorps is a program funded by the U.S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national organization supporting AmeriCorps is the Corporation for National and Community Service (CNCS). CNCS receives AmeriCorps program funding from Congress and awards funding to State Commissions, including PennSERVE: The Governor's Office of Citizen Service, to grant and oversee AmeriCorps programs in each state.

B. Eligible Applicants

Eligible organizations include public or private nonprofit organizations, including labor organizations, community and faith-based organizations, institutions of higher education, government entities within states or territories (e.g. cities and counties), and partnerships or consortia. **Organizations that propose to operate only in Pennsylvania must apply for AmeriCorps funding through PennSERVE.** Any organizations proposing to operate an AmeriCorps program in more than one state must apply directly to CNCS (see www.nationalservice.gov)

Organizations that have been convicted of a federal crime are disqualified from receiving an AmeriCorps grant. An organization described in Section 501(c)(4) of the Internal Revenue Code, 26 U.S.C. § 501(c)(4), that engages in lobbying activities is not eligible to apply. Individuals are not eligible to apply.

These application/agreement instructions are to be used by all (new, recompete, and continuation) applicants interested in applying for grant funding for Pennsylvania AmeriCorps State Formula grants (see below), including Professional Corps and Full-time Fixed Amount grants.

An Applicant is considered to be "**new**" if they were not funded by PennSERVE in the 2015-2016 program year.

An Applicant is considered to be a "**recompete**" applicant if they were funded by PennSERVE in the 2015-2016 year and are in Year 3 of their grant cycle during the 2015-2016 program year.

An Applicant is considered to be a "**continuation**" applicant if they were funded by PennSERVE in the 2015-2016 year and are in Years 1 or 2 of their grant cycle during the 2015-2016 program year.

C. Deadlines

All applicants must inform PennSERVE of their Intent to Apply no later than Tuesday, **April 12, 2016** by **5:00 p.m.** See page 31 for more information on the Intent to Apply.

The PA AmeriCorps State Application/Agreement CNCS eGrants submission Deadline is **5:00 p.m. Tuesday, May 24, 2016**. See below for additional details.

Additionally, five (5) Paper copies are due to PennSERVE office by 5:00 pm, Thursday, May 26, 2016. Late, emailed, or faxed application submissions **will not be accepted.** Applications must be entered in eGrants and received by the deadlines at PennSERVE: The Governor's Office of Citizen Service, 1306 Labor & Industry Building, 651 Boas Street, Harrisburg, PA 17121.

Application/Funding Timeline

AmeriCorps 101 Webinar (log-on information to be posted on the PennSERVE website)	March 21, 2016
AmeriCorps 101 Webinar (log-on information to be posted on the PennSERVE website)	March 29, 2016
Notice of Intent to Apply Deadline: Formula Funding Applicants	**April 12, 2016**
Technical Assistance Webinar: Program Design and Logic Models	April 19, 2016
Technical Assistance Webinar: Performance Measures and Budget	April 26, 2016
MANDATORY In-Person PennSERVE Grantee Expectations Session: Harrisburg, PA	April 28, 2016
Application Due Date: Formula Funding Applicantions in eGrants	**May 24, 2016**
Paper copies due to PennSERVE office by 5:00pm	May 26, 2016
Notice of Award – Formula Grantees	Late June, 2016
Start of 2016-2017 Program Year for Formula Applicants	August 20, 2016

D. Eligible Costs and Matching Requirements

Maximum award per member service year (MSY) cannot exceed $13,730. Grant funds partially cover the expense of operating an AmeriCorps program and do not cover general organizational expenses. A cash or in-kind match of at least 24% of the overall budget is required for first time applicants. The required match increases for each year a project is funded (see page 18 for more information).

E. Grant Period

Applicants who are funded may expect grant awards in August 2016. Grant awards are generally for three years, with grantees required to submit a shorter continuation funding request each year. Grantees are eligible for continuation funding in the second and third year contingent on availability of appropriations, compliance and satisfactory performance, including recruitment and retention of members.

F. Special Consideration

In addition to the CNCS priorities, PennSERVE may also give special consideration in the review process to grants that:

- Serve rural areas of Pennsylvania
- Provide services to underrepresented Pennsylvania counties
- Support and include individuals with disabilities
- Submit an application with a low cost per MSY
- Are existing grantees and have 100% enrollment and above 90% retention rates

G. Special Requirements for AmeriCorps Programs in Pennsylvania

- PennSERVE will fund programs that consist of no less than the equivalent of 10 full-time members (10 MSY).
- Funded programs are required to include the word "AmeriCorps" in their program name.
- Every AmeriCorps program is required to participate in local disaster preparedness planning efforts, including but not limited to emergency management training and management of volunteers. AmeriCorps members may be asked, or offered the opportunity, to participate in disaster services as needed.
- Every AmeriCorps member is required to wear gear that displays the AmeriCorps logo at all times while engaging in service activities as an AmeriCorps member.
- Programs must include funding in the submitted budget to attend PennSERVE required trainings and for members to attend yearly AmeriCorps Launch activities.
- Programs are required to use a specific online program management system, "OnCorps," and to include funding in the submitted budget to cover associated costs per member.
- PennSERVE reserves the right to require subgrantees to allocate up to two-fifths of the five percent Administrative Costs (i.e. up to 2% of the total federal dollars awarded) to be retained by PennSERVE to cover administrative costs.

Prior to applying, all applicants should ensure they have access to the below systems:

- Applicants will be required to apply through eGrants, the federal grants system. If you do not currently have an eGrants account, please access the following link: https://egrants.cns.gov/espan/main/login.jsp and select "Create an account."

It is strongly recommended that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the application due date.

- Applications must include a
    - DUNS number
    - Federal Employer Identification Number (EIN). Please note: 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: http://fedgov.dnb.com/webform. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, PennSERVE suggests registering at least 30 days in advance of the application due date.
        - After obtaining a DUNS number register with the System for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/.

- All applicants must also be registered with SAM.
    - SAM collects validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM.

- Pennsylvania requires that all grant applications/agreements and contracts include a Pennsylvania Vendor Number. All applicants must be registered as vendors to submit an application, to be awarded funds, or to be paid. Vendor numbers may be obtained at no cost by calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or online at www.vendorregistration.state.pa.us (click on "Non-Procurement Vendor Site."). It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, your grant will not be awarded without a Pennsylvania vendor number.

All applicants are also urged to review the following documents:

AmeriCorps Regulations
http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf

Performance Measure Instructions
http://www.nationalservice.gov/sites/default/files/documents/Performance_Measure_Instructions_2016.pdf

Frequently Asked Questions
http://www.nationalservice.gov/sites/default/files/upload/2016%20FAQs%201-15-16%20508%20Compliance%20FINAL.pdf

TABLE OF CONTENTS

I. FUNDING OPPORTUNITY DESCRIPTION

A. AmeriCorps Focus Areas	**pg. 8**
B. Funding Priorities	**pg. 9**
C. Selection Process and Criteria	**pg.13**

II. AWARD INFORMATION

A. Funding Available	**pg.15**
B. Award Period	**pg.15**
C. Types of Grants	**pg.15**
D. Matching Funds Requirements	**pg.17**
E. Maximum Cost per Member	**pg.18**
F. Other Requirements	**pg.19**

III. NARRATIVE CONTENT

A. Executive Summary	**pg.21**
B. Program Design	**pg.22**
C. Organizational Capability	**pg.27**
D. Cost Effectiveness and Budget Adequacy	**pg.28**
E. Evaluation Plan	**pg.29**

IV. NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENTS	**pg.30**

V. APPLICATION SUBMISSION INFORMATION

A. Submission Requirements	**pg.31**
B. Technical Assistance	**pg.34**
C. e-Grants Application Detailed Submission Instructions for New and Recompeting Applicants	**pg.34**
D. eGrants Application Detailed Submission Instructions for Continuation Applicants	**pg. 44**

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notice **pg.50**
B. Documents that Govern the Grant **pg.50**
C. Project/Award Period **pg.50**
D. Reporting Requirements **pg.50**

APPENDICES

APPENDIX A: SF 424 Facesheet Instructions
APPENDIX B: Instructions for Completing the PA Sub-grantee Application/Agreement
Attachment 1- PA Sub-grantee Application/Agreement
APPENDIX C: Instruction for Certifications and Assurances
Attachment 2- PA Signed Certification and Assurances Signature Page
Attachment 3 – Instructions for Completing SF424b
APPENDIX D: Audit Clause to be Used in Agreements with Entities Receiving Federal Awards from the Commonwealth
Attachment 4 – FFATA Form
APPENDIX E: Performance Measures Instructions
APPENDIX F: Budget Instructions & Worksheet
APPENDIX G: Budget Instructions for Fixed Amount Applicants
APPENDIX H: Alternative Match Instructions
APPENDIX I: Rural Programs, Beale Codes, and County-level Economic Data
APPENDIX J: Beneficiary Populations/Grant Characteristics (eGrants Performance Measures Section)
APPENDIX K: Logic Model Instructions for New/Recompeting Continuation Applicants
APPENDIX L: eGrants Indirect Cost Rate (IDRC) User Instructions

I. FUNDING OPPORTUNITY DESCRIPTION

A. AmeriCorps Focus Areas

The federal funding for AmeriCorps is provided to states via CNCS. CNCS' mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. In order to carry out Congress' intent and 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. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

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, including youth identified in My Brother's Keeper (see page 11), 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 prepare for success in post-secondary educational institutions.

Environmental Stewardship
Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

Healthy Futures
Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; 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 in youth with the purpose of reducing childhood 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, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

B. Funding Priorities

In the 2016-2017 AmeriCorps competition, PennSERVE seeks to prioritize the investment of national service resources in the below priority areas.

In order to receive priority consideration, applicants must include a high quality program design and demonstrate a priority area is a significant part of the program focus and intended outcomes. Responses proposing programs for the purpose of receiving priority consideration are not guaranteed funding.

Disaster Services -- improving community resiliency through disaster preparation, response, recovery, and mitigation.

Economic Opportunity -- increasing economic opportunities for communities, specifically opportunity youth, both as the population served and as AmeriCorps members, as well as improving economic opportunities in rural Pennsylvania communities.

Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines "economically disadvantaged," consistent with the definition used in its Performance Measures, as "must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance." CNCS defines "disconnected from school or work" as unemployed, underemployed, and not in school for at least six months prior to their term of service.

A member who was not economically disadvantaged prior to becoming an AmeriCorps member but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc. **cannot** be counted as economically disadvantaged. In order to apply under this priority the applicant must demonstrate the programmatic elements they will implement in order to recruit and support opportunity youth as members, and a substantial portion of their requested MSYs must fall into this category.

Education -- improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school needs through School Turnaround AmeriCorps programming to improve student academic performance, academic engagement, and/or attendance outcomes.

Environment – 21st Century Service Corps. (21CSC) The 21CSC is a bold national effort to put young Americans and veterans to work protecting, restoring, and enhancing America's great outdoors. The 21CSC, built on the legacy of the Civilian Conservation Corps, will complete high quality, cost effective projects on public and tribal lands and waters across the nation. The 21CSC goals are to:

Put Americans to work: The 21CSC will provide service, training, education and employment opportunities for thousands of young Americans and veterans, including low income and disadvantaged youth.

Preserve, protect, and promote America's greatest gifts: The 21CSC will protect, restore and enhance public and tribal lands and waters as well as natural, cultural, and historical resources and

treasures. With high-quality, cost-effective project work, the 21CSC will also increase public access and use while spurring economic development and outdoor recreation.

Build America's future: Through service to America, the 21CSC will help develop a generation of skilled workers, educated and active citizens, future leaders, and stewards of natural and cultural resources, communities and the nation.

In order to qualify for this priority area, applicants must demonstrate that they are a 21CSC member organization. Applications for membership are reviewed quarterly. Instructions for applicants are available in the Federal Register: http://www.gpo.gov/fdsys/pkg/FR-2014-04-11/pdf/2014-08101.pdf

Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength.

Governor and Mayor Initiatives -- The application must address a pressing challenge the Governor wishes to solve in her or his state. A Governor must apply with one Mayor in his or her state and a minimum of two nonprofits. In conjunction with the Mayor, the Governor will be responsible for identifying and selecting those nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of commitment from all relevant parties. If the Governor and Mayor have not yet selected partnering nonprofit entities, they should describe the process that the Governor and Mayor will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how several nonprofits working together, with the Governor's office serving as a convener, will effectively deploy AmeriCorps members for a collective impact.

CNCS will accept one application per state in each year's new and recompete competition. If a state has a Governor and Mayor Initiative in continuation status, the state commission can submit a new application. However, CNCS is interested in increasing the number of states that have Governor and Mayor's Initiative as well as funding high quality program designs.

Only the Governor, Mayor, their designated government office (but not the state commission), or a public university may apply for grants under the Governor and Mayor initiative. Applications from other entities will be deemed non-compliant and will not be considered under this initiative.

For example, a Governor and a Mayor in a state could conclude the most pressing challenge facing the state is its high school graduation rate. The Governor and/or Mayor would submit one application describing:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (State, local, and nonprofit entities).
- The proposed theory of change and program model.
- How they will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Applications submitted as part of the Governor and Mayor Initiative must check the "Governor and Mayor Initiative" box in the Performance Measure tab and email a letter of endorsement cosigned by the

Governor and Mayor, as well as signed letters of commitment from partnering nonprofits to pennserve@pa.gov by the application due date in order to be considered for this Initiative.

Safer communities - activities that focus on public safety and preventing and mitigating civil unrest e.g., summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention.

Programming that supports My Brother's Keeper -- President Obama launched the My Brother's Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and ensure that *all young people* can reach their full potential.

Through this initiative, President Obama's Administration is joining with cities and towns, businesses, and foundations who are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class. My Brother's Keeper is focused on five milestones:

1. Getting a Healthy Start and Entering School Ready to Learn: All children should have a healthy start and enter school ready – cognitively, physically, socially, and emotionally.

2. Reading at Grade Level by Third Grade: All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.

3. Graduating from High School Ready for College and Career: Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.

4. Successfully Entering the Workforce: Anyone who wants a job should be able to get a job that allows them to support themselves and their families.

5. Keeping Kids on Track and Giving Them Second Chances: All children should be safe from violent crime; and individuals who are confined should receive the education, training, and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones.

Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities- CNCS recognizes that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching funds in these communities. Thus it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots nonprofits that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently.

Given the desire to address community needs holistically, the nonprofits that make up the consortium may have different focus areas and thus the nonprofit intermediary will be multi-focused. Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities, and how the activities provided by the consortium collectively address a compelling community need or set of needs. The applicant must demonstrate that it has sufficient financial and management capacity to act as an umbrella organization for the consortium.

The nonprofit intermediary should submit one application which describes:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortium members).
- The proposed theory(ies) of change and program model(s).
- How it will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortium.

CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions. For more information about RUCA codes, please visit the USDA website at: http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx. Also see Appendix I for more resources regarding rural designation.

Next Gen AmeriCorps- Depending on the overall funding available, CNCS is inviting applicants to propose the Next Generation AmeriCorps or Next Gen AmeriCorps. The importance of service remains, even within tight fiscal constraints we face as a nation. The goal of Next Gen AmeriCorps is to use innovative strategies to offer the same service opportunities but at a more efficient cost to the government. To participate, applicants must have a cost per member that is lower than $10,000 per year per full time member using CNCS funding. CNCS is looking for innovative approaches and models to implement, for example: locating operations in Promise Zones, areas that meet Promise Zone criteria, or that demonstrate other indicators of severe need.

Congress set a goal that 10 percent of AmeriCorps funding should support *Encore* service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that target in this competition and encourages encore programs to apply. Encore will provide an opportunity for current evidence-based Senior Corps Foster Grandparents Program and Senior Companion Program grantees to expand their programs through AmeriCorps funding.

