



**PENNSYLVANIA AMERICORPS STATE GRANTS:
COMMONWEALTH CIVILIAN CORONAVIRUS CORPS**

REQUEST FOR APPLICATIONS

APPLICATIONS DUE DECEMBER 7, 2020
OVERVIEW AND TECHNICAL ASSISTANCE WEBINAR OCTOBER 23, 2020

**The Honorable Tom Wolf
Governor, Commonwealth of Pennsylvania**

**W. Gerard Oleksiak
Secretary, Pennsylvania Department of Labor & Industry**

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

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Disclosure: Publication of this Request for Applications (RFA) does not obligate PennSERVE or the Corporation for National and Community Service to award any specific number of grants or to obligate any particular amount of funding. The actual level and timing of grant funding will be subject to funding availability.

Please note: In order to be eligible for this AmeriCorps State Commonwealth Civilian Coronavirus Corps RFA, applicants must have previously been a grantee or subgrantee of PennSERVE or the Corporation for National and Community Service.

I. PROGRAM DESCRIPTION

A. Summary

PennSERVE announces the opportunity to apply for 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. **These grants will specifically support AmeriCorps members to be engaged with the Commonwealth of Pennsylvania's COVID-19 response effort, the Commonwealth Civilian Coronavirus Corps, under the CNCS focus area of disaster services.**

In collaboration with the Pennsylvania Department of Health and local community organizations, Commonwealth Civilian Coronavirus Corps AmeriCorps members will receive training in contact tracing and must engage in one or more of the following COVID-19 response efforts:

Volunteer Coordination and Contact Tracing Support:

- Teams of AmeriCorps members will be assigned to one of six regions to coordinate volunteers. Volunteer roles may include public health messaging, long-term care facilities support, contact tracing, and more.
- AmeriCorps members may create volunteer program policies and procedures, volunteer position descriptions, and/or volunteer training; develop and implement volunteer recruitment campaigns; create community partnerships to recruit volunteers; and/or facilitate volunteer recognition activities.
- AmeriCorps members will receive training in contact tracing to support staff and volunteer contact tracing training efforts by role-playing with contact tracers.

Contact Tracing:

- AmeriCorps members may serve as contact tracers, or provide support to contact tracers, in county or municipal health departments. AmeriCorps members may not duplicate staff roles.

Public Health Education:

- Conduct health outreach/education on mask-wearing, handwashing, other stay-safe efforts; symptoms of COVID-19; and how to access testing. Members may conduct brief education sessions in schools, senior centers, colleges, etc., in-person or remote via video.

Youth Education and Mental Wellness:

- Through schools and out-of-school-time programs, provide group and/or 1:1 mentoring to youth K-12, particularly those most impacted by COVID-19.

Meeting Basic Needs:

- AmeriCorps members may serve with food banks, shelters, and other emergency facilities and/or schools to assist with emergency meal preparation and distribution.
- AmeriCorps members may serve other emergent needs resulting from COVID-19 as defined by the local community.

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, in collaboration with the Pennsylvania Department of Health, 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.

B. Project Sponsors and Program Authority

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 (NCSA) 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, to grant and oversee AmeriCorps programs in each state.

The mission of PennSERVE is to encourage, develop, and facilitate volunteerism and community service, which builds upon the talents, strengths, opportunities, and challenges of people and communities in ways which enhance the quality of life for all residents of the Commonwealth of Pennsylvania (commonwealth).

The mission of the Pennsylvania Department of Health is to promote healthy behaviors, prevent injury and disease, and to assure the safe delivery of quality health care for all people in Pennsylvania.

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

C. 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 C.F.R. § 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; or
 - e. an organization engaged in the religious activities described in paragraph F. 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; or
11. such other activities as CNCS may prohibit.

Per CNCS guidance, the following activities are also prohibited:

- **Census Activities.** AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- **Election and Polling Activities.** AmeriCorps member may not provide services for election or polling locations or in support of such activities.

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. Individuals should not wear the AmeriCorps logo while doing any of the above activities on their personal time.

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.

D. Agency Contact

Inquiries about this funding opportunity should be directed to PennSERVE at pennserve@pa.gov. The subject of the email should be "AmeriCorps CCCC Application Question <Applicant Name>."

E. Reallocation of Funding

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

F. Application Resources

All applicants are urged to review the following documents:

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

Table 1: Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

AmeriCorps State and National Grants FY 2020 Notice of Funding Opportunity (NOFO) and Supporting Materials: <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>

II. AWARD INFORMATION

CNCS and PennSERVE will not provide more than one grant to an organization 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.

