



2017-2018 PENNSYLVANIA AMERICORPS STATE COMPETITIVE GRANTS

REQUEST FOR APPLICATIONS

Application Deadline: November 29, 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
651 Boas Street, Room 1306
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 serve 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 for AmeriCorps funding must address one or a combination of the CNCS Focus Areas, as identified in this Request for Applications (RFA). 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 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 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's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 *et seq.*) 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

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (2 C. F.R. §200.55)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)

Previously receiving funds from CNCS or another federal agency is not a prerequisite to apply to this RFA. PennSERVE and CNCS encourage organizations that have not received prior funding from CNCS

to apply. The general practice is to award at least 20 member positions (slots) but no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time.

Programs applying to PennSERVE must operate their program only within the State of Pennsylvania pursuant to 5 U.S.C § 3304. Any programs serving more than one state must apply directly to CNCS (see www.nationalservice.gov)

In addition:

- An organization that has been convicted of a federal crime is disqualified from receiving an AmeriCorps grant.
- An organization that has any unpaid Federal tax liability which has been assessed; for which all judicial and administrative remedies have been exhausted or have lapsed; and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, is not eligible to apply.
- 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, recompetete, and continuation) applicants interested in applying for Pennsylvania AmeriCorps State Competitive grants.

C. Two Opportunities to Apply

For the 2017-2018 AmeriCorps Grant Competition, organizations will have two opportunities to apply for funding. Organizations may apply to be considered for Competitive funding, or may apply to be considered for Formula funding.

Competitive Funding: Programs funded at this level are submitted to the Corporation for National & Community Service to compete with other Single State and Multi State applicants. Applications are due in eGrants (see below) on November 29, 2016.

The Intent to Apply for competitive funding is due to PennSERVE via email at PennSERVE@pa.gov by Friday, November 4, 2016.

Current PennSERVE grantees receiving competitive funding must submit a competitive funding application. Competitive funding applicants must apply for at least 20 member positions.

Formula Funding: (opportunities, in Spring of 2017) Programs funded at this level compete with other applicants at the state commission level. A separate Request for Applications (RFA) will be disseminated in spring of 2017 for Formula applications. Agencies that are currently funded through Formula funds may also apply to this Competitive RFA. In the event an applicant is selected for both Formula and Competitive funding, the applicant is ineligible for funding under both and will forfeit any rights to Formula funds.

D. Application Deadline

All applicants must inform PennSERVE of their Intent to Apply no later than **5:00 p.m. Friday, November 4, 2016**. See pages 40 – 41 for more information on the Intent to Apply.

The Pennsylvania AmeriCorps State Application CNCS eGrants submission Deadline is **5:00 p.m. Tuesday, November 29, 2016**. Late, emailed, or faxed application submissions **will not be accepted**.

Application/Funding Timeline

AmeriCorps 101 Webinar	September 28, 2016
AmeriCorps 101 Webinar	October 12, 2016
AmeriCorps 101 Webinar	November 2, 2016
Notice of Intent to Apply Deadline	November 4, 2016, 5:00 p.m.
Technical Assistance Webinar	November 10, 2016
Technical Assistance Webinar	November 15, 2016
Application Due in eGrants	November 29, 2016, 5:00 p.m.
Feedback Provided to Applicants; revisions may be required	December 2016; revisions complete by January 4, 2017
PennSERVE's Submission of Competitive Grants to CNCS	January 18, 2017
Notice of Award	May, 2017
Funding Awarded	Summer 2016

E. Eligible Costs and Matching Requirements

Maximum award per member service year (MSY) cannot exceed \$13,830. 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 pages 20 – 21 for more information).

F. Grant Award Period

Applicants who are funded may expect grant awards in late Spring or Summer 2017. Most award periods will be from August 20, 2017 – August 19, 2018. 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.

G. Special Requirements for AmeriCorps Programs in Pennsylvania

- 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, and to include funding in the submitted budget to cover system costs per member.

H. Required Systems and Identification Numbers

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 **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online <http://fedgov.dnb.com/webform>. CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants must register with the [System for Award Management \(SAM\)](https://www.sam.gov/) at <https://www.sam.gov/> and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS. Applicants that do not comply with these requirements may become ineligible to receive an award.

It is recommended that applicants **finalize a new SAM registration or renew an existing one at least two weeks before the application deadline**. This should allow you time to resolve any issues that may arise. It typically takes seven – ten days to finalize SAM.gov registration. To complete the registration process, you will need to submit detailed information on your organization in various categories relevant to federal procurement and financial transactions:

- General Information, such as organization name, EIN, DUNS, location, income, and number of employees.
- Corporate Information, such as organization type (e.g., state government, nonprofit).
- Financial Information, such as financial institution, bank account numbers, and credit card information.
- Point of Contact Information, such as primary and alternate points of contact.

Specific requirements and detailed instructions on how to register are available in the SAM User's Guide (www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm). You should review the guide before you begin the registration process as it identifies the required fields and will aid you in gathering the necessary information.

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.

I. Agency Contact

Inquiries about this funding opportunity should be directed to PennSERVE at pennserve@pa.gov. **All inquiries must be made via email**; the subject of the email should be “2017 AmeriCorps Competitive Application Question <Applicant Name>.”

All applicants are urged to review the following documents:

AmeriCorps Regulations

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

AmeriCorps State and National Grants FY 2017 Notice of Funding Opportunity (NOFO) and Supporting Materials

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2017/ameri-corps-state-and-national-grants-fy-2017>

Performance Measure Instructions

<http://www.nationalservice.gov/documents/main-menu/2016/2017-performance-measures-instructions>

AmeriCorps Grants FY 2017 Mandatory Supplemental Guidance

<http://www.nationalservice.gov/documents/main-menu/2016/2017-mandatory-supplemental-guidance>

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I. FUNDING OPPORTUNITY DESCRIPTION

A. AmeriCorps Focus Areas

The federal funding for AmeriCorps is provided to states via the Corporation for National and Community Service (CNCS). CNCS's mission is to improve lives, strengthen communities, and foster civic participation through service and volunteering. The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and 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, 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 2017-2018 AmeriCorps competition, CNCS seeks to prioritize the investment of national service resources in the below priority areas. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. 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 by engaging opportunity youth, either as the population served and/or as AmeriCorps members.

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 the member development performance measures, “Receiving or meet the income eligibility requirements to receive: Temporary Aid to Needy Families (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 national 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/or program beneficiaries, and a substantial portion of their requested MSYs must consist of or be devoted to serving opportunity youth.