PennSERVE Priorities

PennSERVE may also give special considerations to applications that:

- Serve rural areas of Pennsylvania

- Provide services to under-represented PA counties
- Support and include individuals with disabilities
- Are existing grantees and have 100% enrollment and above 95% retention rates
- Submit with a lower cost per MSY

National Performance Measures

CNCS and PennSERVE expect organizations to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their s work as well as make tactical and strategic adjustments to achieve their goals.

Please refer to the National Performance Measure Instructions located at http://www.nationalservice.gov/sites/default/files/documents/Performance_Measure_Instructions_2016.pdf

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary service activity. Applicants are NOT expected to select performance measures to correspond to each and every potential member activity or community impact; rather, CNCS and PennSERVE value the **quality** of performance measures over the quantity of performance measures.

As described in Appendix E, applicants must include all their information about their proposed performance measures in the Performance Measure section of the applications in eGrants. The Performance Measure section text must include all information requested in the National Performance Measure Instructions, and all definitions and requirements as outlined in the Instructions and the FAQs must be met. See: http://www.nationalservice.gov/sites/default/files/upload/2016%20FAQs%201-15-16%20508%20Compliance%20FINAL.pdf Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

C. Selection Process and Criteria

The grant selection process includes the following steps:

1. Determining whether a proposal complies with the application requirements, such as deadlines and eligibility requirements.
2. Applying the basic selection criteria articulated in the AmeriCorps regulations.
3. Strength of the need and evidence base for the program.
4. High alignment with the criteria detailed on pages 15-30 of this application. Please also note that Pennsylvania has included in this RFA (Request for Applications) specific requirements for its funded AmeriCorps programs (see page 4).
5. Recruitment and management of volunteers.
6. Applying additional selection factors detailed on pages 9-13, Section B. Funding Priorities.
7. Ensuring innovation and geographic, demographic, and programmatic diversity across the AmeriCorps portfolio.

PennSERVE and CNCS select applications for funding using a multi-stage process that may include a peer review, state and federal staff review, and approval by the PA Community Service Advisory Board. The peer review panels include individuals such as community service practitioners, educators, non-profit

administrators, former national service participants, and specialists in education, the environment, health, public safety, human services, and other relevant fields.

Because the participants on these panels are outside reviewers, do not assume they are familiar with your grant program, even if you are recompeting. Please provide sufficient information in your application to make your program clear to a reviewer.

In evaluating your application for funding, reviewers will assess your program design, organizational capability, the program's cost-effectiveness and budget adequacy, and the program's Evaluation Plan or Evaluation (for recompeting grantees). The weights assigned to each category and sub-category are listed in the chart below (Basic Selection Criteria). Reviewers will measure your application narrative against these criteria and weigh them accordingly. For additional detail regarding these criteria and what reviewers will assess in each category of your narrative, please see the Narrative Section on page 21.

As part of the grant selection process, PennSERVE reserves the option to select, or not select, an applicant for funding based on geographic location, regardless of selection rating. This is an effort to attain geographic diversity throughout the state, achieve state service strategies, and improve AmeriCorps opportunities in rural and underrepresented populations or areas. **Applications that score 70% or above based on the below selection criteria will be considered for funding.**

After compiling and reviewing all peer reviews and conducting a staff review, PennSERVE staff will make recommendations to the PennSERVE Advisory Board as to which applications are recommended for formula funding.

Staff may request additional clarification concerning your application as needed.

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

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Problem/Need – 9 points
		Theory of Change and Logic Model – 13 points
		Evidence Base – 12 points
		Notice Priority – 3 points
		Member Training – 4 points
		Member Supervision – 3 points
		Member Experience – 3 points
		Commitment to AmeriCorps Identification – 3 points
Organizational Capability	25%	Organizational Background and Staffing – 10 points
		Compliance and Accountability – 15 points
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 18 points
		Budget Adequacy – 7 points

II. AWARD INFORMATION

CNCS and PennSERVE will not provide more than one grant for the same project in one fiscal year. Two projects will be considered the same if they: address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, utilize the same sites, or use the same program staff and members. See the AmeriCorps State and National Fit Finder to decide which type of grant aligns with the proposed project: http://www.nationalservice.gov/build-your-capacity/new-national-service/fit-finder

A. Funding Available

PennSERVE expects a highly competitive AmeriCorps 2016-2017 grant competition. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made.

Awards will be for funds and AmeriCorps member slots. Award amounts will vary. Please note that PennSERVE will not fund any program applying for less than 10 full-time equivalent members (10 MSY).

B. Award Period

AmeriCorps grants generally cover a three-year project period. In approving a multi-year project period, PennSERVE generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. PennSERVE reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

C. Types of Grants

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. PennSERVE and CNCS will not provide both types of grants for the same project in one fiscal year.

New applicants are eligible to apply for Cost Reimbursement grants but are not eligible to apply for Fixed Amount grants. Organizations currently operating an AmeriCorps grant that can demonstrate a track record and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore may apply for Fixed Amount grants.

Cost Reimbursement Grants: 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 recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Fixed Amount Grants These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own

or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

Professional Corps: Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. CNCS assumes Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and challenges to raising non-CNCS resources. Professional Corps members' salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

Types of Grants: General Summary

Grant Types	Cost Reimbursement			Fixed Amount		
Available Subtypes	Traditional	Professional Corps		Full-Time/Less than FT serving in a full time capacity	Ed. Award Only	Professional Corps
Maximum Cost per MSY	$13,730	Up to$1,000*		$13,430	$800	Up to $1,000*
Type of Slots in the National Service Trust	All	All		Full-Time or Less than Full-Time serving in a full time capacity Only	All	Full-Time Only
Budget Submission Required	Yes			No		Yes, if requesting operating funds
Availability of Funds linked to enrollment and retention of awarded MSY	No			Yes		
Special Requirements	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization		N/A	N/A	Must place qualified professionals in communities with an inadequate number of such

		where member serves and not included in the budget.				professionals. No CNCS funds may be used to pay member living allowance or salary.
Match Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirement.		No, but organizations must raise the additional revenue required to operate the program.		
Financial Reporting Requirements	Yes			No		
Available to New Applicants	Yes			No	Yes	Yes

*CNCS assumes Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider requests for operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non-CNCS resources.

Planning Grants

AmeriCorps planning grants allow organizations to begin developing their plans to host an AmeriCorps program before bringing AmeriCorps members on for a full program year. Planning grant activities may involve work to establish a new program in Pennsylvania or replicate successful existing program models in unserved or underserved areas of the state. Organizations use planning grants to become better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members.

In 2016-2017, there is no specific planning grant funding available nationally from CNCS. PennSERVE will not accept applications explicitly for planning grants, but new applicants that submit for 2016-2017 AmeriCorps State funding may be considered for formula planning grants if PennSERVE determines the applicant is not yet ready to receive an AmeriCorps grant, but has a strong program model.

D. Matching Funds Requirements

Cost Reimbursement Grants (non-fixed amount)
A first-time successful applicant is required to match at 24 percent of their total proposed program budget for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart below.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended (42 USC §12571 (e)(5)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs does not count toward the matching requirement.

Fixed amount Grants
There is no specific match requirement for fixed amount grants but CNCS does not provide all the funds necessary to operate the program. Organizations must raise the additional revenue required to operate the program.

See page 17 for more information on Match Requirements by Grant Type.

2016-2017 Grantee Match Requirements based on year of funding

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

E. Maximum Cost per Member Service Year (MSY)

PennSERVE considers comparative costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. One MSY is equivalent to 1700 service hours, or a full-time AmeriCorps position.

Type of Member	**Minimum # of Hours**	**MSY Equivalent**
Full Time	1700	1
Half Time	900	.5
Reduced Half Time	675	.3809524
Quarter Time	450	.26455027
Minimum Time	300	.21164022

Maximum costs per MSY are set forth in the table below. The cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request per MSY is listed below by Grant Type.

Continuation and recompeting grantees requesting a higher cost per MSY than in the previous year must include a <u>compelling</u> rationale for this increased cost.

2016 Maximum Cost Per MSY

Grant Program	**Maximum**
Individual State/Territory Program (cost reimbursement)	$13,730
Professional Corps Grant (Cost Reimbursement)	Up to $1,000*
Professional Corps Fixed Amount Grant	Up to $1,000*
Education Award Program Fixed Amount Grant	$800

Fulltime Fixed Amount Grant	$13,430

*CNCS assumes Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non-CNCS resources.

Programs operating in rural communities (as defined on page 12) and programs that recruit opportunity youth as AmeriCorps members may request up to $13,930 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. **The applicant must include a compelling case as to why the applicant's cost per MSY must be higher.**

F. Other Requirements

Requirements Regarding Member Living Allowance:

The proposed budget must include a living allowance for full-time members between $12,530 (minimum) and $25,060 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage.

Cost reimbursement programs are not required to provide a living allowance for members serving in 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. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. (See Exceptions below.)

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (See Exceptions below.) Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as "without living allowance" in the budget.

Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	$12,530	$25,060
One-year Half-time	900	n/a	$13,265
Reduced Half-time	675	n/a	$9,950
Quarter-time	450	n/a	$6,635
Minimum-time	300	n/a	$4,420

Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)
If a program existed prior to September 21, 1993, a living allowance is not required. 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 are paid entirely by the organizations with which the members serve, and are not included in the budget.

PennSERVE Required Costs

Applicants are required to include the following in their budgets:

- Costs for at least one (1) full-time staff person dedicated to the operations of the AmeriCorps program
- Costs for at least one (1) staff person to attend three (3) PennSERVE required trainings
- Costs for members to attend AmeriCorps Launch activities
- Costs to cover the per member cost of the OnCorps program management system
- Costs of AmeriCorps service gear. Members must display the AmeriCorps logo at all times while in service and members should be dressed uniformly during large service projects (wearing AmeriCorps tees, AmeriCorps hooded sweatshirts, etc.)
- Costs for required National Service Criminal History Checks for AmeriCorps Members and covered staff.
- PennSERVE reserves the right to require subgrantees to allocate up to two-fifths of the five percent Administrative Costs (i.e. up to 2% of the total federal dollars awarded) to be retained by PennSERVE to cover administrative costs.

Refer to page 41 and Appendix F for Budget Instructions, including how the above costs should be calculated.

Member Enrollment Requirements for Existing Grantees

PennSERVE and CNCS expect grantees to enroll all the members included in their grant award. Enrollment rates have a direct bearing on the number of slots and the size of awards approved in the continuation and recompete processes. Continuation and recompeting grantees that have not achieved full enrollment in the previous year must provide an explanation and a corrective action plan in their application. Successful applicants that do not fully enroll are likely to receive a decrease in funding in subsequent years.

Member Retention Requirements for Existing Grantees

PennSERVE and CNCS expect grantees to pursue the highest retention rate possible. Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation and recompete processes. PennSERVE and CNCS recognize that retention rates vary among equally effective programs depending on the program model. Continuation or recompeting grantees that have not achieved full retention in the most recently completed program year must provide an explanation and a corrective action plan in their application. Successful applicants that do not retain their members may receive a decrease in funding in subsequent years.

Amount of the Segal AmeriCorps Education Award for 2016-2017

AmeriCorps members serving in programs funded for 2016-2017 who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,775 for a year of full-time service, with smaller awards for less-than full-time service (see chart below). 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.

As the Segal AmeriCorps Education Award is paid from National Service Trust, it should **not** be included in the program budget.

Term of Service	Minimum # of Hours	FY15 Education Award
Full Time	1700	$5,775.00
One-Year Half Time	900	$2,887.50
Reduced Half Time	675	$2,199.92
Quarter Time	450	$1,527.45
Minimum Time	300	$1,221.96

III. NARRATIVE CONTENT

To complete your narrative, use the specific directions outlined below for each section. Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Narratives must be submitted via the eGrants system. Refer to page 34 for additional instructions.

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries, School Turnaround applicants, and Next Gen AmeriCorps) as printed from eGrants. Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Facesheet; and the Narrative Sections contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy as the pages print out from eGrants.

Please note the length of a document in word processing software may be different than what will print out in eGrants. PennSERVE will consider the number of pages as they print out through eGrants when determining compliance for page limits. PennSERVE strongly encourages applicants to print out the application from the "Review and Submit" page prior to submission to check that the application does not exceed the page limit. The application page limit does **not** include the budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or any supplementary materials, including evidentiary studies, if applicable.

The Logic Model may not exceed more than three pages as printed from eGrants.

Reviewers will not consider submitted material that is over the page limits in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. This applies to both the application page limit and the logic model page limit. Do not submit other items not requested in this RFA. PennSERVE will not review or return them.

A. Executive Summary (Required - 0 percent)

Please fill in the brackets 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 [what 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 an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program 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, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS' focus area, omit this sentence.

Fixed Amount grant applicants should list their leveraged resources because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on **www.nationalservice.gov** in the interest of transparency and Open Government.

B. Program Design (50 percent)

Reviewers will consider the quality of the application's response to the criteria below. Sub-criteria are not of equal value.

1. Problem/Need (9 points)

- The community problem/need is clearly defined and aligns with the proposed intervention.
- The community problem/need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

2. Theory of Change and Logic Model (13 points)

- The applicant's proposed intervention is clearly articulated including the design, 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 theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness in the evidence section.
- The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
- The applicant's AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.

The logic model shall depict:

- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that 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.) 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.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

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

3. Evidence Base (12 points)

Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants shall provide a description of up to two research studies or evaluations that provide evidence that the proposed intervention is effective for the target population and community problem, and should describe how this evidence places them in the highest evidence tier for which they are eligible. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

Depending on the level of evidence stated, applicants may be asked to provide the study(ies) cited. Applicants should refer to the Evidence Checklist to determine if they are required to submit the study(ies) cited. The Checklist can be found here:
http://www.nationalservice.gov/sites/default/files/upload/Evidence%20Checklist%20FINAL%20508.pdf

See the Submission of Additional Documents section on page 32 for guidance on the submission of evaluation studies.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants are advised to focus on presenting high-quality evidence from two of the strongest and most relevant studies. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

All applicants must include a description of up to two research studies or evaluations in order to earn points, including the following information:

1) The date of the research or evaluation was completed, and the time period for which the intervention was examined
2) A description of the target population studied (e.g. the demographics)
3) The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design , or propensity score matching)
4) A description of the data, data source, and data collection methods
5) The outcomes or impacts examined and the study findings

6) The strength of the findings (e.g. confidence level, statistical power of the study design and statistical significance of findings).

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels;
d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of this application does not describe a well-designed and well-implemented evaluation, the applicant will be considered for a lower tier of evidence and related point values.

Requirements associated with the five evidence tiers are described below.

No evidence (0 points) means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1-2 points) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.) The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

Preliminary evidence (3-6 points) means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

- The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre- and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

OR

- The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant's proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied.

OR

- The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study (ies) of the proposed evidence-based intervention.

For the purposes of this RFA, "replicate" means that the key elements of the applicant's intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant's adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

Moderate evidence (7-9 points) means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

Strong evidence (10-12 points) means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive.

Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count toward one of the two studies required for Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

4. Notice Priority (3 points)

- The applicant proposed program fits within one or more of the 2016 AmeriCorps funding priorities as outlined on page 9-13.
- The proposed program meets all of the requirements detailed on pages 9-13.

5. Member Training (4 points)

- AmeriCorps members will receive high quality training to provide effective service.
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
    - a. A business organized for profit;
    - b. A labor union;
    - c. A partisan political organization;
    - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be

construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

- e. An organization engaged in the religious activities described in paragraph 7. above, unless CNCS assistance is not used to support those religious activities;

9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds.