A. Estimated Available Funds and Award Amount

Funds for this grant are made available through the Pennsylvania Department of Health; funding for AmeriCorps member slots are available through the CNCS. Actual award amounts will vary; PennSERVE anticipates total funding up to \$1,950,000 across all Commonwealth Civilian Coronavirus Corps grantees.

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. Please note that PennSERVE will not fund any program applying for less than 10 full-time equivalent members (10 MSY).

B. Project and Award Period

This grant covers a one-year period. PennSERVE, the Pennsylvania Department of Health, and CNCS reserve the right to adjust the amount of a grant and/or the grant period.

The grant and project period of this award will be Feb 1, 2021 – Jan. 31, 2022. 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.

C. Type of Award

Cost Reimbursement Grants: No funds will be requested in the CNCS portion of this budget; all funds will be provided through funding allocated to PennSERVE by the Pennsylvania Department of Health. As such, this funding is considered to be the “Grantee Share.” Cost Reimbursement grants may fund a portion of program operating costs and member living allowances with flexibility to use all the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. The submission of a budget and financial reports is required; and all deadlines and requirements must be met throughout the grant year to receive grant reimbursements.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

The following non-federal entities (as defined in 2 C.F.R. § 200.69) who have DUNS numbers and are registered in the 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); and
- states (2 C.F.R. § 200.90).

In order to be eligible for this AmeriCorps State Commonwealth Civilian Coronavirus Corps RFA, applicants must have previously been a grantee or subgrantee of PennSERVE or the Corporation for National and Community Service. Programs applying to PennSERVE must operate their program only within the Commonwealth of Pennsylvania.

In addition, under Section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this RFA.

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

- has been assessed,
- for which all judicial and administrative remedies have been exhausted or have lapsed, and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

that corporation is not eligible for an award under this RFA. (However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has determined that suspension or debarment is not necessary to protect the interests of the federal government.) A similar restriction may be enacted with the appropriation which will fund awards under this RFA.

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

These application/agreement instructions are to be used by all applicants interested in applying for Pennsylvania AmeriCorps State grants.

B. Threshold Issues

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

- All program grant applicants should request member slots equaling at least 10 member service years (MSY). Applicants with less than 10 MSY will be deemed noncompliant and will not be reviewed.
- AmeriCorps members engaged through this grant must be full-time (1,700 hours), three-quarter time (1,200 hours), or one-year half-time (900 hours). Members will be expected to provide services in response to COVID-19 at least 20 hours per week.

C. Special Requirements for AmeriCorps Programs in Pennsylvania

- Funded programs must be sufficiently staffed to manage the size and scope of the AmeriCorps program. While staffing varies per program, all programs funded by PennSERVE must include at least one full-time equivalent (FTE) dedicated to AmeriCorps program management. If the initiative proposed in this application will be managed by staff of an existing AmeriCorps program, less than one FTE may be acceptable; in that case, the staffing plan should be explained in the narrative and no staff may be allocated across grants at more than 100%.
- Programs funded through this grant are required to include the phrase "Commonwealth Civilian Coronavirus Corps AmeriCorps" in their program name. This should be reflected in the application narrative and on the application coversheet, "Descriptive Title of Applicant's Project."
- AmeriCorps programs may be required to participate in other local disaster preparedness and/or response efforts, including but not limited to emergency management training, management of volunteers, and public health outreach. AmeriCorps members may be asked, or offered the opportunity, to participate in disaster services as needed.
- Every AmeriCorps member is required to wear gear displaying 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 Week activities.
- Programs are required to use a specific online program management system, and to include funding in the submitted budget to cover system costs.

IV. APPLICATION SUBMISSION INFORMATION

This RFA should be read together with the AmeriCorps Regulations, 45 C.F.R. §§ 2520–2550, and the CNCS’s NOFO, mandatory supplemental guidance, application instructions, and the national performance measure instructions which are incorporated by reference. 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

Applicants are required to submit their applications in a two-stage process. The first stage includes document submission to PennSERVE via email. In the second stage, selected applicants will submit a full application in CNCS’s web-based system, eGrants. Full instructions for eGrants submission will be provided with preliminary funding notification.

B. Deadlines and Funding Timeline

See Table 2 for the application and funding timelines. See Table 3: Required Application Documents for a complete list of required documents and delivery instructions. Late submissions will not be accepted. **Applicants must meet all deadlines in this RFA to be considered for funding.**

Monday, December 7, 2020

Complete application due to PennSERVE as listed in Table 3. All application documents must be emailed as attachments to pennserve@pa.gov with the subject line “(Your Organization’s Name) – Application Documents.”