Education -- improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM).

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>

Healthy Futures – Reducing and/or preventing prescription drug and opioid abuse -- CNCS is interested in any program models that seek to address the prescription drug and opioid abuse crisis in America.

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.

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.

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

servicing 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 see Appendix H and visit the USDA website at: <http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>

Safer communities -- activities that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between police and community. CNCS is looking for program models that create, support, and initiate activities that provide opportunities for law enforcement and community members to become constructively engaged in building or re building public spaces and opportunities for constructive dialogue via sports and community team building such as block watch organizations. Some examples are summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention and programs that are developed by the International Association of Chiefs of Police (IACP) (<http://www.iacp.org/Police-Foundations-Section>) such as programs that engage youth between the ages of 14-21 living in high crime areas of the city who have been identified as “leaders” in good and/or bad ways. The youth are paired with School Resources Officers who meet with them several times during the week to engage them in a variety of leadership building exercises i.e., camping, rafting, community clean-up and much more.

Evidence Based Intervention Planning Grants -- CNCS is seeking applications for planning grants that will be used to develop *new* national service models that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models that have demonstrated effectiveness through the Social Innovation Fund. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective program models designed to improve health outcomes such as increased access to, or utilization of, health care. Alternatively, applicants could propose taking an evidence-based practice, such as motivational interviewing, and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes.

Applicants are encouraged to propose ideas for how AmeriCorps members might be integrated throughout the project lifecycle – from community issue and model development to implementation to evaluation of the new intervention. For example, AmeriCorps members may be integrated into the evidence-based program through direct service delivery or through supporting organizational capacity in program development and evaluation.

A planning grant provides support to a grant recipient for the development of an AmeriCorps program that will engage AmeriCorps members in implementing evidence-based interventions to solve community problems. In some cases members have been involved in the effective or promising intervention and in other cases members have not been integrated into the program model to date. For interventions that have integrated members this planning grant could be an opportunity to refine and enhance the model. For interventions that have not included AmeriCorps this planning grant could be used to create a new intervention and test the feasibility of adapting evidence-based interventions with a national service component. Grant recipients are awarded up to \$75,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members. Applicants will apply for a Cost Reimbursement grant. The project period is generally one year with a start date proposed by the applicant. The project start date may not occur prior to the date CNCS awards the grant.

Evidence Based Planning Grants in Education

A body of evidence that supports the role of national service in advancing the nation's education goals is emerging. CNCS recently conducted a synthesis of the national service evidence base (http://www.nationalservice.gov/sites/default/files/evidenceexchange/FR_NationalServiceSynthesisReport.pdf) and found that national service education interventions with positive outcomes are highly structured, well-implemented, individualized, and offer one-on-one or small group support. Research has demonstrated that interventions that share these characteristics increase literacy and math skills – especially at the early grades and for children from disadvantaged backgrounds. In addition, the evidence for interventions that promote post-secondary educational participation among youth from disadvantaged backgrounds and that promote social-emotional development is promising. A report produced by America's Promise found a similar pattern of evidence (http://www.gradnation.org/sites/default/files/National_Service_Paper-Americas_Promise.pdf?_ga=1.90930707.881796103.1466170493).

Funding national service education program models that share these characteristics and evaluating them further will help ensure that more young people benefit from effective national service solutions and will help advance the evidence base. Applicants proposing to implement an evidence-based education intervention (defined as having at least 2 QED or RCT studies with positive outcomes) will be given priority consideration. Awardees will have the opportunity to participate in a national evaluation to meet their evaluation requirements.

Encore Programs -- 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 10 percent 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.

C. PennSERVE Priorities

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

D. 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 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/documents/main-menu/2016/2017-performance-measures-instructions>

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. 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 on page 39, applicants must include all their information about their proposed performance measures in the Performance Measure section of the applications in eGrants. 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 are met.. 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.

E. 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 throughout this RFA
5. Applying additional selection factors detailed beginning on page 11, Section B. Funding Priorities.
6. 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 includes a state and federal staff review and approval by the PA Community Service Advisory Board. Applicants should review the CNCS Notice of Funding Opportunity (NOFO) for the complete CNCS review and selection process.

Do not assume reviewers 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 beginning on page 24.

After conducting a staff review, PennSERVE staff will make recommendations to the PennSERVE Advisory Board as to which applications are recommended for submission to CNCS to compete nationally against other programs for funding. Applications not submitted to the Competitive process and applications submitted to the Competitive process but not funded may be considered for Formula funding.

Staff may request additional clarification concerning your application as needed.

Table 1: Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Problem/Need – 2 points
		Intervention – 3 points
		Theory of Change and Logic Model – 19 points
		Evidence Base – 12 points
		Notice Priority – 3 points
		Member Training – 4 points
		Member Supervision – 2 points
		Member Experience – 3 points
		Commitment to AmeriCorps Identification – 2 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

CNCS and PennSERVE expect a highly competitive AmeriCorps 2017-2018 grant competition. The actual level of funding will be subject to the availability of annual appropriations.

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) and 20 member positions.

B. Estimated Award Amount

Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects.

C. Project and 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 and shall be dependent on availability of appropriations and satisfactory performance. 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.

The project start date may not occur prior to the date 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. Types of 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: PennSERVE will not award any Fixed Amount Grants in 2017-2018.

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 that a Professional Corps will cover 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 legal applicant 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 must be cost reimbursement grants.

CNCS will determine whether a Professional Corps legal applicant has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving CNCS operating funds on a case-by-case basis, examining all of the circumstances surrounding the application. There are a wide variety of circumstances under which a Professional Corps legal applicant will be able to demonstrate a compelling need for operating funds. However, given the high demand for AmeriCorps funding, there are also specific circumstances where CNCS believes that a Professional Corps legal applicant will be highly unlikely to demonstrate a need for operational funds. For example, where CNCS's due diligence review of a Professional Corps application shows that the applicant has a historically high level of support from non-CNCS sources, and as a result has levels of unrestricted net assets that are well in excess of the requested level of CNCS funding, it is difficult to see how the Professional Corps would be able to demonstrate that they should receive operational funding (which would inherently reduce the funding available to other high-quality applicants).

Evidence Based Intervention Planning Grants: CNCS is seeking applications for planning grants that will be used to develop *new* national service models that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models that have demonstrated effectiveness through the Social Innovation Fund. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective program models designed to improve health outcomes such as increased access to, or utilization of, health care. Alternatively, applicants could propose taking an evidence-based practice such as motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes. Additional information on Evidence Based Intervention Planning Grants is available on pages 14 – 15.