6. Member Supervision (3 points)

- AmeriCorps members will receive high quality 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.

7. Member Experience (3 points)

- AmeriCorps members will gain skills and experience 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.
- AmeriCorps members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

8. Commitment to AmeriCorps Identification (3 points)

- Members will know they are AmeriCorps members.
- Staff and community members where the members are serving will know they are AmeriCorps members.
- AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

C. Organizational Capability (25 percent)

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

1. Organizational Background and Staffing (10 points)

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program, please submit letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members. Refer to page 32 for submission instructions.

2. Compliance and Accountability (15 points)

- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

D. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will consider the quality of the application's response to the following criteria below. Sub-criteria are of equal value.

1. Cost Effectiveness (18 points)

- The budget is sufficient to carry out the program effectively.
- The budget aligns with the applicant's narrative.
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if re-competing, has a lower cost per MSY than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

Program costs not included in the formal budget, including for Fixed Price and Partnership Challenge grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment.

Having a low cost per MSY is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than funded in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (page 18), it must justify its request. Please note that such requests are rarely approved.

2. Budget Adequacy (7 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.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

E. Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please enter N/A in the Evaluation Plan field since it pertains only to recompeting grantees. If the applicant is recompeting for AmeriCorps funds for the first time (see definition of "recompeting" on page 3) the program must submit its evaluation plan in the Evaluation Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report via email to PennSERVE by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation: http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies):

- A short description of the theory of change; why the proposed intervention is expected to produce the proposed results;
- Outcome of interest-clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation;
- Research questions to be addressed by the study - Concrete research questions (or hypotheses) that are clearly connected to the outcomes;
- Study components – a) proposed research design for the evaluation; including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator; and
- The estimated budget.

For more information about evaluation plans see the CNCS Knowledge Network's Evaluation Resources: http://www.nationalservice.gov/resources/evaluation/planning-evaluation.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.710:

- If the applicant is a State/Territory subgrantee and/or National Direct Grantee and its average annual CNCS program grant is $500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than $500,000, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.

A program will be considered a recompeting application if it satisfies the definition on page 3 and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfies the definition of same project as defined on page 15 and the

applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project does not satisfy the definition of recompeting as defined on page 3, it will not be required to submit an evaluation plan, or completed evaluation report.

The Evaluation Plan field of eGrants does not count towards the page limit of the application; however, it does have a set character limit. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

State/Territory subgrantees and/or National Direct Grantees with an average annual CNCS program grant of $500,000 or more that are recompeting for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in eGrants. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this Notice. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. More information on alternative evaluation approaches can be found at:
https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf.

If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in eGrants, the applicant should do the following: Enter the evaluation plan in the evaluation summary or plan filed in eGrants.

- Include a note in the evaluation summary or plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading "REQUEST FOR ALTERNATIVE EVALUATION APPROACH." This section of the application narrative will not count against the page limit.

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)

Enter N/A. This field will 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.

IV. 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. 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.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks–

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW) https://www.nsopw.gov/ ; *and*
2. *Either*
   - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work *or*
   - A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

1. A nationwide name-based check of the NSOPW; *and*
2. *Both*
   - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
   - A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and http://www.nationalservice.gov/resources/criminal-history-check for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS's regulations, may result in disallowance of all or part of the costs associated with noncompliance.

V. APPLICATION SUBMISSION INFORMATION

A. Submission Requirements

Notice of Intent to Apply

All organizations planning to apply for AmeriCorps State Funding must notify PennSERVE of their intent to apply. **The Intent to Apply must be received no later than Tuesday, April 12, 2016 by 5:00 p.m. This includes New, Recompeting, and Continuation applicants.**

To file an Intent to Apply, please send an email with the following to pennserve@pa.gov:

- Organization Name and Address
- Contact Person
- Contact Person e-mail and phone number

- Type of grant for which the organization intends to apply (Cost Reimbursement, Fixed Amount, etc.)
- Proposed program's focus area (see page 8)
- Counties you are proposing to serve if awarded an AmeriCorps grant
- Subject line of the e-mail should read "(Your Organization Name) – Intent to Apply for Funding"

Final Application Submission
Applications are due in eGrants no later than Tuesday, May 24, 2016, by 5:00 p.m. AND,
Five (5) paper copies are due no later than 5pm, Thursday May 26, 2016 to the PennSERVE office.

All applicants are required to submit their application through the Corporation for National and Community Service's online system: eGrants (https://egrants.cns.gov/espan/main/login.jsp). All sections of the eGrants online application must be completed and submitted. Once successful submission is complete, applicants are instructed to print five (5) copies of their full application and mail or deliver the copies with the additional required attachments to the PennSERVE office by the required deadline.

Applicants are required to:

- Submit five (5) paper copies of the completed eGrants application that includes:
  - SF424 Facesheet (Need one (1) original, signed copy; see Appendix A)
  - Application printed from eGrants (including Performance Measures)
  - Budget printed from eGrants
  - Budget Narrative printed from eGrants
  - Logic Model printed from eGrants

- In addition to the 5 paper copies of the eGrants application items, applicants must submit one (1) single-sided original paper copy of each of the items listed below, AND via e-mail if instructed to do so:

Document	***Required For***			***Further Instructions***
	New	Recompete	Contin.	
Original signed AmeriCorps State Program Sub-grantee Application/Agreement Document	X	X	X	Appendix B/Attachment 1; submit one original via mail
Original signed Certification and Assurances Signature Page	X	X	X	Appendix C/Attachment 2; submit one original via mail
SF-424B	X	X	X	Attachment 3; follow instructions and submit one original via mail
Most recent A-133 Audit and Form 990	X	X	X	Appendix D ; submit one copy via mail
FFATA	X	X	X	Attachment 4; follow instructions and submit one original via mail
Letters of Commitment from significant community partners	X	X		Submit one set of copies via mail AND submit in PDF format via e-mail (see page 28)

Evidentiary Studies, if applicable (see page 23 for more information)	X	X		Submit the study(ies) in PDF format via e-mail
Program evaluations OR evaluation plan, if applicable (see page 29 for more information)		X		Submit one copy via mail AND submit an electronic copy
Labor concurrence (if applicable as required under 45 C.F.R. §2522.100 (c)) on behalf of your programs, depending on amount of funds and history with the CNCS	If applicable			(see page 40); submit one copy via Documents screen in eGrants with copy to PennSERVE via mail
Federally-approved Indirect Cost Agreement	If applicable			See page 41
Delinquent on federal debt Explanation	If applicable			See page 41

All documents should be attached to an email and sent to pennserve@pa.gov. The subject line should read "(Your Organization's Name) – Additional Grant Documents."

In the body of the email, please list EACH document that you have attached. Whenever possible, please send the Word/Excel/PDF file and NOT scans of paper documents. One paper copy of each document must also be included in your final grant package submitted to PennSERVE.

DEADLINES

Tuesday, April 12, 2016
Notice of Intent is due to PennSERVE via email no later than 5:00pm

Tuesday, May 24, 2016, 5:00pm Submit:
1- Complete application **in eGrants** online reporting system
2- Letters of Commitment, Evidentiary Studies, Program Evaluation/Evaluation Plan (if applicable), **via email** as listed above.

Thursday, May 26, 2016, 5:00 pm
1- **Deliver** application/Agreement packages (five copies of e- Grants application, document originals, and one copy of additional attachments) to: PennSERVE: the Governor's Office of Citizen Service 1306 Labor & Industry Building 651 BOAS Street, Harrisburg, PA 17121

Faxed, emailed or late submissions will not be accepted. An application is considered late at 5:01 pm EST in eGrants on Tuesday, May 24, 2016.

PennSERVE recommends applicants first prepare and save their application as a word processing document, then copy and paste the document into eGrants. Please note the length of a document in your word processing software will likely be different than what will appear after the text is entered into eGrants. Any narrative beyond the page limit will not be considered. **PennSERVE strongly recommends submitting applications early in case technical issues occur.** In the case of technical issues, please document, including any print-outs of error messages received from eGrants and copies of any emails to the eGrants help desk.

In the case of unresolved technical issues, PennSERVE will consider late submission requests that include documentation of technical difficulties and reserves the right to accept such applications on a case by case basis. The eGrants Help Desk ticket # must be included in any request for extension due to technical issues. If the technical issue cannot be resolved by the deadline, the applicant must continue working with the eGrants Help Desk to submit the application via eGrants.

If you experience problems using eGrants, contact the eGrants Help Desk at (800) 942-2677, or visit https://questions.nationalservice.gov/app/ask_eg.

National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. If you contact the Hotline, be prepared to provide the application ID and organization name. State that you are working on the 2016 Notice of Funding Opportunity for State and National AmeriCorps for formula submission to the state commission.

B. Technical Assistance

PennSERVE will offer technical assistance webinars for potential applicants. Please visit the PennSERVE Website at http://www.dli.pa.gov/pennserve for information on webinar dates, times, and log-in information.

CNCS offers a number of resources for first-time applicants on its website:
http://www.nationalservice.gov/applying-americorps-state-and-national-grants.
http://www.nationalservice.gov/build-your-capacity/grants/managing-americorps-grants

In addition, a number of appendices are attached to the Application/Agreement instructions document that include instructions on completing performance measures and budgets, as well as accessing different data sources to demonstrate community need.

If you cannot find the information you are looking for in the CNCS resources or the Application/Agreement instructions document, questions may be submitted to PennSERVE at pennserve@pa.gov. Questions will be answered via email only. Please put "Question re: RFA – (Your Organization's Name)" in the subject line. Questions will be answered as they are received.

C. e-Grants Application Detailed Submission Instructions for New and Recompeting Applicants

****Applicants who applied for Competitive Funding and were NOT funded should contact PennSERVE to determine how to submit their application in eGrants for Formula Funding consideration****

An applicant is considered to be "new" if they were not funded by PennSERVE in the 2015-2016 program year.

An applicant is considered to be a "recompete" or "recompeting" applicant if they were funded by PennSERVE in the 2014-2015 year and are in Year 3 of their grant cycle during the 2015-2016 program year.

An applicant is considered to be a "continuation" applicant if they were funded by PennSERVE in the 2015-2016 year and are in Years 1 or 2 of their three-year grant cycle during the 2015-2016 program year. Submission instructions for continuation applicants are addressed in Section D, beginning on page 46.

New applicants need to establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA
  - Select FY 2016 AmeriCorps State Commission (New and Continuations)
  - Select Pennsylvania as the state to which you are applying
  - Select 16AC179981 – PennSERVE – Formula 2

Your application consists of the following components. Make sure to complete each section.

I. Applicant Info
II. Application Info
III. Narratives
IV. Performance Measures
V. Documents
VI. Budget
VII. Review, Authorize, and Submit

I. Applicant Info

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

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal.**
- If you are not a current grantee, but have received a formula AmeriCorps grant in the past five years, select **Continuation/Renewal.**
- If you are applying for the first time or are a former grantee whose last AmeriCorps grant was received more than five years ago, select **New.**
- If you are a current planning grantee applying for an implementation grant, select **New.**

  Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. Please enter August 20, 2016 – August 19, 2017.
- Enter Funding Type.
- State Application Identifier: Enter N/A.
    - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as Section V.
- Leave the box for "Program Initiative" blank unless otherwise noted in the RFA.

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth, if any.
- Number reported in performance measure O15 who are opportunity youth.
- Number reported in performance measure O17 who are opportunity youth.

In the Program Information Section:

General Information (select either Yes or No from the drop down menu):

- *My organization has received an AmeriCorps State and National Grant.* Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer "No."
- *Opt into the National Service Registry*. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2016 AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services.
- Economic Opportunity – especially opportunity youth.
- Education- improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school needs.
- Environment – 21St Century Service Corps.
- Veterans and Military Families.
- Governor and Mayor Initiative.
- Programming that supports My Brother's Keeper.
- Multi-focus Intermediary.
- Safer Communities
- School Turnaround
- Next Generation AmeriCorps
- No RFA priority area.

Populations Served

Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens.
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members.
- Caregivers.
- None of the above.

Grant Characteristics

Check any grant characteristics that apply to the proposed program:

- Encore Program.
- Faith based organizations.
- Community-based organizations.
- SIG/Priority Schools.
- Professional Corps.
- STEM Program.
- Geographic Focus – Urban.
- Geographic Focus – Rural.
- None of the above grant characteristics.

Applicants must check the relevant boxes in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives.

Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

AmeriCorps Identity/Co-branding Questions. Check all that apply

III. Narratives

The narrative sections of the application are your opportunity to convince reviewers that your project meets the selection criteria as outlined in the RFA. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the RFA.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for:

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Plan.

Note: The Narrative Sections also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application narrative against the selection criteria. To best respond to the criteria listed in the Narrative Content section of this RFA, we suggest that you include a brief discussion of each item in the narrative section if it pertains to your application.

A. Executive Summary

Please complete the executive summary per the guidance in the Narrative Content section.

B. Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the Narrative Content section.

1. ***Rationale and Approach/ Program Design (50 percent)***
   In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community problem.

2. ***Organizational Capability (25 percent)***
   Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing, sustainability, compliance and accountability.

3. ***Cost Effectiveness and Budget Adequacy (25 percent)***
   In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the intervention being proposed is cost effective and the budget is appropriate for the program being proposed.

C. Evaluation Summary or Plan

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting grantees. If you are recompeting for AmeriCorps funds for the first time please follow the guidance starting on page 29.

D. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

F. Continuation Changes

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

IV. Performance Measures

All applicants must submit performance measures with their application. See Appendix E for instructions for entering performance measures. The performance measures may be reviewed separately from the grant narrative. Therefore, all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

Performance Measure Instructions
http://www.nationalservice.gov/sites/default/files/documents/Performance_Measure_Instructions_2016.pdf

Frequently Asked Questions
http://www.nationalservice.gov/sites/default/files/upload/2016%20FAQs%201-15-16%20508%20Compliance%20FINAL.pdf
Applicants are strongly encouraged to review their Performance Measures using the checklist found in Appendix E before submitting their final application.

V. Documents

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor concurrence (if necessary – see below), a federally-approved indirect cost agreement (if applicable), letters of commitment and an explanation of federal debt delinquency (if applicable). After you have submitted the documents via email to PennSERVE, change their status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at CNCS."

A. Evaluation

If required, submit any completed evaluation plan or report as described below in the submission instructions. (see more information on Evaluation requirements on page 29). Select Evaluation and select "Sent" once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if you think it is already on file.

B. Labor and Union Concurrence

If a program applicant:

1. Proposes to serve as the placement site for AmeriCorps members; and
2. Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
3. Those employees are represented by a local labor organization,

then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

If a program applicant:

1. Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
   (A) AmeriCorps members will not be placed in positions that were recently occupied by paid staff and
   (B) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

   For the purposes of this section, "program applicant" includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

   If either of the above applies to you, please select "Enter New," name the new document 1) "Labor Union Concurrence," or 2) "Displacement Assurance" and select "Sent."

C. Federally-approved Indirect Cost Agreement
Applicants with a federally-approved indirect cost rate amount in their budget must submit the current approved indirect cost rate agreement at the same time they submit their application.

D. Delinquent on Federal Debt
Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation.

E. Letters of Commitment
As described on page 28, the letters of commitment must be created/compiled and sent to PennSERVE.

F. **Submission Instructions for Documents:**

All documents should be attached to an email and sent to pennserve@pa.gov. The subject line should read "(Your Organization's Name) – Additional Grant Documents."

In the body of the email, please list EACH document that you have attached. Whenever possible, please send the Word/Excel/PDF file and NOT scans of paper documents. One paper copy of each document must also be included in your final grant package submitted to PennSERVE.

VI.Budget Instructions

For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants and the Budget Worksheet in Appendix G to prepare your budget.

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

Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement including Professional Corps, States and Territories without Commissions, Indian Tribes	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 any year thereafter**.**
EAP Fixed-amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over $800 per MSY provided by CNCS.
Professional Corps Fixed-amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the $1,000 per MSY provided by CNCS.
Stipended Fixed-amount Grants	There are no specific match requirements for full-time Fixed-amount grants. Grantees pay all program costs over the maximum $13,430 per MSY provided by CNCS.

- 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 recompeting, please see page 18 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.
  See Appendix H for instructions for applying for the Alternative Match Schedule.

Note: CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act (42 USC §12571 (e)(5)) requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report.

- PennSERVE Required Costs:
  - Costs for at least one (1) full-time staff person dedicated to the operations of the AmeriCorps program

- In Section I – Staff Travel, include costs for at least one (1) staff person to attend three (3 required trainings during the 2016-2017 year. Assume two nights lodging, travel costs and meal costs for each training.
- In Section I – Member Travel, including costs for all members and relevant staff to attend the yearly AmeriCorps Launch. Assume the event will be no more than 150 miles away, and include costs to transport and provide meals to members for one day. Do NOT include overnight lodging.
- In Section I – Contractual and Consultant Services, include costs for the OnCorps member management system. Cost is $15 per member slot (not per MSY). For instance, a program with 20 half-time member slots and 10 MSY will pay $300 (20 members x $15 per member) for OnCorps.
- In Section I – Supplies, include costs to supply members with adequate AmeriCorps service gear. Members must display the AmeriCorps logo at all times while in service and members should be dressed uniformly during large service projects (wearing AmeriCorps tees, AmeriCorps hooded sweatshirts, etc.)
- PennSERVE reserves the right to require subgrantees to allocate up to two-fifths of the five percent Administrative Costs (i.e. up to 2% of the total federal dollars awarded) to be retained by PennSERVE to cover administrative costs.

B. 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 this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions in Appendix F to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Appendix F.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the Budget Analysis Checklist (Appendix F) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

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 the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 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 Omni Circular. The OMB Omni circular can be found online at https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards

VII. Review, Authorize, and Submit

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

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

D. eGrants Application Detailed Submission Instructions for Continuation Applicants

An applicant is considered to be a "continuation" applicant if they were funded by PennSERVE in the 2015-2016 year and are in Years 1 or 2 of their three-year grant cycle during the 2015-2016 program year. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount. PennSERVE and CNCS reserve the right to consider your continuation request if your fixed-amount application is not funded.

Continuation funding is contingent upon satisfactory performance, a grantee's demonstrated capacity to manage a grant and comply with grant requirements, and availability of Congressional appropriations.

PennSERVE and CNCS reserve the right to adjust the amount of an additional grant award in subsequent years, or elect not to continue funding, based on these criteria.

When to Submit Your Continuation Request:
The eGrants deadline for submission of continuation requests is **May 24, 2016** at **5:00 p.m. Eastern Time**.

How to Submit Your Continuation Request:

- Submit your continuation request in eGrants.
- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.
- Follow the instructions to submit required paper copies. Applicants are instructed to print three (3) copies of their full application and submit copies with additional required attachments to the PennSERVE office by the required deadline. **These copies are due no later than May 26, 2016, 5:00 pm.**

If you experience problems using eGrants, contact the eGrants Help Desk at 1-800-942-2677, or click on the "Contact Help Desk" link at the bottom of the eGrants home screen to send a help request ticket.

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

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

Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. Please enter August 20, 2016 – August 19, 2017.
- Enter Funding Type
    - State Application Identifier: Enter N/A.
    - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in page 41.
- Leave the box for "Program Initiative" blank unless otherwise noted in the RFA.

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth.
- Number reported in performance measure O15 who are opportunity youth.
- Number reported in performance measure O17 who are opportunity youth.

In the Program Information Section:

General Information: select either Yes or No from the drop down menu.

- *My organization has received an AmeriCorps State and National Grant.* Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- *Opt in to the National Service Registry*. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2016 AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services
- Economic Opportunity – especially opportunity youth
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school needs.
- Environment – 21St Century Service corps
- Veterans and Military Families
- Governor and Mayor Initiative
- Programming that supports My Brother's Keeper
- Multi-focus Intermediary
- Safer Communities
- Next Generation AmeriCorps
- School Turnaround
- No NOFO priority area

Populations Served

Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.

- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens.
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members.
- Caregivers.
- None of the above.

Grant Characteristics

Check any grant characteristics that apply to the proposed program:
- Encore Program
- Faith based organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

Grant Characteristics:
- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

AmeriCorps Identity/Co-branding Questions. Check all that apply

II. Narrative

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation

Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

Do not enter continuation changes in the original narrative fields.

Provide the following information in the Continuation Changes narrative field:

1. Identify whether this is a Year 2 and Year 3 continuation in the heading of this section.
2. Did the program enroll 100% of the slots in the last full year of program operation? If no, provide an explanation and describe the plan for improvement.
3. Did the program retain 100% of the members in the last full year of program operation? If no, provide an explanation, and describe the plan for improvement. PennSERVE and CNCS recognizes retention rates may vary among equally effective programs depending on the program model but expects all grantees to pursue the highest retention rate possible.
4. Was the program 100% compliant with 30-day enrollment and exit requirements? If no, provide an explanation and the plan to ensure future compliance.
5. Are you proposing a change in operating sites or service locations? This includes expansion to new sites. If yes, describe these changes and provide a justification for the change. The justification should include the need that will be met at any new sites, the activities of the members, and organizational capacity to support new sites.
6. Are you proposing a change in program scope or design? If yes, describe the change and provide a justification.
7. Are you requesting an expansion (increase in members, increase in funding, and/or an increase in cost/MSY)? If YES, please answer the following questions:
    a. What type of expansion is being requested (increase in members, increase in funding, and/or increase in cost per MSY)?
    b. What is the level of increase being requested?
    c. Provide a justification for the expansion. The justification should include an explanation of the problem/need that will be met, how or whether member activities will differ from those already included in the approved grant, and a description of the organizational capability to support the expansion, including the organizational staffing and experience to manage the expansion and ensure quality and compliant programming and member experience.
    d. Provide a detailed description of how the expansion changes the application budget from the previous year and the dollar amount of the total increase. Include any additional staffing that would be added, changes to member training, criminal history checks, etc.
    e. Provide a detailed description of how the expansion changes the application performance measures from the previous year. Indicate how the expansion impacts program outcomes and make the program more effective.
8. Are you proposing other changes not captured above? If yes, describe these changes and provide a justification for them.

The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.

III. Performance Measures

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Appendix E for instructions). Note in the Continuation Changes field that you have updated your performance measures.

Continuation Applicants should review the 2016 Performance Measure Instructions to ensure that the measures and definitions remain the same from the previous year. The 2016 Performance Measure Instructions can be found here:
http://www.nationalservice.gov/sites/default/files/documents/Performance_Measure_Instructions_2016.pdf

Applicants are strongly encouraged to review their Performance Measures using the checklist found in Appendix E before submitting their final application.

IV.Budget

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS and PennSERVE increases, such as an increase to the member living allowance into your budget. Continuation applicants requesting an increase in funding should describe their request in the Continuation Changes section of the application as discussed above. Any proposed increase in Cost per MSY must be justified in the Continuation Changes field. **This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by CNCS.**

The following PennSERVE Required Costs should be included in your budget:

- Costs for at least one (1) full-time staff person dedicated to the operations of the AmeriCorps program.
- In Section I – Staff Travel, include costs for at least one (1) staff person to attend three (3 required trainings during the 2016-2017 year. Assume two nights lodging, travel costs and meal costs for each training.
- In Section I – Member Travel, including costs for all members and relevant staff to attend the yearly AmeriCorps Launch. Assume the event will be no more than 150 miles away, and include costs to transport and provide meals to members for one day. Do NOT include overnight lodging.
- In Section I – Contractual and Consultant Services, include costs for the OnCorps member management system. Cost is $15 per member slot (not per MSY). For instance, a program with 20 half-time member slots and 10 MSY will pay $300 (20 members x $15 per member) for OnCorps.
- In Section I – Supplies, include costs to supply members with adequate AmeriCorps service gear. Members must display the AmeriCorps logo at all times while in service and members should be dressed uniformly during large service projects (wearing AmeriCorps tees, AmeriCorps hooded sweatshirts, etc.)

- PennSERVE reserves the right to require subgrantees to allocate up to two-fifths of the five percent Administrative Costs (i.e. up to 2% of the total federal dollars awarded) to be retained by PennSERVE to cover administrative costs.

Source of Funds (Match)

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.

V. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 C.F.R. §§ 2521.35–2521.90 for the specific regulations.

See Appendix H for instructions for applying for the Alternative Match Schedule.

V. AWARD ADMINISTRATION INFORMATION

A. Award Notice

Applications submitted to CNCS to compete nationally will receive notice on or before May 20, 2016 after CNCS has made funding decisions.

PennSERVE reserves the right to enter any applications that were submitted to competitive but not funded by CNCS into the PennSERVE formula funding competition in Spring 2016.

Applications submitted to PennSERVE to compete for formula funding will receive notice on or before June 30, 2016 after the PA Community Service Advisory Board has made funding decisions.

B. Documents that Govern the Grant

These Application and Agreement Instructions incorporate the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

See Appendices B – D and Attachments 1 – 4. These documents, along with the completed and submitted grant application and the language in the Request for Applications, will serve as grantees' contract with the Commonwealth.

C. Project/Award Period

The project start date may not occur prior to the date CNCS or PennSERVE 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 period.

D. Reporting Requirements

Grantees are required to provide:

- Quarterly Reporting via the PennSERVE determined online Reporting System, including an end-of-year report
- Invoices for Reimbursement
- Quarterly Aggregate Financial Reports (AFRs)
- End-of-year financial reporting
- Participation in both desk and on-site monitoring by PennSERVE or by CNCS as described in the PennSERVE Program and Fiscal Policies Handbook

ATTACHMENT A

SF 424 Facesheet Instructions

(eGrants Applicant Info and Application Info Sections)

Modified Standard Form 424 (Rev. 11/02 to conform to eGrants)

This form is required for applications submitted for federal assistance.

Item #

1. Filled in for your convenience.
2. Self-explanatory.
3. 3. a. and 3. b. are for state use only (if applicable).
4. Item 4. a: Leave blank.
   Item 4. b: If you are a recipient in year 2 or 3 of an already-awarded grant, enter the grant number, otherwise, leave blank.
5. Enter the following information:
   a. The complete name of the organization that will be legally responsible for the grant, not the name of the organizational unit within the legally responsible organization. (For example, indicate "National University" instead of "Liberal Arts Department.")
   b. Your organization's DUNS number (received from Dun and Bradstreet). **This is a required field. Please see the RFA for instructions on how to obtain a DUNS number.**
   c. The name of the primary organizational unit that will undertake the assistance activity, if different from 5. a.
   d. Your organization's complete address with the 9 digit ZIP+ 4 code.
   e. The name and contact information of the project director or other person to contact on matters related to this application.
6. Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Item 7. a.: Enter the appropriate letter in the box.
   Item 7. b.: Please enter the characteristic(s) that best describe your organization.

K-12 Education

1 School (K-12)
2 Local Education Agency
3 State Education Agency

Higher Education

4 Vocational/Technical College
5 Community College
6 2-year College
7 4-year College
8 Hispanic Serving College or University
9 Historically Black College or University
10 Tribally Controlled College or University

Non-Profit Organizations

11 Community-Based Organization
12 Faith-Based Organization
13 Chamber of Commerce/ Business Association
14 Community Action Agency/ Program
15 Service/Civic Organization
16 Volunteer Management Organization
17 Self-Incorporated Senior Corps Project
18 Statewide Association
19 National Non-Profit (Multistate)
20 Local Affiliate of National Organization
21 Tribal Organization (Non-government)
22 Other Native American Organization

Government

23 Local Government-Municipal
24 Health Department
25 Law Enforcement Agency
26 Governor's Office
27 State Commission/Alternative Administrative Entity
28 Other State Government
29 Tribal Government Entity
30 Area Agency on Aging
U.S. Territory

8. Check the appropriate box for type of application and enter the appropriate letter(s) in the lower boxes:
   - If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
   - If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
   - If you are applying for the first time, but have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
   - If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, , select **New**
   - If you are a current planning grantee applying for a three-year implementation grant, select **New**

9. Filled in for your convenience.

10. Use the following list of CFDA (Catalog of Federal Domestic Assistance) numbers for the applicable program listing, or other source if so instructed in the RFA: 94.006 AmeriCorps State and National.

11. Enter the project title.
    a. When applying for a "Continuation" or "Amendment" applicants should use the same title as used for their existing grant program. When applying as a "New Applicant/Previous Grantee" if the application is for re-funding of a previous grant program, use the same title as was used in the prior grant program if appropriate (i.e., if the program is unchanged).
    b. Enter the name of the program initiative, if any, as provided in the instructions corresponding to the RFA for which you are applying; otherwise, leave blank.

12. List only the largest political entities affected (e.g., counties, and cities). Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.

13. (See item 8) Enter the dates for the proposed project period. "Continuation" or "Amendment" application: Enter the dates of the approved project period. This period should be one year in duration. The start date generally should reflect the start of the member enrollment period.

    Performance Period: this appears only in eGrants, and is for the use of staff only.

14. Leave blank, staff use only.

15. Estimated Funding. Check the appropriate box to indicate the grant year for which funding is being requested. Enter the amount requested or to be contributed **during this budget period** on each appropriate line, as shown below. The value of in-kind contributions should be included in these amounts, as applicable. For revisions (See item 8), if the action will result in a dollar change to an existing award, include **only** the amount of the change. For decreases, enclose the amounts in parentheses.

a.	Federal	The total amount of federal funds being requested in the budget.
b.	Applicant	The total amount of the applicant share as entered in the budget.
c.	State	The amount of the applicant share that is coming from state sources.
d.	Local	The amount of the applicant share that is coming from local governmental sources (e.g., city, county and other municipal sources).
e.	Other	The amount of the applicant share that is coming from non-governmental sources.
f.	Program Income	The amount of the applicant share that is coming from income generated by programmatic activities (i.e., use of the additive option where program income is used to increase the size of the program).
g.	Total	The applicant's estimate of the total funding amount for the agreement.

16. Pre-filled for your convenience. This program is excluded from coverage by Executive Order 12372.

17. Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If Yes, attach an explanation.