Table 2: Types of Grants: General Summary

Grant Type	Cost Reimbursement		
Available Subtypes	Traditional	Professional Corps	Evidence Based Planning Grant
Maximum Cost per MSY	\$13,830	Up to \$1,000	N/A
Type of Slots in the National Service Trust	All	All	N/A
Budget Submission Required	Yes		
Availability of Funds linked to enrollment and retention of awarded MSYs	No		
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 where member serves and not included in budget.	See CNCS NOFO; review information on pages 14 – 15 and 35 – 39 of this RFA.
Financial Reporting Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirements	Yes
Available to new Applicants	Yes		

E. Matching Funds Requirements

A first-time successful applicant is required to match at 24 percent 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.

Table 3: 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%

Alternative Match

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

Indirect Costs

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413, Direct costs. States, local governments and Indian Tribes may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants who hold a federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and CNCS’s regulations at 45 C.F.R. § 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

F. Maximum Cost per Member Service Year (MSY)

CNCS and PennSERVE consider comparative costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and re-competing 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.

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. Refer to page 94 for information on calculating MSY.

Continuation and re-competing grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost.

Table 4: 2017-2018 Maximum Cost Per MSY

Grant Program	Maximum
Individual State/Territory Program (cost reimbursement)	\$13,830
Professional Corps Grant (Cost Reimbursement)	Up to \$1,000

Programs operating in rural communities (as defined on page 13) and programs that recruit opportunity youth as AmeriCorps members may request up to \$14,000 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. **Applicants requesting the higher cost/MSY must include a compelling case justifying the cost/MSY and explaining why these costs cannot be covered by the Grantee Share (Match).**

G. Other Requirements

Requirements Regarding Member Living Allowance:

The proposed budget must include a living allowance for full-time members between \$12,630 (minimum) and \$24,930 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage.

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.)

Table 5: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$12,630	\$24,930
One-year Half-time	900	n/a	\$13,199
Reduced Half-time	675	n/a	\$9,899
Quarter-time	450	n/a	\$6,599
Minimum-time	300	n/a	\$4,400

Exceptions to the Living Allowance Requirements

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

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

Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum, living allowance set in the Living Allowance Table above. Professional Corps member salaries 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) 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.

Refer to page 49 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 member positions and the size of awards approved in the continuation and recompetete processes. Continuation and recompetete 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 recompetete processes. PennSERVE and CNCS recognize that retention rates vary among equally effective programs depending on the program model. Continuation or recompetete 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 2017-2018

AmeriCorps members serving in programs funded for 2017-2018 who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,815 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.

Table 6: 2017-2018 Education Award Amounts

Term of Service	Minimum # of Hours	FY17 Education Award
Full Time	1700	\$5,815.00
One-Year Half Time	900	\$2,907.50
Reduced Half Time	675	\$2,215.24
Quarter Time	450	\$1,538.36
Minimum Time	300	\$1,230.69

III. NARRATIVE CONTENT

A. Overview

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 44 for additional instructions (page 52 for continuation applications).

B. Page Limits

Applications may not exceed 15 pages for the Narratives or 18 pages for Multi-Focus Intermediaries.

In determining whether an applicant complies with page limits, CNCS will include:

- The applicant's Executive Summary, SF 424 Facesheet; and
- The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

Please note the length of a document in word processing software may be different than what will print out in eGrants. PennSERVE and CNCS will consider the number of pages only as they print out from the "Review" tab in eGrants (where you will see the "View/Print your application" heading) when determining compliance for page limits. CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. PennSERVE and CNCS strongly encourage applicants to print out the application from the "Review" tab 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 the supplementary materials, if applicable. However, the Logic Model may not exceed three pages when printed with the application from the "Review" tab in eGrants.

Reviewers will not consider submitted material that is over the page limits in the printed report. Also note that eGrants will not prevent an applicant from entering text which will exceed page limitations. This applies to both the application page limit and the Logic Model page limit. Do not submit other items not requested in this RFA. Neither PennSERVE nor CNCS will review or return them.

C. Recommendations

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.

D. Required Fields

In eGrants, you will enter text for:

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

Note: The Narrative Sections also includes fields for Clarification Summary, 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.**

E. 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 [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage 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.

CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

F. Program Design (50 percent)

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

1. Need (2 points)

- The community need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

“Community” can be a geographic region, a specific population of people, or a combination of both. The applicant organization must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

2. Intervention (3 points)

- The proposed intervention is clearly described.
- The proposed intervention aligns with the identified community need.

3. Theory of Change and Logic Model (19 points)

The Theory of Change shall address:

- 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, as described in the *Evidence Base* section below.
- The proposed outcomes articulated in the application narrative and Logic Model represent meaningful progress in addressing the community need identified by the applicant. Applicants should provide rationale for selecting output and outcome targets. Note, re-competing applicants proposing to significantly increase or decrease output and outcome targets from their previous grant must provide a justification for this change.
- The applicant’s AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - 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.) If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

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

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.

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

4. 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 must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and describe the complete body of evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

In 2016, the evidence tiers of funded AmeriCorps State and National competitive grantees were as follows: Strong 17%, Moderate 9%, Preliminary 39%, and Pre-Preliminary 24%. CNCS expects the programs it funds to be progressing along the evidence continuum. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention, as well as applicants classifying their evidence as either moderate or strong evidence should reference the information about the evidence tiers provided below. Submission of additional documents (e.g., advocacy pieces, policy briefs, other narratives not research studies or program evaluations) that are not consistent with the guidance and requirements described in this RFA will not be reviewed.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants that have collected relevant performance measurement data must describe this data. Applicants that have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. 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.

When describing research studied or evaluations in the application narrative, applicants must include the following information in order to earn points:

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

- 7) The strength of the findings (e.g. effect size, confidence level, statistical power of the study design, and statistical significance of findings).

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents references in the application and will not review any additional documents that are not a study submitted in accordance with the RFA instructions.

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

- How closely the intervention evaluated in the studies matches the one proposed by the applicant.
- 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.).
- 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.
- 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 may be considered for a lower tier of evidence and related point values. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants that do not meet all requirements will be considered for a lower tier.

Requirements associated with the five evidence tiers are described next.