18. The person who signs this form must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Note: Falsification or concealment of a material fact, or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than $10,000 or imprisonment for not more than five (5) years, or both. (18 U.S.C. § 1001)

APPLICATION FOR FEDERAL ASSISTANCE

Standard Form 424 (Rev. 2-2007) Prescribed by OMB Circular A-102

1. TYPE OF SUBMISSION:

☒ Application ☒ Non-Construction

2. a. DATE SUBMITTED:	**3. a. DATE RECEIVED BY STATE:**	3. b. STATE APPLICATION IDENTIFIER:
2. b. APPLICATION IDENTIFIER:	**4. a. DATE RECEIVED BY FEDERAL AGENCY:**	4. b. FEDERAL IDENTIFIER: (Staff Only)

5. APPLICANT INFORMATION

5. a. LEGAL NAME:

5. b. ORGANIZATIONAL DUNS:

5. c. ORGANIZATIONAL UNIT (DEPARTMENT/DIVISION):

5. d. ADDRESS *(give street address, city, county, state and zip code):*

STREET:

CITY: COUNTY:

STATE: COUNTRY:

5. e. NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION *(give area code):*

NAME:

TELEPHONE NUMBER: ( ) -

FAX NUMBER: ( ) - EMAIL:

INTERNET E-MAIL ADDRESS:

WEBSITE:

6. EMPLOYER IDENTIFICATION NUMBER *(EIN):*

7. a. TYPE OF APPLICANT: (*enter appropriate letter in box)*

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
O. Federal Government
Q. State Education Agency
S. Other (specify)_____
H. Independent School District
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Private Non-Profit Organization
P. HQ Internal Organizations
R. Territory

7. b. CNCS APPLICANT CHARACTERISTICS *Enter appropriate codes:*

8. TYPE OF APPLICATION

☐ NEW ☐ NEW/PREVIOUS GRANTEE

☐ CONTINUATION ☐ REVISION

If Revision, enter appropriate letter(s) in box(es):

A. AUGMENTATION B. BUDGET REVISION:

C. NO COST EXTENSION to _____ *(enter date)*

E. OTHER (*specify below)*

9. NAME OF FEDERAL AGENCY:

Corporation for National and Community Service

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

11. a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(List Cities, Counties, States, etc.):*

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: ENDING DATE:

14. Performance Period (Staff Use Only_

15. ESTIMATED FUNDING: Check applicable box: Yr 1: ☐ Yr.2: ☐ Yr.

a. FEDERAL	$
b. APPLICANT	$
c. STATE	$
d. LOCAL	$
e. OTHER	$
f. PROGRAM	$
g. TOTAL	$

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESSS FOR REVIEW ON:
DATE _____

b. NO. ☒ PROGRAM IS NOT COVERED BY E.O. 12372

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE	b. TITLE:	c. TELEPHONE NUMBER:
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:

APPENDIX B

Instructions for Completing the PA Sub-grantee Application/Agreement

Each application for AmeriCorps State program funding in Pennsylvania must include a completed and signed Sub-grantee Application/Agreement.

Read the Application/Agreement carefully. When you have done so, print a copy of the Application/Agreement form and complete with requested applicant information at the top of the form. The Application/Agreement form must be signed and dated by an authorized representative of your organization. An authorized representative is someone who has the authority to sign legal documents on behalf of your organization. (The remaining signature lines at the lower portion of the form should remain blank. Commonwealth of PA officials will use these for approvals.)

Be sure to include the original of the signed Application/Agreement form with your submitted Application/Agreement package. This completed form will be the first document of your submitted Application/Agreement, followed by all required attachments.

Following these instructions is an Application/Agreement form, labeled Attachment 1, that is included for your use in fulfilling this requirement.

Attachment 1

PA Sub-grantee Application/Agreement

COMMONWEALTH OF PENNSYLVANIA
AMERICORPS*STATE PROGRAM SUB-GRANTEE APPLICATION/AGREEMENT DOCUMENT NO.

Subgrantee Applicant: _____ **Address:** _____
City: _____ **State** ____ **Zip Code:** _____ **Phone:** _____
Fax: _____ **Contact:** _____ **Title:** _____
E-Mail Address: _____ **Type of Organization:** _____
DUNS #: _____ **FEIN #**_____ **SAP Vendor #**_____
Start Date: _____ **End Date:** _____

If/when fully executed, this application becomes a grant agreement between the Pennsylvania Department of Labor & Industry ("Department") and the applicant, who would then be considered a sub-grantee of the Corporation for National and Community Service ("Corporation") for the purposes of carrying out the conditions of an AmeriCorps State Program and in accordance with any laws, regulations, provisions, guidelines and instructions covering this program and any policies provided and established by the Department and the Corporation.

In compliance with the grant application, provisions, requirements, conditions and specifications, the undersigned, on behalf of the sub-grantee, which intends to be legally bound, offers and agrees, **if the grant application is accepted,** to provide the specified services in accordance with:

The approved applications submitted in the online eGrants system must include: SF 424 Facesheet, Application, Performance Measure, Budget, Budget Narrative, Program Model and Design/Issue Area Document, Evaluation Summary Plan, Certifications and Assurances, SF 424b, Audit Clause, FFATA Form, and Additional Conditions.

This agreement may entitle you as an AmeriCorps program to apply for, and, if approved by PennSERVE, receive reimbursement for expenses pursuant to PennSERVE's Administrative grant or other funds provided to PennSERVE from the Corporation.

*_____ _____ _____
Signature of Authorized Representative Title Date

_____ _____
Deputy Secretary Date

_____ _____
Office of Chief Counsel, Department of Labor & Industry Date

_____ _____
Office of General Counsel Date

_____ _____
Office of Attorney General Date

_____ _____
Comptroller Date

APPENDIX C

Instruction for Certifications and Assurances

NOTE: Read all Certifications and Assurances and sign Attachments 2 and 3 in places and return.

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Certifications and Assurances described below in the following manner:

A. Inability to certify: Your inability to provide the certifications or assurances listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

B. Erroneous certification or assurance: The certifications and assurances are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal and state government, we may terminate this transaction for cause or default.

C. Notice of error in certification or assurance: You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

D. Definitions: The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in the certification, have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549 (2 C.F.R. Parts 180 and 2200). An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the regulations implementing Executive Order 12549 (2 C.F.R. § 2200.10). You may contact us for assistance in obtaining a copy of those regulations.

Certifications and Assurances

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 C.F.R. Parts 180 and 2200.

A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

   1. Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. (2 C.F.R. § 180.335)
   2. Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with:
      a. fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) private agreement or transaction;

b. violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors and bid rigging;
c. commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims or obstruction of justice; or
d. commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects current responsibility. (2 C.F.R. § 180.800)

3. Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph 2 of this certification (2 C.F.R. § 180.335); and
4. Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default. (2 C.F.R. § 180.335)

B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification – Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 2 C.F.R. Parts 182 and 2200. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 C.F.R. § 182.510).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition. If you are a new grantee recipient who does not already have such a statement and/or program, the policy statement and awareness program must be in place within 30 days of the award. If the performance period is less than 30 days, the statement and program must be in place as soon as possible, but before the performance completion date;

B. Establishing a drug-free awareness program to inform employees about—

1. the dangers of drug abuse in the workplace;
2. the grantee's policy of maintaining a drug-free workplace;
3. any available drug counseling, rehabilitation, and employee assistance programs, and
4. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);

D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

1. abide by the terms of the statement; and
2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

E. Notifying us in writing within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction. Such notice must include the identification number of each affected award and be sent to CNCS' awarding official or other designee;

F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—

1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort on a continuing basis to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

H. Identify all known workplaces:

1. At the time of application or keep information of all workplaces in your offices, in which the information will be made available for inspection upon request;
2. With actual addresses of buildings or other work sites where work under the award takes place; and
3. If any workplaces change, you inform the agency awarding official.

Certification – Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

C. The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients will certify and disclose accordingly.

D. This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Assurances

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

A. The applicant will comply with the Pre-Federal Award requirements found at 2 C.F.R. Part 180, Subpart C, 2 C.F.R. §§ 200.200-.211.

B. The applicant will include a term or condition in any lower-tier covered transactions requiring the lower-tier party to comply with the Pre-Federal Award requirements found at 2 C.F.R. Part 180, Subpart C.

C. Understands and will abide by Additional Conditions – See Audit Clause (Appendix D).

D. Will comply with all applicable requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, 22 U.S.C. § 7104, as set forth in the following, as required by 2 C.F.R. § 175.15:
   1. Trafficking in persons.
      a. Provisions applicable to a recipient that is a private entity.
         i. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
            (A) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
            (B) Procure a commercial sex act during the period of time that the award is in effect; or
            (C) Use forced labor in the performance of the award or subawards under the award.
      b. We as the awarding agency may unilaterally terminate this award, without penalty, if you or a sub-recipient that is a private entity —
         i. Is determined to have violated a prohibition in paragraph a(1) of this award term; or
         ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a(1) of this award term through conduct that is either—
            (A) Associated with performance under this award; or
            (B) Imputed to you or the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, ''OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),''as implemented by our agency.

2. Provision applicable to a recipient other than a private entity. We as the awarding agency may unilaterally terminate this award, without penalty, if a sub-recipient that is a private entity—
   a. Is determined to have violated an applicable prohibition in paragraph a(1) of this award term; or
   b. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a(1) of this award term through conduct that is either—
      i. Associated with performance under this award; or
      ii. Imputed to the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, ''OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),'' as implemented by our agency, at C.F.R., Part 2200.
3. Provisions applicable to any recipient.
   a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a(1) of this award term.
   b. Our right to terminate unilaterally that is described in paragraph a(2) or b of this section:
      i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
      ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
   c. You must include the requirements of paragraph a(1) of this award term in any subaward you make to a private entity.
4. Definitions. For purposes of this award term:
   a. ''Employee'' means either:
      i. An individual employed by you or a sub-recipient who is engaged in the performance of the project or program under this award; or
      ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
   b. ''Forced labor'' means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
   c. ''Private entity'':
      i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. 175.25.
      ii. Includes:
         (A) nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R. 175.25(b).
         (B) A for-profit organization.
   d. ''Severe forms of trafficking in persons,'' ''commercial sex act,'' and ''coercion'' have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

E. Will comply with all applicable requirement of the Federal Funding Accountability and Transparency Act of 2006, as defined at 2 C.F.R. § 170.320:

1. Registration and Identification Information

The grantee must maintain current registration in the Center Contractor Registration (www.sam.gov) at all times during which they have active federal awards funded pursuant to this agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

The grantee must provide its assigned DUNS number, and DUNS + 4 number if applicable, to the Commonwealth along with the grantee's return of the signed grant agreement. The Commonwealth will not process this grant until such time that the grantee provides this information.

2. Primary Location
   The grantee must provide to the Commonwealth the primary location of performance under the award, including the city, State, congressional district, and country. If performance is to occur in multiple locations, then the grantee must list the location where the most amount of the grant award is to be expended pursuant to this grant agreement.

   The grantee must provide this information to the Commonwealth along with the grantee's return of the signed grant agreement. The Commonwealth will not process this grant until such time that the grantee provides this information.

3. Compensation of Officers
   The grantee must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if—
   a. the entity in the preceding fiscal year received—
      i. 80 percent or more of its annual gross revenues in Federal awards; and
      ii. $25,000,000 or more in annual gross revenues from Federal awards: and
   b. the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

   If the grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the grantee.

   The grantee must provide information responding to this question along with the grantee's return of the signed grant agreement. The Commonwealth will not process this grant until such time that the grantee provides such information responding to this question.

Attachment 2

PA Signed Certification and Assurances Signature Page

CERTIFICATION SIGNATURE: NOTE: Sign this form and include in the application.

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- Certification: Debarment, Suspension and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

Organization Name:_____
Program Name:_____
Name and Title of Authorized Representative:_____
Signature:_____
Date: _____

ASSURANCE SIGNATURE: NOTE: Sign this form and include in the application.

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name:_____
Program Name:_____
Name and Title of Authorized Representative:_____
Signature:_____
Date: _____

Attachment 3

INSTRUCTIONS FOR COMPLETING SF-424B: ASSURANCES FOR NON-CONSTRUCTION PROGRAMS

- **Visit the grants.gov site to access the PDF version of form SF-424B: http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1**

- **Locate "Assurances for Non-Construction Programs (SF-424B); click on "PDF"**

SF-424 Family Forms: Export Data

Agency Owner	Form Name	Adobe Form	Form Schema	Data Analysis	GG Version	OMB Number	OMB Expiration
TREAS	ACH Vendor/Miscellaneous Payment Enrollment Form	PDF	Schema	DAT	1.0	1510-0056	01/31/2016
USDA	AFRI PROJECT TYPE	PDF*	Schema	DAT	1.0	0524-0039	02/29/2016
Grants.gov	Application for Federal Assistance (SF-424)	PDF*	Schema	DAT	2.1	4040-0004	08/31/2016
Grants.gov	Assurances for Construction Programs (SF-424D)	PDF*	Schema	DAT	1.1	4040-0009	01/31/2019
Grants.gov	Assurances for Non-Construction Programs (SF-424B)	PDF*	Schema	DAT	1.1	4040-0007	01/31/2019
Grants.gov	Attachments	PDF*	Schema	DAT	1.1		

- **Print and complete SF-424B, ensuring signature and date of signature of certifying official has been provided.**

- **Submit the original completed form per instructions on page 32.**

APPENDIX D

AUDIT CLAUSE TO BE USED IN AGREEMENTS WITH SUBRECIPIENTS RECEIVING FEDERAL AWARDS FROM THE COMMONWEALTH

The grantee must comply with all applicable federal and state grant requirements including *The Single Audit Act Amendments of 1996*; *2 CFR Part 200 as amended*; and any other applicable law or regulation, and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government.

If the grantee is a local government or non-profit organization that expends $750,000 or more in federal awards during its fiscal year, the [NAME OF SUBRECIPIENT] is required to provide the appropriate single or program specific audit in accordance with the provisions outlined in *2 CFR Part 200.501*.

If the grantee expends total federal awards of less than the threshold established by *2 CFR 200.501*, it is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials (or designees) of the federal agency, pass-through entity, and Government Accountability Office (GAO).

If the grantee is a for-profit entity, it is not subject to the auditing and reporting requirements of *2 CFR Part 200, Subpart F – Audit Requirements (Subpart F)*. However, the pass-through commonwealth agency is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract and post-award audits. The post-award audits may be in the form of a financial audit in accordance with *Government Auditing Standards*, a single audit report or program-specific audit report in accordance with *Subpart F*. However, these post-award audits must be submitted directly to the affected commonwealth agency that provided the funding. Only single audit reports for local governmental and non-profit subrecipients are electronically submitted to the Federal Audit Clearinghouse.

ADDITIONAL POTENTIAL COMPONENTS OF THE SINGLE AUDIT REPORTING PACKAGE

In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.
In addition to the requirements of *Subpart F*, commonwealth agencies may require that the single audit reporting packages include additional components in the SEFA, or supplemental schedules, as identified through the respective grant agreement.

SUBMISSION OF THE AUDIT REPORT

The grantee must submit an electronic copy of the audit report package to the Federal Audit Clearinghouse, which shall include the elements outlined in *Subpart F*.

SUBMISSION OF THE FEDERAL AUDIT CLEARINGHOUSE CONFIRMATION
The subrecipients must send a copy of the confirmation from the Federal Audit Clearinghouse to the resource account RA-BOASingleAudit@pa.gov.

AUDIT OVERSIGHT PROVISIONS.
The grantee is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.
The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the grantee's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the grantee.

Audit documentation and audit reports must be retained by the grantee's auditor for a minimum of five years from the date of issuance of the audit report, unless the grantee's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the GAO.

NOTE: If you are a new or recompleting applicant, you must provide your organization's most recent Single audit or financial audit, or your financial statements if you have not had a formal audit. This PennSERVE request is in addition to the requirement for submission of audit information to the Commonwealth Office of Budgets/Bureau of Audits. Please attach a copy of the 424 Application Facesheet and submit to PennSERVE with your Application.

Additional Conditions

A. The applicant understands and agrees that the Department may exercise such rights and responsibilities and seek the same remedies as allowed to the Federal Government and the Corporation by the federal laws, regulations and program guidelines and handbooks as Department deems necessary and appropriate for the proper administration of the AmeriCorps State program.

B. The applicant understands that in addition to the expenditures provided for in the Budget, the Department may reimburse the applicant for costs incurred for attendance by employees of the applicant at training or conferences, when so directed by the Department. In such cases, the Department will provide a written authorization naming the affected employees of the applicant and listing the category and amounts of expenditure authorized.

C. The applicant understands that the Department may unilaterally extend this agreement, upon receipt of the applicant's Request for No Cost Extension, in order to allow enrolled members to complete their term of service. Such an extension will be evidenced by a "Letter of Modification" issued by the Department and will become part of this agreement.

D. The applicant understands that the Department may unilaterally revise the budget, upon applicant's Request for a Budget Revision. Such a revision, which does not include an increase in the maximum amount of this agreement, will be evidenced by a "Letter of Modification" issued by the Department and will become part of this agreement.

E. TERMINATION PROVISIONS
The Commonwealth has the right to terminate this Agreement for any of the following reasons. Termination shall be effective upon written notice to the grantee.
   1. TERMINATION FOR CONVENIENCE: The Commonwealth shall have the right to terminate the Agreement for its convenience if the Commonwealth determines termination to be in its best interest. The grantee shall not be entitled to recover any loss of profits.
   2. NON-APPROPRIATION: The Commonwealth's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, the Commonwealth shall have the right to terminate the Agreement. The grantee will not be entitled to reimbursement of any loss of profit, loss of use of money or administrative or overhead costs.
   3. TERMINATION FOR CAUSE: The Commonwealth shall have the right to terminate the Agreement for cause upon written notice to the grantee. The Commonwealth shall also have the right, upon written notice to the grantee, to terminate the Agreement for other cause as specified in the Agreement or by law. If it is later determined that the Commonwealth erred in terminating the Agreement for cause, then, at the Commonwealth's discretion, the Agreement shall be deemed to have been terminated for convenience under the Subparagraph 5. a.

F. GRANTEE RESPONSIBILITY PROVISIONS (2 C.F.R. § 180.330) (MDs 215.9, 305.20)
For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, **grantee** or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other

activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

1. The grantee certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Agreement, that neither the grantee, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the grantee cannot so certify, then it agrees to submit, along with its Application, a written explanation of why such certification cannot be made.
2. The grantee also certifies, in writing, that as of the date of its execution of this Agreement it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
3. The grantee's obligations pursuant to these provisions are ongoing from and after the effective date of the Agreement through the termination date thereof. Accordingly, the grantee shall have an obligation to inform the Commonwealth if, at any time during the term of the Agreement, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the grantee, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.
4. The failure of the grantee to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Agreement with the Commonwealth.
5. The grantee agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the grantee's compliance with the terms of this or any other agreement between the grantee and the Commonwealth that results in the suspension or debarment of the grantee. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The grantee shall not be responsible for investigative costs for investigations that do not result in the grantee's suspension or debarment.
6. The grantee may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at http://www.dgs.state.pa.us/ or contacting the:

   Department of General Services
   Office of Chief Counsel
   603 North Office Building
   Harrisburg, PA 17125
   Telephone No: (717) 783-6472
   FAX No: (717) 787-9138

G. Offset Provision (MD 215.9)

The grantee agrees that the Commonwealth of Pennsylvania (Commonwealth) may set off the amount of any state tax liability or other obligation of the Contractor or its subsidiaries to the Commonwealth against any payments due the contractor under any contract with the Commonwealth.

H. AMERICANS WITH DISABILITIES ACT (MD 215.12)

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, supplier, or **grantee**, who will furnish or perform or seeks to furnish or perform, goods, supplies, services, construction or other activity, under a purchase order, contract, or **grant** with the Commonwealth of Pennsylvania (Commonwealth).

During the term of this agreement, the contractor agrees as follows:

1. Pursuant to federal regulations promulgated under the authority of the Americans with Disabilities Act, 28 C. F. R. § 35.101 et seq., grantee understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this agreement or from activities provided for under this agreement. As a condition of accepting and executing this agreement, the grantee agrees to comply with the "General Prohibitions Against Discrimination," 28 C. F. R. § 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act which are applicable to the benefits, services, programs, and activities provided by the Commonwealth through contracts with outside contractors.
2. The grantee shall be responsible for and agrees to indemnify and hold harmless the Commonwealth from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth as a result of The grantee's failure to comply with the provisions of paragraph 1.

I. AUTOMATED CLEARING HOUSE (ACH) (MD 310.30)

1. The commonwealth will make payments to the recipient through ACH. Within 10 days of the grant award, the recipient must submit or must have already submitted its ACH and electronic addenda information, if desired, to the commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101.

2. The recipient must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the recipient to properly apply the state agency's payment to the respective invoice or program.

3. It is the responsibility of the recipient to ensure that the ACH information contained in the commonwealth's central vendor master file is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

J. GRANT PROVISIONS – RIGHT TO KNOW LAW 8-K-1580 (MD 305.20)

1. The grantee or subgrantee understands that this Grant Agreement and records related to or arising out of the Grant Agreement are subject to requests made pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-.3104, ("RTKL"). For the purpose of these provisions, the term "the Commonwealth" shall refer to the granting Commonwealth agency.
2. If the Commonwealth needs the grantee's or subgrantee's assistance in any matter arising out of the RTKL related to this Grant Agreement, it shall notify the grantee or subgrantee using the legal contact information provided in the Grant Agreement. The grantee or subgrantee, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.

3. Upon written notification from the Commonwealth that it requires the grantee's or subgrantee's assistance in responding to a request under the RTKL for information related to this Grant Agreement that may be in the grantee's or subgrantee's possession, constituting, or alleged to constitute, a public record in accordance with the RTKL ("Requested Information"), the grantee or subgrantee shall:
    a. Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the grantee's or subgrantee's possession arising out of this Grant Agreement that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and
    b. Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Grant Agreement.
4. If the grantee or subgrantee considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the grantee or subgrantee considers exempt from production under the RTKL, the grantee or subgrantee must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the grantee or subgrantee explaining why the requested material is exempt from public disclosure under the RTKL.
5. The Commonwealth will rely upon the written statement from the grantee or subgrantee in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, the grantee or subgrantee shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth's determination.
6. If the grantee or subgrantee fails to provide the Requested Information within the time period required by these provisions, the grantee or subgrantee shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the grantee's or subgrantee's failure, including any statutory damages assessed against the Commonwealth.
7. The Commonwealth will reimburse the grantee or subgrantee for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.
8. The grantee or subgrantee may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the grantee or subgrantee shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the grantee's or subgrantee's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the grantee or subgrantee agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.
9. The grantee's or Subgrantee's duties relating to the RTKL are continuing duties that survive the expiration of this Grant Agreement and shall continue as long as the grantee or subgrantee has Requested Information in its possession.

K. LABOR UNION CONCURRENCE

If you have employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps members, the applicant must submit the written concurrence of the local labor organization with its application. This requirement applies to any applicant for assistance or approved national service positions to the Corporation, to a state commission, or to a Corporation grantee or subgrantee.

L. INDEMNIFICATION CLAUSE (Commonwealth of Pennsylvania Management Directive (MD) 305.20)

1. For Non-Commonwealth Entities:
   Solely to the extent permitted by the Pennsylvania Attorney General, and subject to the laws of Pennsylvania, including but not limited to the Commonwealth Attorneys Act, 71 P.S. § 732-101 *et seq.*, the Institution agrees to indemnify, defend, and save harmless the Commonwealth, its officers, agents and employees:
   a. from any and all claims and losses occurring or resulting from any and all contractors, subcontractors, and any other persons, firms, corporations or other legal entities furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement;
   b. from any and all claims and losses occurring or resulting to any persons, firms, corporations or other legal entities who may be injured or damaged by the Institution in the performance of this Agreement;
   c. against any liability including costs and expenses for violation of proprietary rights or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use, or disposition of, any data furnished under this Agreement, or based on any libelous or other unlawful matter contained in such data; and
   d. against all audit exceptions arising from the Institution's violation of the terms and conditions of this Agreement.
2. For Commonwealth Entities:
   a. Where the Institution is the Commonwealth within the meaning of 1 Pa.C.S. § 2310, this indemnification clause shall not apply and the contractor shall only be liable to the extent authorized by law, and
   b. Where the Institution subcontracts with any entity that is the Commonwealth within the meaning of 1 Pa.C.S. § 2310, this indemnification clause shall not apply and the subcontractor shall only be liable to the extent authorized by law.

M. GRANTEE INTEGRITY PROVISIONS (2 C.F.R. § 200.112) MD 215.8

It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process. For the purposes of this Agreement, the term "contractor," as defined in this section, is modified to include "grantee" or "vendor."

1. DEFINITIONS. For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:

a. "Affiliate" means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group

of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.

b. "Consent" means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.

c. "Contractor" means the individual or entity, that has entered into this contract with the Commonwealth.

d. "Contractor Related Parties" means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.

e. "Financial Interest" means either:

(1) Ownership of more than a five percent interest in any business; or

(2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

f. "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the *Governor's Code of Conduct, Executive Order 1980-18*, the *4 Pa. Code §7.153(b)*, shall apply.

g. "Non-bid Basis" means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

2. In furtherance of this policy, Contractor agrees to the following:

a. Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth. Enclosure 1 to Management Directive 215.8 Amended Page 2 of 3

b. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.

c. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.

d. Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.

e. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:

(1) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
(2) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
(3) had any business license or professional license suspended or revoked;
(4) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
(5) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.
If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract if becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract. Enclosure 1 to Management Directive 215.8 Amended Page 3 of 3

f. Contractor shall comply with the requirements of the *Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.)* regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a).*

g. When Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall

immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.

h. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

i. Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.

j. For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

N. NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE (MD 215.16)

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate in violation of the PHRA and applicable federal laws against or intimidate any of its employees.

3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement.

4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate in violation of the PHRA and applicable federal laws against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

5. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers subject to *Title VII* of the *Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Small Business Opportunities (BSBO), for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

6. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

7. The Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

8. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

O. ANTI-REPRISAL CLAUSE (41 U.S.C. § 4712(a)(1) & (3))

1. An employee of a contractor, subcontractor, or grantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (2) [of 41 U.S.C. § 4712(a)] information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.
2. Rules of construction.—For the purposes of paragraph (1)—
   a. an employee who initiates or provides evidence of contractor, subcontractor, or grantee misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract or grant shall be deemed to have made a disclosure covered by such paragraph; and
   b. a reprisal described in paragraph (1) is prohibited even if it is undertaken at the request of an executive branch official, unless the request takes the form of a non-discretionary directive and is within the authority of the executive branch official making the request.

P. CONFLICT OF INTEREST REQUIREMENTS (2 C.F.R. § 200.318(c))

1. The non-federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a

financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non- Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non- Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity .

2. If the non-federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

Q. PROCUREMENT REQUIREMENTS (2 C.F.R. § 200.319)

1. All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
   a. Placing unreasonable requirements on firms in order for them to qualify to do business;
   b. Requiring unnecessary experience and excessive bonding;
   c. Noncompetitive pricing practices between firms or between affiliated companies;
   d. Noncompetitive contracts to consultants that are on retainer contracts;
   e. Organizational conflicts of interest;
   f. Specifying only a ‘‘brand name’’ product instead of allowing ‘‘an equal’’ product to be offered and describing the performance or other relevant requirements of the procurement; and
   g. Any arbitrary action in the procurement process.
2. The non-federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
3. The non-Federal entity must have written procedures for procurement transactions as specified in 2 C.F.R. § 200.319(c).

Attachment 4

Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet

Grantee must provide information along with Grantee's return of the signed grant agreement. The Commonwealth will not process the grant until such time that Grantee provides such information.

DUNS NUMBER

DUNS Number:	
DUNS Number + 4 (if applicable):	

[INSTRUCTIONS: Grantee must provide its assigned DUNS number, and DUNS + 4 number if applicable. Grantee must maintain current registration in the System for Award Management (www.sam.gov) at all times during which they have active federal awards funded pursuant to their sub-grant agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the System for Award Management.]

PRIMARY LOCATION

City:	
State:	
Zip+4:	

[INSTRUCTIONS: Grantee must provide to the Commonwealth the primary location of performance under the award, including the city, State, and zip code including 4-digit extension. If performance is to occur in multiple locations, then Grantee must list the location where the most amount of the grant award is to be expended pursuant to the grant agreement.]

Compensation of Officers

Officer 1 Name:	
Officer 1 Compensation:	
Officer 2 Name:	
Officer 2 Compensation:	
Officer 3 Name:	
Officer 3 Compensation:	
Officer 4 Name:	
Officer 4 Compensation:	
Officer 5 Name:	
Officer 5 Compensation:	

By marking the following box Grantee affirms they do not meet the conditions for reporting highly compensated officials ☐

[INSTRUCTIONS: Grantee must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--
(i) the entity in the preceding fiscal year received—
(I) 80 percent or more of its annual gross revenues in Federal awards; and
(II) $25,000,000 or more in annual gross revenues from Federal awards: and
(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.
If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

APPENDIX E Performance Measures Instructions
eGrants Performance Measures Instructions

About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and slot allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

Applicants want to become well-versed in the CNCS National Service Performance measures. Successful applications develop robust performance measures that strive to create impact on the unmet need described in the application.

National Performance Measure Instructions, including the complete list of performance measures, can be found at:
http://www.nationalservice.gov/sites/default/files/documents/Performance_Measure_Instructions_2016.pdf

Further Assistance

Additional technical assistance can be found at https://www.nationalserviceresources.gov/npm/ac.
For specific instructions on individual measures, view "Guidance" at the bottom of the page and click on "Performance Measure Instructions" for detailed performance measure instructions by focus area.

Applicants are strongly encouraged to review their Performance Measures using the checklist found in Appendix E before submitting their final application.

Home Page

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and slot allocations for your application, click the "Edit Objectives/MSYs/Slots" button.

After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives Tab

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the CNCS Performance Measures Instructions, which can be found at: http://www.dli.pa.gov/pennserve and http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.

Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

MSYs/Slots Tab

On this tab, you will enter information about the allocation of MSYs and slots across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 MSYs for these objectives and allocate your MSYs to the other objectives you selected.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

In the members column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members' slots to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member slot to each of these objectives. It is acceptable for slots in this table to exceed total slots requested in the application due to double counting members' service across multiple objectives.

Performance Measure Tab

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention.

Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking "Add User Output."

Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant-determined outcome by clicking "Add User Outcome."

For Capacity Building National Performance Measures, you may select optional end outcomes. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click "Add new focus area." To select more than one beneficiary population, click "Add new beneficiary." To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected to your capacity building activities, check the "Focus Area Outcome" box. To select more than one focus area outcome, select "Add new outcome." To de-select an item in the drop-down box, click the first (blank) line in the drop-down.

Enter the number of MSYs and slots your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Slots tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Member slots may be double-counted across performance measures, but MSYs may not. Note that MSYs and members cannot be

entered for performance measures associated with the Find Opportunity objectives. For the Teacher Corps objective, enter 0 MSYs and members.

Click "next" to proceed to the data collection tab. Later you can return to this tab to create additional aligned performance measures.

Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions). Expand each output and outcome and enter data collection information.

The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the "Add new method" button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.

Enter the target number for your output or outcome. Targets must be numbers, not percentages.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percentages or member hours as units of measure.

After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click "Next."

Summary Tab

The summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click "Print PDF for all Performance Measures."

To print one performance measure, expand the measure and click "Print This Measure."

Click "Edit Performance Measure" to return to the Performance Measure tab.

Click “Edit Data Collection” to return to the Data Collection tab.

Click “Validate Performance measures” to validate this module prior to submitting your application.