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

Applicants in this tier must describe how their program design is evidence-informed. An evidence-informed program uses the best available knowledge, research, and evaluation to guide program design and implementation, but does not have a scientific research or rigorous evaluation of the program itself. Applicants may describe up to two research or evaluation studies that inform their program design but may not submit these studies.

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.)

In order to qualify for this tier, the applicant must have collected data about their own program. 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. Applicants should describe evidence for the pre-preliminary tier in the Evidence section of the application but should not submit additional documents unless required to meet CNCS evaluation requirements..

Preliminary evidence (3-6 points) means the applicant has provided data from at least one outcome study of their own intervention that yielded promising results for the proposed intervention or that the

applicant proposes to replicate a similar intervention with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

Preliminary with Outcome Study

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. In some cases a retrospective pre-post test may be considered, but its use must be justified. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant. Applicants must describe the studies fully but should not submit them unless required to meet CNCS evaluation requirements. Outcome evaluations that are submitted to fulfill the CNCS evaluation requirements will be reviewed only for compliance with evaluation requirements. Outcome evaluations submitted by applicants who were not required to meet CNCS evaluation requirements will not be considered when assessing evidence tier.

An outcome study includes data beyond that which is collected as part of routine performance measurement. In addition to describing up to two outcome studies of their own program or intervention, applicants must describe the performance measurement data they have collected and how the outcome study data goes beyond performance measurement.

Preliminary with Replication

The applicant must describe and submit at least one randomized controlled 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 applicant must describe 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. An applicant may be eligible for more points if they also submit evidence from a process evaluation demonstrating that they have implemented the replication with fidelity. The process evaluation should be described but not submitted.

Applicants who do not submit the required study or who do not describe fully how they are replicating the evidence-based program with fidelity will be considered for a lower tier.

For the purposes of this Request For Applications, “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.

Applicants proposing to replicate an evidence-based program with fidelity must describe how their program is the same as, or very similar to, the program they will replicate in the following areas:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- Training for the AmeriCorps members and/or other individuals, such as volunteers, delivering the intervention
- The context in which the intervention is delivered

- Outcomes of the intervention

Applicants must also describe how they will assess whether they are implementing the intervention with fidelity to the intervention they are replicating.

In cases where the applicant is part of a multi-site program that has conducted an evaluation that qualifies them for the moderate or strong evidence tier, but the evaluation did not include the applicant's proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at all of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

Moderate evidence (7-9 points) means the applicant has submitted up to two well-designed and well-implemented studies of their own program 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 entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle 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 the 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 required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

Strong evidence (10-12 points) means the applicant has demonstrated that the intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT of their own program. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of their own program in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive on the key desired outcomes of interest as depicted in the applicant's Logic Model. 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 entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle 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 the 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 required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

5. Notice Priority (3 points)

- The applicant proposed program fits within one or more of the 2017 AmeriCorps funding priorities as outlined on page 11-15.
- The proposed program meets all of the requirements detailed on pages 11-15.

6. 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 (below).

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 C. 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.

7. Member Supervision (3 points)

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

8. 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.
- AmeriCorps members will have access to 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.

9. Commitment to AmeriCorps Identification (2 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.

G. Organizational Capability (25 percent)

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

1. Organizational Background and Staffing (10 points)

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.

As documentation of community support and commitment to the program, please procure, keep on file, but do not submit to PennSERVE or CNCS, 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.

2. Compliance and Accountability (15 points)

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, and service site locations (if applicable).
- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold service site locations accountable if instances of risk or noncompliance are identified.

H. Cost Effectiveness and Budget Adequacy (25 percent)

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

1. Cost Effectiveness (18 points)

- The budget is sufficient to carry out the program effectively.*
- The budget aligns with the applicant's narrative.*
- 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 Member Service Year (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 must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment. Failure to provide adequate information in this section may result in a lower score.

Having a low cost per MSY is a competitive advantage. New applicants that submit with a low cost per MSY and re-competing 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 22), 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.

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

If the applicant is competing for the first time, please enter N/A in the "Evaluation Summary or Plan" field since it pertains only to re-competing grantees. If the applicant is re-competing for AmeriCorps funds for the first time (see definition of "re-competing" on page 44) the program must submit its evaluation plan in the "Evaluation Summary or Plan" section of the Narratives field in eGrants. If the applicant is re-competing for a subsequent time, the program must submit its evaluation report via email to PennSERVE (pennserve@pa.gov) 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 submitted outside of eGrants will not be reviewed.

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 re-competing application if it has been funded competitively for at least one complete three-year cycle and it satisfies the definition of “same project,” as defined in the CNCS Mandatory Supplemental Guidance. “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.” If the project satisfies the definition of same project and the applicant has completed one competitively-funded three-year cycle, it will be required to submit an evaluation plan. If the project satisfies the definition of same project and the applicant has completed two or more competitively-funded 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 re-competing, it will not be required to submit an evaluation plan, or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count towards the page limit of the application; however, it does have a set character limit of 10,000 characters. 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 re-competing 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.nationalservicerresources.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” field 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.

J. Amendment Justification (0 percent)

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

K. Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

L. Continuation Changes (0 percent)

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

IV. NARRATIVE CONTENT FOR EVIDENCE BASED INTERVENTION PLANNING GRANTS

A. Overview

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.

B. Page Limits

Applications may not exceed 15 pages for the Narratives or 18 pages for Multi-Focus Intermediaries.

In determining whether an applicant complies with page limits, CNCS will include:

- The applicant’s Executive Summary, SF 424 Facesheet; and
- The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

Please note the length of a document in word processing software may be different than what will print out in eGrants. PennSERVE and CNCS will consider the number of pages only as they print out from the “Review” tab in eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits. CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. PennSERVE and CNCS strongly encourage applicants to print out the application from the “Review” tab 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, performance measures, or the supplementary materials, if applicable.

Reviewers will not consider submitted material that is over the page limits in the printed report. Also note that eGrants will not prevent an applicant from entering text which will exceed page limitations. This applies to both the application page limit and the Logic Model page limit. Do not submit other items not requested in this RFA. Neither PennSERVE nor CNCS will review or return them.

C. Recommendations

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.

D. Required Fields

In eGrants, you will enter text for:

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

Note: The Narrative Sections also includes fields for Clarification Summary, 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.

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

F. Program Design (50 percent)

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

1. Need (10 points):

- The community need is prevalent and severe in communities where the program plans to serve and the need has been documented with relevant data.