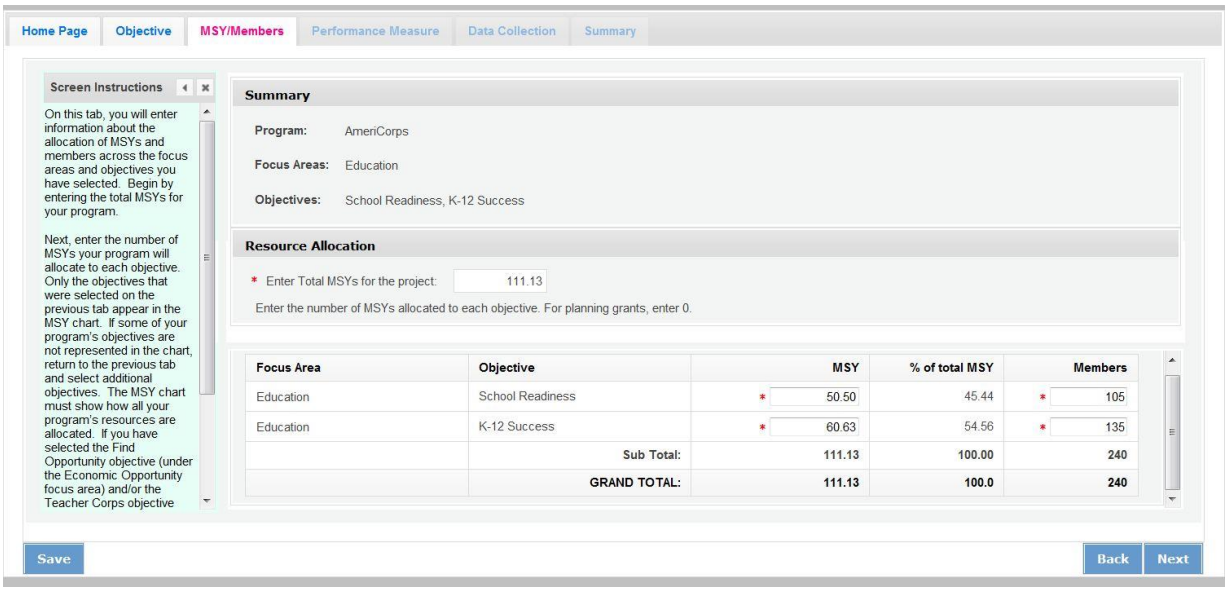
How to Calculate MSY and Member Allocations
In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective. (Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “Other.”) Member and MSY allocations entered in the application are understood to be the program’s best estimate of how member time will be allocated to various program objectives.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program’s 105 full-time and half-time members contribute to the School Readiness objective.

Objective #1: K12 Success							
Type of Member	**MSY Multiplier for Type**	**X**	**Number of Members for Type**	**X**	**% of Member Time for Objective**	**=**	**MSY Allocation**
FT	1	X	100	X	.50	=	50
HT	.5	X	5	X	.80	=	2
RHT	.3809524	X	10	X	1.00	=	3.81
QT	.26455027	X	10	X	1.00	=	2.65
MT	.21164022	X	10	X	1.00	=	2.17
	Total Members		**135**		**Total MSYs**		**60.63**

Objective #2: School Readiness							
Type of Member	**MSY Multiplier for Type**	**X**	**Number of Members for Type**	**X**	**% of Member Time for Objective**	**=**	**MSY Allocation**
FT	1	X	100	X	.50	=	50 MSY
HT	.5	X	5	X	.20	=	.5 MSY
RHT	.3809524	X	0	X	0	=	
QT	.26455027	X	0	X	0	=	
MT	.21164022	X	0	X	0	=	
	Total Members		**105**		**Total MSYs**		**50.5**

How It Looks on the MSY Tab
The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.



Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate their MSYs to other objectives. This is because the MSY allocations are designed to show how programs' resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

How It Looks in the 424 PDF

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.

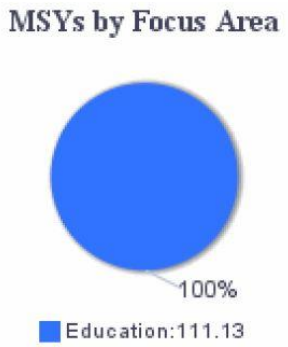


Table1: MSYs by Focus Areas

Focus Area	% MSYs
Education	100%

Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
K-12 Success	60.63	135
School Readiness	50.50	105
Total	**111.13**	**240**

Note that the total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

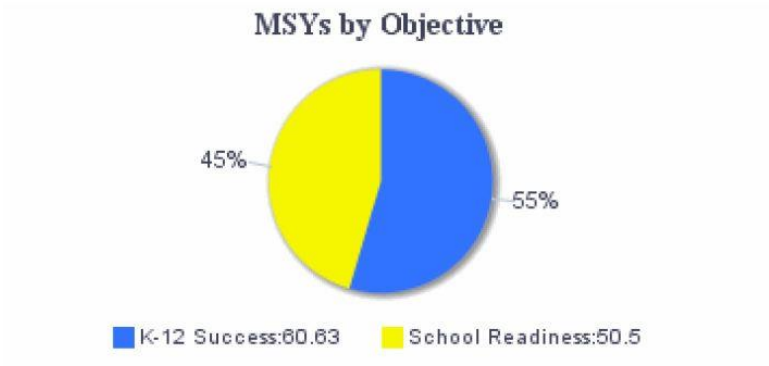


Table2: MSYs by Objectives

Objectives	%MSYs
K-12 Success	55%
School Readiness	45%

How To Assign MSYs to Performance Measures

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures. Our sample program has three performance measures, one for the K-12 Success objective and two for the School Readiness objective.

Objective #1: K-12 Success							
Intervention	**Aligned Performance Measure**	**Percent of K-12 Success Time Spent on Achieving PM Outcomes**	**X**	**Total MSYs in Objective**	**=**	**MSYs Allocated to Performance Measure**	**Percent of Total MSYs**
Mentoring	ED3A, ED4A, ED27A	.75	X	60.63	=	45.47	41%

Parent Engagement	No performance measure.	.25	X	60.63		NA	14%

Objective #2: School Readiness							
Intervention	**Aligned Performance Measure**	**Percent of K-12 Success Time Spent on Achieving PM Outcomes**	**X**	**Total MSYs in Objective**	**=**	**MSYs Allocated to Performance Measure**	**Percent of Total MSYs**
Tutoring 1:1	ED20, ED21, ED23	.75	X	50.5	=	37.88	34%
Parent Engagement	Applicant-Determined Measure	.25	X	50.5	=	12.62	11%

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs' resources are allocated to achieving beneficiary outcomes.

How It Looks in the 424 PDF

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.

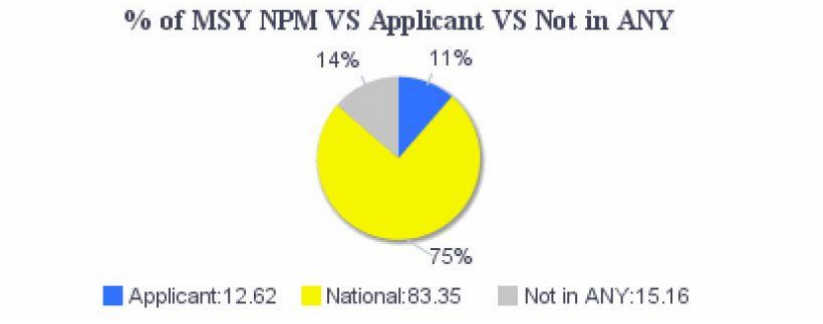


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	75%	11%	14%

CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures, or to any performance measures at all.

Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and NOFO FAQs for full requirements.

Alignment with Narrative/TOC
Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.
Interventions
The interventions selected contribute directly to the outputs and outcomes.
Interventions are not repeated in multiple aligned performance measures.
Dosage
The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.
Resource Allocation
MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.
MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)
MSYs are zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).
Selection Rules/Performance Measure Instructions
Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.
The applicant has at least 1 aligned performance measure for the primary intervention.
National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or must be clarified.)
Individuals counted in National Performance Measures meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)
It is clear that beneficiaries are not double-counted in an aligned performance measure.
National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.
The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.
Capacity Building interventions meet the CNCS definition of capacity-building in the Performance Measure Instructions.
Member development measures (O12, O13, O14, O15, O16, O17) have a 30-day timeline, not the previously acceptable 90-day timeline.

Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)

Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) are only present if these activities are the primary focus of the program or a significant component of the program's theory of change.

Education Selection Rules/Performance Measure Instructions

Completion is defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.

ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.
The mentoring intervention is selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring is not selected as an intervention in any education measures other than ED3A/ED4A.

The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.

It is clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.
If the state standardized test is proposed to measure ED5 and/or ED30, a justification is provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)

If the applicant is measuring multiple subjects under ED5 and/or ED30, it is clear whether/how much students must improve in reading, math or both subjects in order to be counted.

For ED27A or ED27B, the applicant specifies which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.
Alignment & Quality
Applicant-determined outputs and outcomes are aligned correctly.
Outputs and outcomes clearly identify what is counted.
Each output or outcome counts only one thing (except certain National Performance Measures).
Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)
Outcomes clearly specify the level of improvement necessary to be counted as "improved" and it is clear why this level of improvement is significant for the beneficiary population served.
Outcomes count individual level gains, not average gains for the population served.
Outcomes measure meaningful/significant changes and are aligned with the applicant's theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)
Outcomes can be measured during a single grant year.
Data Collection/Instruments
Data collection methods are appropriate.
Instruments are likely to yield high quality data.
The instrument, and what it measures, is clearly described.
If the Performance Measure Instructions specify the instrument to be used, the applicant is using that instrument (e.g., pre/post test).

The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)
Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.
Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)
Pre/Post Test
If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.
The timeline for administering the pre/post test is clear.
If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post test.
The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.
Targets
Target values appear ambitious but realistic/It is clear how targets were set.
Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.
The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.
Unit of Measure
The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.
The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.
The unit of measure is not hours.
The unit of measure is a number, not a percent.
Sampling
If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)
If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)
Misc.
The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)
The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)

APPENDIX F

Detailed Budget Instructions for Cost Reimbursement Grant (eGrants budget section)

Fixed Amount Grants refer to Appendix G

Section I. Program Operating Costs
Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "CNCS Share," and "Grantee Share" for Parts A-I, for year one of the grant, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide a brief 5 or 6 word position description, salary, and percentage of FTE devoted to this award. Each staff person's role must be described in the application narrative and each person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

Applicants should budget for the cost of at least one (1) full-time staff person dedicated to the operations of the AmeriCorps program

B. Personnel Fringe Benefits

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

C. 1. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information. Only domestic travel is allowable.

Include costs for at least one (1) staff person to attend three (3) required trainings during the 2015-2016 year. Assume two nights lodging, travel costs and meal costs for each training at the Harrisburg, PA per diem rate. http://www.gsa.gov/portal/category/100120

Please itemize costs. For example: Two staff will attend the Nat'l Conference on Volunteering and Service. 2 staff x $750 airfare + $50 ground transportation + (2 day) x $200 lodging + $50 per diem = $2,000.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

Include costs for costs for all members and relevant staff to attend the yearly AmeriCorps Launch. Assume the event will be no more than 150 miles away, and include costs to transport and provide meals to members for one day. Do NOT include overnight lodging.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **$5,000 or more <u>per unit</u>** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

Include costs to supply members with adequate AmeriCorps service gear. Members must display the AmeriCorps logo at all times while in service and members should be dressed uniformly during large service projects (wearing AmeriCorps tees, AmeriCorps hooded sweatshirts, etc…)

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section G and H below. There is not a maximum daily rate. Include costs for the OnCorps member management system. Cost is $15 per member slot and is NOT based on MSY. For instance, a program with 10 MSY and 20 member slots will pay $300 for OnCorps.

Continuation and recompete programs with an approved alternate timekeeping system that does not use OnCorps are exempt from these costs.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life After

AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and 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). Please include the cost for these checks for staff and members or 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.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

Section II. Member Costs

Member Costs are identified as "Living Allowance" and "Member Support Costs." Your required match can be federal, state, local, or private sector funds.

A. Living Allowance

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

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

Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	$12,530	$25,060

One-year Half-time	900	n/a	$13,265
Reduced Half-time	675	n/a	$9,950
Quarter-time	450	n/a	$6,635
Minimum-time	300	n/a	$4,420

B. Member Support Costs

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

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker's Compensation:** Some states, including Pennsylvania, require worker's compensation for AmeriCorps members. Successful applicants are required to pay worker's compensation.

- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Pennsylvania **does not** allow unemployment coverage for their AmeriCorps members.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. 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 Omni Circulars.

PennSERVE reserves the right to require subgrantees to allocate up to two-fifths of the five percent Administrative Costs (i.e. up to 2% of the total federal dollars awarded) to be retained by PennSERVE to cover administrative costs.

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

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method or a federally approved indirect cost rate method or a de minimis method.

Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

A. CNCS-Fixed Percentage Method

Five Percent Fixed Administrative Costs Option

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the 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 the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% 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. Enter this amount as the CNCS share for Section III A.

2. To determine the 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 the CNCS and grantee shares under Total Amount.

If a commission elects to retain a share of the 5% of federal funds available to programs for administrative costs up to 2%, that decision is identified within each subgrantee's budget. . If the commission elects to retain 1% of the administrative costs, to calculate these fractional shares, within Section III of the subgrantee budget, **one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between commission and program shares would be calculated as follows:**

([Section I] + [Section II] x 0.0526) x (0.20) = Commission Share

([Section I] + [Section II] x 0.0526) x (0.80) = Subgrantee Share

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, adjust the calculation above, as appropriate.

B. Federally Approved Indirect Cost Rate

If you have a federally approved indirect cost rate and choose to use it, the 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 the CNCS and Grantee 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 the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

If a commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step b (the CNCS administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

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

If you have never had a federally negotiated indirect cost rate and receive less than $35 million in direct federal funding, you may indefinitely use a de minimis 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 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. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.

Increasing Grantee Overall Share of Total Budgeted Costs -- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained.

Budget Worksheet as it will appear in eGrants

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	**Total Amount**	**CNCS Share**	**Grantee Share**
			Totals			

B. Personnel Fringe Benefits

Purpose/Description	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

C.1. Staff Travel

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

C. 2. Member Travel

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

E. Supplies

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

G.1. Staff Training

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

G.2. Member Training

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

H. Evaluation

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

Subtotal Section I:	**Total Amount**	**CNCS Share**	**Grantee Share**

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	**Total Amount**	**CNCS Share**	**Grantee Share**
Full Time (1700 hrs)						
Half Time (900 hrs)						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
			Totals			

B. Member Support Costs

Purpose	Calculation	Daily Rate	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

	Total Amount	**CNCS Share**	**Grantee Share**
Subtotal Section II:			
Subtotal Sections I + II:			

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

B. Federally Approved Indirect Cost Rate Method

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	**Total Amount**	**CNCS Share**	**Grantee Share**

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

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

Total Sections I + II + III:	**Total Amount**	**CNCS Share**	**Grantee Share**

Budget Total: Validate this Budget Required Match Percentages	**Total Amount**	**CNCS Share**	**Grantee Share**

Source of Funds

Section	**Proposed vs Secured**	**Amt**	**Type**	**Source**
Sources of Funds				.
Total Source of Funds				

Budget Analysis Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

In Compliance?	Section I. Program Operating Costs
Yes __ No__	At least one full-time staff person is included in Personnel costs?
Yes __ No __	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes __ No __	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes __ No __	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes __ No __	All positions in the budget are fully described in the narrative?
Yes __ No __	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? 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 the fringe amount is over 30%, please list separately.
Yes __ No __	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?
Yes __ No __	The purpose for all staff and member travel is clearly identified?
Yes __ No __	You have budgeted funds for staff travel to PennSERVE sponsored meetings in the budget narrative?
Yes __ No __	You have budgeted funds for member travel to the yearly AmeriCorps Launch in the budget narrative?
Yes __ No __	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes __ No __	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes __ No __	All single equipment items over $5000 per unit are specifically listed?
Yes __ No __	Justification/explanation of equipment items is included in the budget narrative?
Yes __ No __	All single supply items over $1000 per unit are specifically listed?
Yes __ No __	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes __ No __	You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo?
Yes __ No __	Is the daily rate noted in all sections of the budget narrative where consultants are proposed?