2. Evidence-Based Intervention (30 points)

- The evidence-based intervention has successfully addressed the need in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at least one, and no more than two, randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and rating where the intervention is rated (if applicable). The studies must be well-designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one or more key outcomes that address the community problem/need.
- The key elements of the intervention will be implemented with fidelity to the evidence based model (e.g., context, target population, content or curriculum, delivery process, training for members).
- AmeriCorps members are well-suited to deliver the evidence-based intervention.

3. Planning Process/Timeline (10 points):

- The applicant describes a clear and logical planning process, including:
 - A detailed description of the planning process and who is leading it
 - A well-developed timeline for planning activities
 - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future
- The applicant includes development of the following program elements in the planning process/timeline:
 - Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes
 - Member selection and training plan
 - Member supervision plan

- Commitment to AmeriCorps Identity
- Compliance and Accountability
- Securing Match Support for the Program
- The applicant includes development of the following evaluation elements in the planning process/timeline:
 - Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation
 - Assessing outcomes achieved in previous evaluations of the evidence-based intervention
 - Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based intervention

G. Organizational Capacity (25 percent)

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

1. Organizational Background and Staffing (25 points)

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement

H. Cost Effectiveness and Budget Adequacy (25 percent)

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

1. Cost Effectiveness (18 points)

- The budget is sufficient to carry out the program effectively.*
- The budget aligns with the applicant’s narrative.*
- 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 Member Service Year (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 must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment. Failure to provide adequate information in this section may result in a lower score.

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.

I. Evaluation Plan (0 percent)

Evaluating the implementation and outcomes of proposed models will be critical to determining whether or not it is feasible to integrate national service into evidence-based interventions and achieve the same kinds of programmatic outcomes and impacts. As such, applicants should understand that they will be required to submit an evaluation plan with their application for a three-year AmeriCorps grant.

- 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) 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
- The estimated budget.

J. Amendment Justification (0 percent)

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

K. Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

L. Continuation Changes (0 percent)

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

V. PERFORMANCE MEASURES

All applicants must submit performance measures with their application. See Appendix E for instructions for entering performance measures. CNCS may use the performance measures separately from the grant narrative after grants are awarded. 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 are met. Should an applicant choose to provide information about performance measures in the narrative, this information will also need to be in the performance measures module.

2017 Performance Measure Instructions can be found at <http://www.nationalservice.gov/documents/main-menu/2016/2017-performance-measures-instructions>

For more information about Performance Measures go to:

<http://www.nationalservice.gov/resources/performance-measurement/amicorps>

For more information about the National Performance Measures go to:

<http://www.nationalservice.gov/resources/performance-measurement>

VI. 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); *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.

VII. APPLICATION SUBMISSION INFORMATION

This RFA should be read together with the AmeriCorps regulations at 45 C.F.R. § 2520–§2550, the CNCS 2017 Notice of Federal Funding Opportunity, Mandatory Supplemental Guidance, Application Instructions, and Performance Measure Instructions. These documents can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The full regulations are available online at www.ecfr.gov.

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 Friday, November 4, 2016 at 5:00 p.m.** This includes New, Recompeting, and Continuation applicants.

To file your Intent to Apply, please send an email with the subject line “(Your Organization Name) – Intent to Apply for Funding” to pennserve@pa.gov. Include the following information in the body of the email:

- Organization Name and Address
- Contact Person
- Contact Person e-mail and phone number
- The type of grant for which the organization intends to apply
- The proposed program’s focus area (see page 10); and
- The counties you are proposing to serve if awarded an AmeriCorps grant.

Final Application Submission

Applications are due in eGrants no later than Tuesday, November 29, 2016 at 5:00 pm EST and one paper copy is due to the PennSERVE office no later than Friday, December 2, 2016 at 5:00 pm EST.

All applicants are required to submit their application through the Corporation for National and Community Service’s online system: eGrants (<https://egrants.cns.gov>). All sections of the eGrants online application must be completed and submitted. In eGrants, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system
- Narratives:
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost Effectiveness and Budget Adequacy
 - Evaluation Plan
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

In addition, applicants must submit the application and additional documents via mail and/or email, as directed in the table below.

Table 7: Application Documents and Submission Instructions

<i>Document</i>	<i>Required For</i>			<i>Further Instructions</i>	<i>Mail</i>	<i>Email</i>
	New	Recompete	Contin.			
Signed, complete application, as printed from eGrants	X	X	X	Print from eGrants after submission.	X	
Original <u>signed</u> AmeriCorps State Program Sub-grantee Application/Agreement Document	X	X	X	Appendix B and Attachment 1	X	
Original <u>signed</u> Certification and Assurances Signature Page	X	X	X	Appendix C and Attachment 2	X	
SF-424B	X	X	X	Attachment 3	x	
Most recent A-133 Audit or Form 990	X	X	X	Appendix D	X	
FFATA	X	X	X	Attachment 4	X	
Letters of endorsement and commitment (Governor and Mayor Initiative only)	X	X		Page 12		X
Program evaluations OR evaluation plan		X		Page 33-35; Page 39 for Evidence Based Intervention Planning Grants		X
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			Page 48; submit one copy via Documents screen in eGrants		X
Federally-approved Indirect Cost Agreement	If applicable			Appendix J	eGrants only	
Delinquent on federal debt Explanation	If applicable			Page 47-48	eGrants only	
Alternative Match Request	If applicable			Appendix H. Due October 20, 2016		X

To email 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 original Word, Excel, or PDF files instead of scans of paper documents. (Scans are often large files and unable to meet PennSERVE’s email file size limitations.)

Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management (SAM)

As directed on page 5 of this RFA, applications must include a DUNS number **and** an Employer Identification Number. After obtaining a DUNS number, all applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the [SAM Quick Guide for Grantees](#).

B. Deadlines

Friday, November 4, 2016

Notice of Intent is due to PennSERVE via email no later than 5:00 pm EST.

Tuesday, November 29, 2016, 5:00 pm EST

- Complete application **in eGrants** online reporting system.
- Documents **via email** to pennserve@pa.gov as listed in the table above.

Friday, December 2, 2016, 5:00 pm EST

- Original, hard copies delivered via mail, as listed in the table above, to:
PennSERVE: the Governor's Office of Citizen Service
651 BOAS Street, Room 1306
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, November 29, 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 number 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.

National Service Hotline hours are Monday through Thursday 9:00 am to 7:00 pm EST. If you contact the Hotline, be prepared to provide the application ID and organization name. State that you are working on the 2017 Notice of Funding Opportunity for State and National AmeriCorps.

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

C. 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-ameri-corps-state-and-national-grants>.

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

<http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants>

Notice of any available technical assistance webinars to be offered by CNCS will be posted on this site.

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. The subject of the email should be “2017 AmeriCorps Competitive Application Question <Applicant Name>.” Questions will be answered as they are received.

D. e-Grants Application Detailed Submission Instructions for New and ReCompeting Applicants

An applicant is considered to be “**new**” if they were not funded by PennSERVE in the 2016-2017 program year.

An applicant is considered to be a “**recompete**” applicant if they were funded by PennSERVE in the 2016-2017 year and are in Year 3 of their grant cycle during the 2016-2017 program year.

An applicant is considered to be a “**continuation**” applicant if they were funded by PennSERVE in the 2016-2017 year and are in Years 1 or 2 of their three-year grant cycle during the 2016-2017 program year. Submission instructions for continuation applicants are addressed in Section VII. D, beginning on page 52.

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 (Notice of Funds Available)
 - FY 2017 AmeriCorps State and Territory Commission (New and Continuations)
 - Select Pennsylvania as the state to which you are applying
 - Select 17AC188752 – PennSERVE

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

- I. Applicant Info
- II. Application Info
- III. Narratives

- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. 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 competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**.
- 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 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. New Applicants: please enter August 20, 2017 – August 19, 2018.
- 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, provide an explanation.

III. Narratives

Complete all narratives as directed in Section III of this RFA.

IV. Logic Model

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. 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.

V. Performance Measures

All applicants must submit performance measures with their application as directed in Section IV of this RFA. See Attachment E for instructions for entering performance measures in eGrants.

VI. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

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.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21st Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families: positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Programming that supports My Brother’s Keeper
- Multi-focus that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Evidence Based Intervention Planning Grants

- Safer Communities
- Encore Programs
- 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 are a significant part of the proposed 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:

Check any grant characteristics that are a significant part of the proposed program:

- 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. Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

VII. 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), and an explanation of federal debt delinquency (if applicable), and other required documents listed in this RFA. After you have submitted the documents to PennSERVE as directed on page 42 change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

A. 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.

B. Delinquent on Federal Debt

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to PennSERVE at the same time they submit their application.

C. Submission Instructions for Documents:

Submit all documents as directed on page 42 of this RFA.

VIII. Budget Instructions

A. Match Requirements

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

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. Match requirements based on year of funding are in Table 3, page 24.

- 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 §§ 2521.35–2521.95 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see 45 CFR §§ 2521.60 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 Attachment H for instructions for applying for the Alternative Match Schedule.

PennSERVE Required Costs:

- In Section I – Staff Travel, include costs for at least one (1) staff person to attend three (3) required trainings during the 2017-2018 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 2017 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.)

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. PennSERVE grantees that use federal funds as match will be required to report the sources and amounts on quarterly Financial Reports.

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.

Please include complete calculations for all line items. 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 G) 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 on-line at http://whitehouse.gov/omb/circulars_default.

IX. Funding/Demographics

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 as on the application budget as 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.

- 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 of reported in performance measure O15 who are opportunity youth
- Number of reported in performance measure O17 who are opportunity youth

X. 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."

E. 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 2016-2017 year and are in Years 1 or 2 of their three-year grant cycle during the 2016-2017 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 re-competing programs.

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 **November 29, 2016 at 5:00 pm EST.**

How to Submit Your Continuation Request:

- 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.
- Additional required attachments to the PennSERVE office by the required deadline (see page 42).

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).

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.
- 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, provide an explanation.

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. If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and enter No Changes in the Continuation Changes field.

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)? Please note that continuation requests for increases in funding are rarely approved and are considered against the criteria outlined in the RFA and subject to available funding.

Continuation applicants requesting expansions should not modify performance measures and the application budget to reflect the increase. Instead, please respond to the questions below. If your continuation request is approved, you will be invited to modify your performance measures and budget accordingly.

- 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? Provide the level of resource the program currently receives, the amount of increase being requested, and a new total request amount. For example: The program currently receives \$100,000, 10 MSY, and 10 slots, for a cost/MSY of \$10,000. We are requesting an additional \$20,000, 2 MSY, and 2 slots, for a cost/MSY of \$10,000. Our total request is \$120,000, 12 MSY, and 12 slots, for a cost/MSY of \$10,000.
- 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 would change the application budget and a 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 would change the application performance measures. Indicate how the expansion will impact 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. Logic Model

Continuation applicants do not need to enter content into these fields unless changes to the originally-submitted Logic Model are being requested as part of Continuation Changes.

IV. 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, you may need to revise your performance measures. **Continuation applicants requesting expansions should not modify performance measures to reflect the increase.** If your continuation request is approved, you will be invited to modify your performance measures accordingly. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Attachment E for instructions). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

V. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

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.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21st Century Service Corps

- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families: positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Programming that supports My Brother’s Keeper
- Multi-focus that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Evidence Based Intervention Planning Grants
- Safer Communities
- Encore Programs
- 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 are a significant part of the proposed 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:

Check any grant characteristics that are a significant part of the proposed program:

- 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. Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

VI. 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. The CNCS total share of the budget should generally not be increased. Continuation applicants requesting increase in funding should describe their request in the Continuation Changes section of the application and make modifications to the budget **ONLY** if this request is approved. CNCS expects that the Cost per MSY for continuation applicants will decrease or remain the same. 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:

- In Section I – Staff Travel, include costs for at least one (1) staff person to attend three (3) required trainings during the 2017-2018 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.)

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.

VII. 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. §§ 2521.35–2521.95 for the specific regulations.

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

VIII. 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."

VII. AWARD ADMINISTRATION INFORMATION

A. Award Notice

PennSERVE will inform applicants if their applications are submitted to CNCS to compete nationally no later than January 18, 2017. CNCS anticipates notifying PennSERVE of funding decisions by May 15, 2017. PennSERVE will notify applicants of funding decisions at that time.

B. Documents that Govern the Grant

These Application and Agreement Instructions and Request for Applications incorporate the approved application as part of a binding commitment under the grant as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. Awards will be subject to the AmeriCorps regulations and grant Terms and Conditions.

Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 C.F.R. Parts 200 and 2205](#). This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, and A-122 (the former Cost Principles), A-110 and A-102 (the former Administrative Requirements), A-133 and A-50 (the former Audits and Audit Follow up), and A-89 (the former Federal Domestic Assistance Program Information).