In Compliance?	Section I. Program Operating Costs
Yes __ No__	At least one full-time staff person is included in Personnel costs?
Yes __ No __	You have budgeted $15 per member slot for use of the OnCorps member management system?
Yes __ No __	Does the budget reflect adequate budgeted costs for project evaluation?
Yes __ No __	Have you provided budgeted costs for background checks of members and grant-funded staff that will have recurring access to vulnerable populations (i.e. children, elderly, and/or persons with disabilities)?
Yes __ No __	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes __ No __	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the budget instructions. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes __ No __	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes __ No __	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes __ No __	Is the Worker's Compensation calculation correct? Check with your local State Department of Labor to determine the rate.
Yes __ No __	Health care is provided for full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.

In Compliance?	Section III. Administrative/Indirect Costs
Yes __ No __	Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes __ No __	Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes __ No __	Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes __ No __	Applicant has chosen Option B – The maximum grantee share is at 10% or less of total budgeted funds, less the 5% CNCS share?
Yes __ No __	Applicant has chosen Option B-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes __ No __	Applicant has chosen Option C – a de minimis rate of 10% of modified total direct costs has been budgeted?

In Compliance?	Match
Yes __ No __	Is the overall match being met at the required level, based on the year of funding?
Yes __ No __	For all matching funds, proposed vs secured, the source(s) [private, state/ local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes __ No __	The amount of match is for the entire amount in the budget narrative. (The total amount of match equals the amount in the budget?)

Please note that the Commonwealth of PA requires all AmeriCorps programs to meet its budgeted match (rather than the minimum required match).

Appendix G

Budget Instructions for Fixed Amount Applicants

These instructions apply only to applicants for Fixed/Amount grants, including education award programs (EAPs).

EAP and Fixed/Amount applicants may only request a fixed amount of funding per MSY. Therefore, Fixed/Amount applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 C.F.R. §§ 2521.40– 2521.95 do not apply to EAP and other Fixed/Amount grant applicants. Fixed/Amount applicants, except for EAP applicants, must include only full-time members. If you are applying for a stipended fixed-amount grant, you must pay at least the minimum living allowance . .

Budget Section II: AmeriCorps Member Positions

Member Positions

Identify the number members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.) **Leave all other columns blank**.

The total number of member service years (MSY) in eGrants will automatically calculate at the bottom of the Member Positions chart. Amounts of fixed awards are based on the member service years which are calculated as follows:

Member Positions	Calculation	MSY
_____Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____ Half-time (900 hours)	(_____ members x 0.500)	= _____
_____Reduced half-time (675 hours)	(_____ members x 0.3810)	= _____
_____Quarter-time (450 hours)	(_____ members x 0.2646)	= _____
_____Minimum-time (300 hours)	(_____ members x 0.2117)	= _____
	Total MSY	_____

Under "Calculation," you will enter the calculation for your grant request. Applicants may request up to $800 per member service year (MSY).

Fixed Award

Display your calculation in the following format:

Total # of MSYs _____	x MSY amount (up to $800 for EAP, $2,000 for Professional Corps and $13,000 for Stipended Fixed Amount)_____	= Total Grant Request **$____**

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below (applies to a Stipended Fixed Amount grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY X $9,500/MSY	$451,250	$451,250	$0	view	
Subtotal		$451,250	$451,250	$0		

Source of Funds

Section	**Proposed vs Secured**	**Amt**	**Type**	**Source**
Sources of Funds				.
Total Source of Funds				

Budget Worksheet for Fixed Amount Grants (eGrants budget Section)

If you are applying for a Fixed Amount grant, complete only the full-time fields in this Table. Education Award Program applicants may complete other than full-time fields.

Member Positions

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full Time (1700 hrs)								
Half Time (900 hrs)								
Reduced Half Time (675 hrs)								
Quarter Time (450 hrs)								
Minimum Time (300 hrs)								
Subtotal							**MSY**	**Cost/MSY**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request				
Subtotal				

Source of Funds

Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				.
Total Source of Funds				

APPENDIX H: Alternative Match Instructions

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 C.F.R. §§ 2521.35–2521.90 for the specific regulations.

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Appendix J for the Table of Beale codes.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Appendix I for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule no later than November 21, 2015. CNCS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to CNCS for consideration.

Submit e-mail applications at least 60 days prior to the application deadline to:

- Submit to your State Commission- PennSERVE

E-mail subject line: AmeriCorps Alternative Match Request

Send your request in memo format. You must respond to each item below. Please include both the item and your response in your request.

1. Basis of Request
   a. Identify the basis for your request as either a rural county or a severely economically distressed community as described above.
   b. Describe where your program operates and include the address of the legal applicant.
2. Rural Counties
   a. Describe the economic conditions.
   b. Confirm that your county has a Beale code of 6, 7, 8, or 9.
3. Economically Distressed Counties:
   a. Provide your county per-capita income, poverty, and unemployment levels.
   b. Demonstrate that your county per-capita income, poverty, and unemployment levels are above or below the national averages. Identify the data source(s) used to make your determination.
   c. Provide any other statistics you deem relevant to demonstrate your county is economically distressed.
4. Program Location: If you believe the location of your program should not be based on the address of the legal applicant, describe your justification for requesting an alternative location(s).
5. Other: Provide any other justification and information for your request that is not presented in the responses to the above.

APPENDIX I

Rural Programs, Beale Codes, and County-Level Economic Data

RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). For more information about RUCA codes, please visit the USDA website found here: http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

	Metropolitan Type	**Description**
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

The Office of Grants Management uses Beale Codes when assessing alternative match requirements. Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible to apply for the alternative match.

Additional Pennsylvania-specific data sources:

WEBSITE ADDRESS	EXPLANATION
http://www.portal.state.pa.us/portal/server.pt?open=514&objID=809320&mode=2	**PA Work Stats**: Unemployment rates by County for Pennsylvania (click on the PDF link at the bottom of the page)
http://www.rural.palegislature.us/	**The Center for Rural Pennsylvania:** Demographics, publications, and data about Pennsylvania's rural communities and residents
http://www.census.gov/did/www/saipe/data/statecounty/data	**Small Area Income and Poverty Estimates:** Provides poverty data for rural areas

Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
http://www.bea.gov/regional/	**Bureau of Economic Analysis' Regional Economic Information System (REIS):** Provides data on per capita income by county for all states except Puerto Rico.
www.census.gov/hhes/www/saipe/index.html	**Census Bureau's Small Area Poverty Estimates**: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	**Census Bureau's American Fact-finder**: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):** Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	**US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):** Provides urban rural code for all counties in US.

APPENDIX J: Beneficiary Populations/Grant Characteristics

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith- and community-based organizations
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- School Turnaround AmeriCorps
- Other

APPENDIX K: Logic Model Instructions for New/Recompeting and Continuation Applicants (eGrants Logic Model Section)

To begin entering your logic model, from your eGrants application page select "Logic Model" in the left side navigation menu.

In the first blank row of the logic model, click "edit." Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen.

When you are finished click "save and close."

You may add an unlimited number of rows to the logic model by clicking "add a new row." However, please be mindful of the three page limit, as printed from eGrants, for the completed logic model.

You may edit or delete an existing row by clicking "edit" or "delete" in the last column of the logic model.

APPENDIX L: eGrants Indirect Cost Rate (IDCR) User Instructions

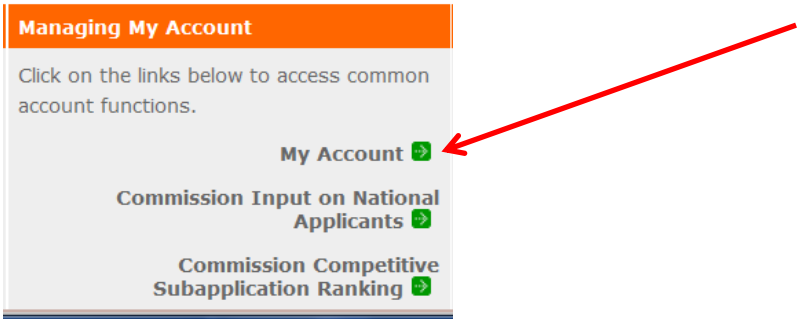
eGrants Indirect Cost Rate (IDCR) User Instructions

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming or budgeting for indirect costs on CNCS awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See 45 CFR §§ 2521.95 and 2540.110).

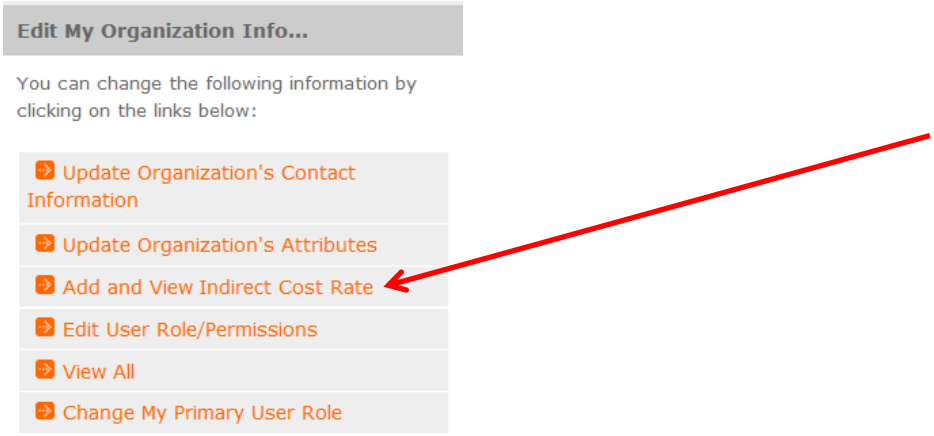
Once a rate is entered & saved in eGrants, it cannot be edited. If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

Entry for the IDCR screen can be accessed using the following steps:

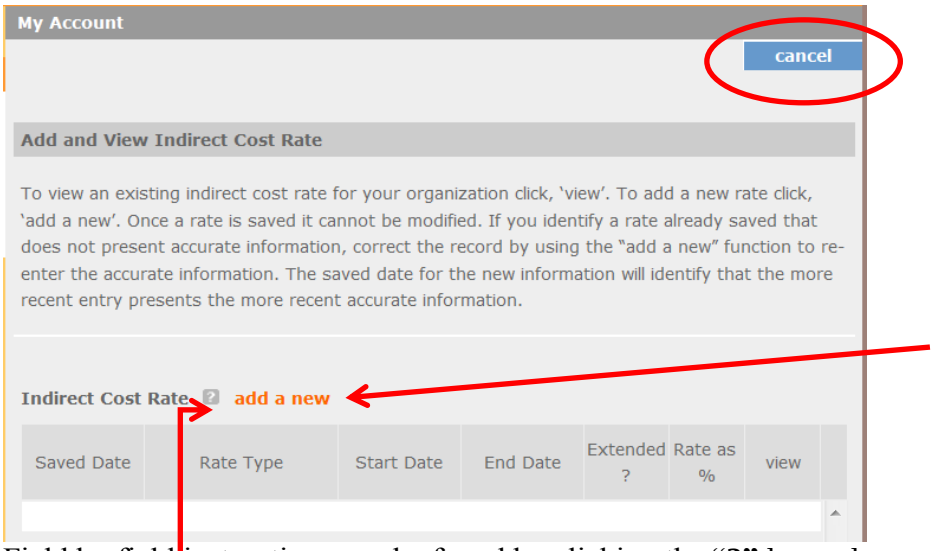
1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **My Account**



2) From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**

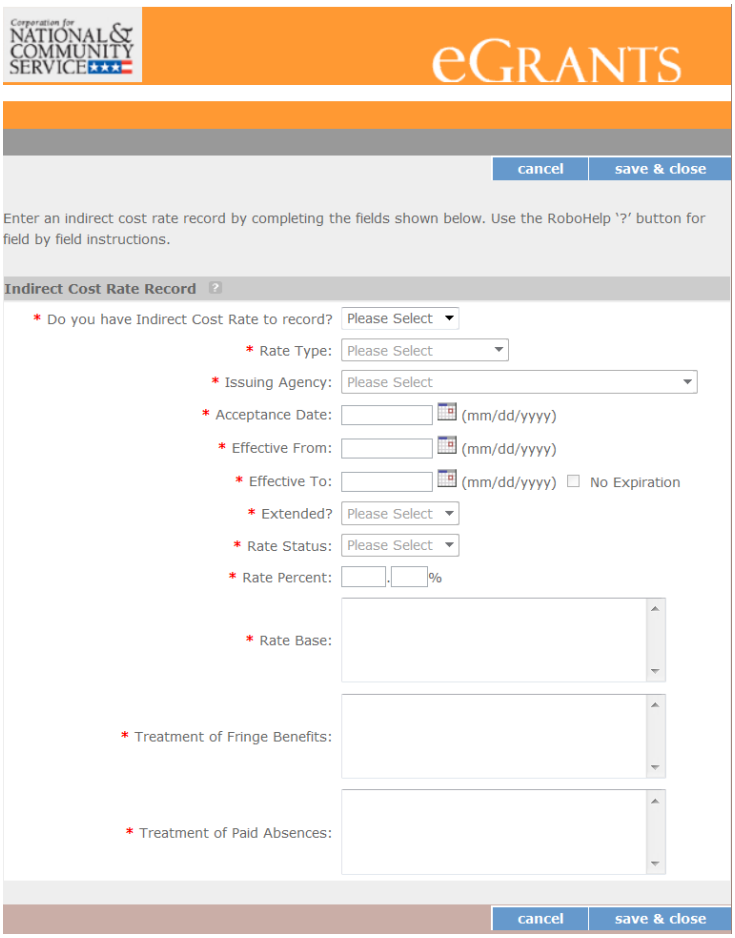


3) From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.



Field by field instructions can be found by clicking the "**?**" located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up.



4) **<u>Do you have an Indirect Cost Rate to record?</u>** Respond Yes or No. If **<u>NO</u>** is selected, users cannot go any further & nothing will be recorded. If **<u>Yes</u>** is selected, users can continue on.

   If your organization will be claiming or budgeting with a current, approved indirect cost rate on any CNCS awards, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have an opportunity to identify, in applications, if they will be using a lesser percentage of an approved rate, if you so choose.

5) **Rate Type:** If your rate type is not one of the following options, contact your grants officer for guidance:
   Federally Negotiated – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;
   State Negotiated – select if your rate has been negotiated by a state agency or other pass through entity; or
   10% of MTDC – select if your organization qualifies for & elects to use the 10% de Minimus rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they have NEVER had a federally negotiated rate. State entities must also not receive more than $35 million in direct federal funding.

<u>Rates must be used consistently across ALL federal awards.</u>

6) **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**.

   Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify your grants officer. Other federal agencies may be added as needed.

7) **Acceptance Date.** Enter a valid date.
   The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.

8) **Rate Status.** Select one of the following options: **Final**, **Provisional**, **Predetermined**, **Fixed**, **Other**, or **Other – 10%**.
   Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here select **Other** and notify your grants officer. Additional rate status options may be added as needed.

9) **Effective From.** Enter a valid date.
The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

10) **Effective To.** Enter a valid date.
The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

11) **No Expiration.** Check or leave unchecked.
If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.

12) **Extended?** Respond Yes or No.
If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.

13) **Rate Base.** Enter up to 500 characters including spaces.
Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.
Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces.
Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

16) When you have completed all of the above entries, click the **"save & close"** button at the bottom of the page.

- If you would like to cancel your entry, click the "**cancel**" button and the entry will be cancelled. All entry information will be lost & no entry will be shown.
- **Once a rate is saved it cannot be modified**.
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

17) **Order of Rates -** Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and CNCS with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, & audits.

If you have any questions or concerns, please contact your assigned grants officer.