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. Requests for Improper Payment Information

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

D. Reporting Requirements

Grantees are required to provide:

- Quarterly Reporting via the PennSERVE determined online Reporting System, including an end-of-year report (includes performance measure progress, demographic, and narrative data)
- Invoices for Reimbursement
- Monthly Expense Reports
- Quarterly Financial Status Reports
- 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 Manual

PennSERVE will report on all grantee performance to CNCS on a semi-annual basis, or as required by CNCS.

E. Use of Material

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

APPENDIX A: SF424 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

Government

- 23 Local Government-Municipal
- 24 Health Department
- 25 Law Enforcement Agency
- 26 Governor’s Office
- 27 State Commission/Alternative Administrative Entity

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

- 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 The amount of the applicant share that is coming from income generated by
Income 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)

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: _____	

Once completed and upon full execution, this application becomes a grant agreement (“Agreement”) between the Pennsylvania Department of Labor & Industry (“Department”) and the applicant. Full execution occurs when all necessary signatures are obtained under the Commonwealth Attorneys Act, 71 P.S. § 732-101 *et seq.* If the application is accepted and fully executed, the applicant is 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 and fully executed,** to provide the specified services in accordance with the approved applications submitted to the Department, including:

- Grant Application, Budget, and Budget Narrative as printed from eGrants
- Instruction for Certifications and Assurances
- PA Signed Certification and Assurances Page
- SF424B: Assurances for Non-Construction Programs
- Audit Clause and Additional Conditions
- Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet

This agreement may permit you as an AmeriCorps program to apply for, and, if approved by PennSERVE, receive reimbursement for expenses pursuant to PennSERVE’s Commission Investment Funds (CIF), Disability, and Administrative grants 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.

Instructions

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

a) Inability to certify

Your inability to provide the assurances and certifications 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 assurances and certifications 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 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 this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

ASSURANCES

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special

flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200, Chapter II, Subpart F.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex,

age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants”:
<http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the National and Community Service Act of 1990 (NCSA);
- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;

- Will, before transporting minor children, provide the children's parents or legal guardians with the reason for the transportation and obtain the parent's or legal guardian's permission for such transportation, consistent with state law;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the NCSA, and in CNCS's regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the NCSA and in CNCS's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the NCSA or, with the approval of CNCS, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;
- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected consistent with the requirements of the NCSA;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;

- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

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:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to 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 45 CFR Part 2542, Subparts G and H).

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 drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

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

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

Erroneous certification or assurance

The assurances and certifications 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 government, we may terminate this transaction for cause or default.

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.

Definitions

The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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](http://www.grants.gov) site to access the PDF version of form SF-424B:

- Go to <http://www.grants.gov>
- Click Forms
- Click SF-424 Family
- Locate “Assurances for Non-Construction Programs (SF-424B); click on “PDF”

* Denotes a form that is fillable for sample purpose only; and the form is NOT submittable.

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-424C)	PDF*	Schema	DAT	1.1	4040-0009	06/30/2014
Grants.gov	Assurances for Non-Construction Programs (SF-424B)	PDF*	Schema	DAT	1.1	4040-0007	06/30/2014
Grants.gov	Attachments	PDF	Schema	DAT	1.1		
DOT	Basic Budget Form	PDF	Schema	DAT	1.0	2125-0611	05/31/2013

- 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 42.

APPENDIX D

AUDIT CLAUSE TO BE USED IN AGREEMENTS WITH SUBRECIPIENTS RECEIVING FEDERAL AWARDS FROM THE COMMONWEALTH (Management Directive 325.9)

For the purpose of this Agreement, the terms “contractor” and “grantee” include the subgrantee/applicant.

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 reapplying applicant, you must provide your most recent A-133 audit, your organization's 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

For the purpose of this Agreement, the terms “contractor” and “grantee” include the subgrantee/applicant.

- 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 (Standard Terms and Conditions for Paper Contract - Bureau of Procurement (BOP) Form BOP-1204 ¶ 25, MD 305.20(7)(b)(8))**

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) (MD 215.9, MD 305.20(7)(b)(8))

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, subgrantee, 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.pa.gov> 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, MD 305.20(7)(b)(8))

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, MD 305.20(7)(b)(8))

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, supplier, **grantee or subgrantee**, 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. PENNSYLVANIA ELECTRONIC PAYMENT PROGRAM (MD 310.30)(MD 302.20(7)(b)(8)):

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 there are individuals 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 (BOP-1204, ¶ 21, MD 305.20(7)(b)(8))

For the purpose of this clause, the term “Institution” includes the subgrantee/applicant.

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 (MD 215.8, MD 305.20)

For the purpose of this Agreement, the terms “contractor” and “grantee” include the subgrantee/applicant.

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 procurement process. For the purpose of this Agreement, the term “contractor” as used in this section includes grantee or a vendor.

CONTRACTOR INTEGRITY PROVISIONS

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. For the purposes of this Agreement, the term “contractor,” includes “grantee” or “vendor.”
 - 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 it 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, MD 305.20(7)(b)(8))

For the purpose of this Agreement, the terms "contractor" and "grantee" include the subgrantee/applicant.

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))

For the purpose of this Agreement, the terms “contractor” and “grantee” include the subgrantee/applicant.

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) 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 (a) 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))

For the purpose of this clause, the term “non-federal entity” includes the subgrantee/applicant.

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)

For the purpose of this clause, the term “non-federal entity” includes the subgrantee/applicant.

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 Exchange 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: 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.dli.pa.gov/pennserve>

Further Assistance

Additional technical assistance can be found at <https://www.nationalservicerresources.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.

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/Members 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. Note that you may be required to enter “0” for some other objectives if the only activity in that objective is focused on member development. Please refer to additional instructions for calculating and entering MSY and member allocations at the end of those instructions to ensure that information is entered accurately.

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 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. You will not be required to report on these outcomes and therefore will not be required to enter a data collection plan. 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. For outputs that measure completion, define the minimum dosage required to be counted as having completed the program.

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. For outcomes, specify how much improvement in knowledge, attitude, behavior, or condition is required to be counted as having improved; and clearly explain how the instrument measures this.

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. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance 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.

Understanding MSY and Member Allocations in the AmeriCorps State and National 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.

Home Page Objective **MSY/Members** Performance Measure Data Collection Summary

Screen Instructions

On this tab, you will enter information about the allocation of MSYs and members 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

Summary

Program: AmeriCorps

Focus Areas: Education

Objectives: School Readiness, K-12 Success

Resource Allocation

* Enter Total MSYs for the project:

Enter the number of MSYs allocated to each objective. For planning grants, enter 0.

Focus Area	Objective	MSY	% of total MSY	Members
Education	School Readiness	<input type="text" value="50.50"/>	45.44	<input type="text" value="105"/>
Education	K-12 Success	<input type="text" value="60.63"/>	54.56	<input type="text" value="135"/>
Sub Total:		111.13	100.00	240
GRAND TOTAL:		111.13	100.0	240

Save Back Next

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.

MSYs by Focus Area



Table 1: 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:

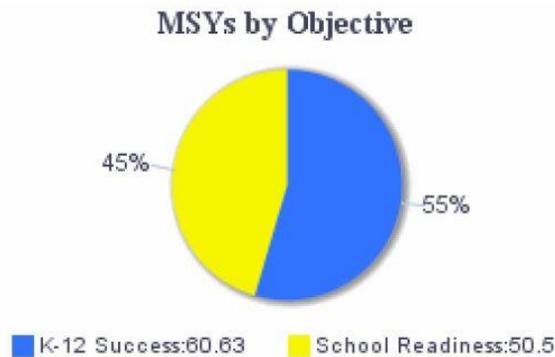


Table2: MSYs by Objectives

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.

% of MSY NPM VS Applicant VS Not in ANY

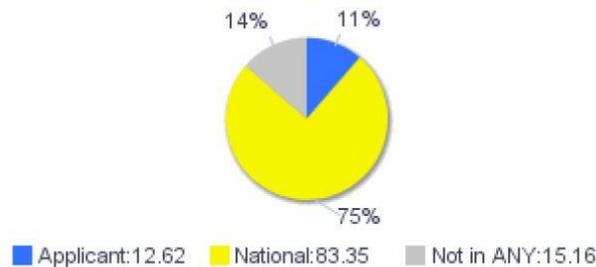


Table3: %MSYs by NPM vs. Applicant vs. Not in ANY

% 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 2017 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)

Please include complete calculations in all line items.

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.

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 2017-2018 program 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 per unit** (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 recomplete 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	\$12,630	\$24,930
One-year Half-time	900	n/a	\$13,199
Reduced Half-time	675	n/a	\$9,899
Quarter-time	450	n/a	\$6,599
Minimum-time	300	n/a	\$4,400

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 Uniform Guidance.

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.

PennSERVE is not electing to retain a share of the federal funds available to programs for administrative costs in 2017 – 2018. PennSERVE reserves the right to elect to retain a share of the 5% of federal funds available to programs for administrative costs up to 2% in future funding years.

B. Federally Approved Indirect Cost Rate

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share 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.). CNCS does not restrict the overall indirect cost rate claimed. 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.
3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

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

Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200-States and Local government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a de 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					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
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				

APPENDIX G: 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 ___	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 ___	Are all consultant services budgeted below the maximum federal daily rate of \$750/day? Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	You have budgeted \$15 per member slot for use of the OnCorps member management system?

In Compliance?	Section I. Program Operating Costs
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? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
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 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 is directly applying to CNCS and has chosen Option B. A copy of the current approved indirect cost rate agreement has been submitted to additionaldocuments@cns.gov
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 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 October 20, 2016. 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 no later than October 20, 2016

- 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
www.econdata.net	Econdata.Net: This site Links to a variety of social and economic data by states, counties and metro areas.
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.
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.

WEBSITE ADDRESS	EXPLANATION
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: eGRANTS INDIRECT COST RATE (IDCR) USER INSTRUCTIONS

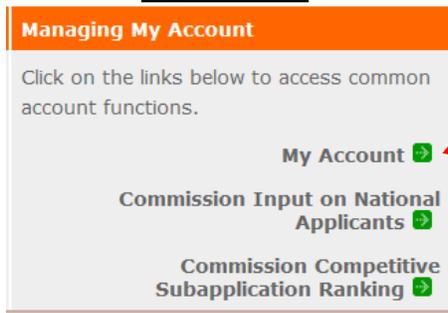
eGrants Indirect Cost Rate (IDCR) User Instructions

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 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:

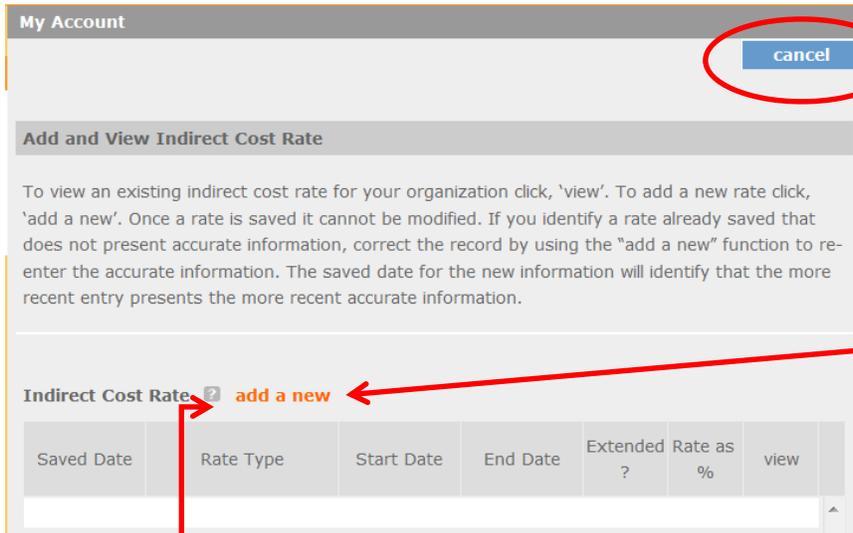
- 1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **My Account**



- 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.

The screenshot shows the 'Indirect Cost Rate Record' form. It includes the following fields:

- * Do you have Indirect Cost Rate to record? (Please Select)
- * Rate Type: (Please Select)
- * Issuing Agency: (Please Select)
- * Acceptance Date: (mm/dd/yyyy)
- * Effective From: (mm/dd/yyyy)
- * Effective To: (mm/dd/yyyy) No Expiration
- * Extended?: (Please Select)
- * Rate Status: (Please Select)
- * Rate Percent: () . () %
- * Rate Base: (text area)
- * Treatment of Fringe Benefits: (text area)
- * Treatment of Paid Absences: (text area)

Buttons: 'cancel' and 'save & close' are located at the bottom of the form.

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

If your organization will be claiming 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 application submission, if they elect to use a lesser percentage of an approved rate.

- 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 Minimis 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.

Rates must be used consistently across ALL federal awards.

- 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.