Table 2: Application/Funding Timeline

Technical assistance webinar	Oct. 23, 2020, 1 p.m. – 2:30 p.m.
Applications due	Dec. 7, 2020, 5 p.m.
PennSERVE Feedback and Clarification Period; revisions may be required	Jan. 4 – 8, 2021
Preliminary grant award notifications, resolutions, and eGrants entry	Jan. 11 – 15, 2021
Grantee/Program Meeting via webinar (required)	Jan. 25, 2021, 2 p.m. – 3:30 p.m.
Grant/Program Period Begins	Feb. 1, 2021

C. Required Documents

In addition to the application narratives, logic model, performance measures, and budget, several additional documents are required. Please see the complete list of required documents in Table 3.

1. PennSERVE AmeriCorps Commonwealth Civilian Coronavirus Corps Application

The PennSERVE AmeriCorps Commonwealth Civilian Coronavirus Corps Application is a fillable PDF that must be complete and submitted via email. The application includes the following sections:

- Coversheet
- Narratives
- Logic Model
- Performance Measures
- Budget

The coversheet must be signed by the applying organization's authorized representative. An authorized representative is someone who has the authority to sign legal documents on behalf of your organization.

2. Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement

The Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement is a fillable PDF that must be complete and submitted via email. If selected for funding, these documents, along with the completed application as submitted in eGrants, becomes a grant agreement between the Pennsylvania Department of Labor & Industry and the applicant. All fields must be complete and, where applicable, signed by the authorized representative.

3. Financial Management Survey

The Financial Management Survey is intended to collect information about the capacity of applicants to manage federal grants.

4. Single Audit or Form 990

Applying organizations who receive more than \$750,000 in federal funds in a fiscal year are required to undergo a single audit; the most recent single audit must be submitted to PennSERVE with the application. Applying organizations that do not meet this threshold must submit their most recent IRS Form 990.

5. Federal Indirect Cost Rate Agreement

Applicants who hold a federal negotiated indirect cost rate must submit a valid indirect cost rate document to PennSERVE with the application.

6. 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 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:

1. AmeriCorps members will not be placed in positions that were recently occupied by paid staff; and
2. 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.

7. Delinquent on Federal Debt

Any applicant that is delinquent on any federal debt must disclose this information at the time of application by submitting a complete explanation to pennserve@pa.gov at the same time they submit their application.

8. Emailed Documents

Documents required to be emailed, as listed in Table 3, should be attached to an email and sent to pennserve@pa.gov with the subject line "(Your Organization's Name) – Application Documents."

In the body of the email, please list each document that you have attached. If necessary, send your documents in multiple emails to reduce file size; PennSERVE cannot accept emails with attachments over 5MB.

Table 3: Required Application Documents

<i>Documents to be emailed as attachments to pennserve@pa.gov.</i>	<i>All Applicants</i>	<i>If Applicable</i>
PA Commonwealth Civilian Coronavirus Corps Application (complete and signed): <ul style="list-style-type: none"> • Coversheet • Narratives • Logic Model • Performance Measures • Budget Download from https://www.dli.pa.gov/Individuals/pennserve/grants/Pages/default.aspx	X	
Commonwealth of Pennsylvania AmeriCorps State Program Sub-grantee Application/Agreement (complete and signed): <ul style="list-style-type: none"> • Application/Agreement Coversheet • Certifications and Assurances • SF-424B • Audit Clause and Additional Conditions • FFATA Download from https://www.dli.pa.gov/Individuals/pennserve/grants/Pages/default.aspx	X	
Financial Management Survey Download from https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020#financial_survey	X	
Most recent Single Audit or Form 990	X	
Federally-approved Indirect Cost Agreement		X
Labor concurrence		X
Delinquent on federal debt explanation		X

D. Late Applications

Late submissions will not be accepted.

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. Additional deadlines will be required throughout the application process, including deadlines for required revisions and responses to clarification questions from PennSERVE and/or CNCS.

E. Intent to Apply

An intent to apply is not required for this competition.

F. Content and Form of Application Submission

1. Application Content

Applicants will submit the components of a complete application as directed in Table 3: Required Application Documents. Components of the application include:

- Narratives:
 - Executive summary;
 - Program design; and
 - Organizational capability;
- Logic model;
- Budget;
- Performance measures; and
- Additional documents required as part of the Application/Agreement described in this RFA.

2. Character Limits

Reviewers will not consider any submitted material that exceed character limits.

(1) Narrative

Narratives must be entered into the PennSERVE application template, which is a fillable PDF. The narratives may not exceed the character limits below, including spaces. The narratives include:

- the applicant's Executive Summary: 1,500 characters; and
- the narrative portions contained in the Program Design and Organizational Capacity sections of the application: 24,750 characters

(2) Logic Model

There are seven sections to the Logic Model (community need, inputs, activities, outputs, short-term outcomes, mid-term outcomes, long-term outcomes); each has a limit of 750 characters. Applicants are required to use the PennSERVE template provided in the application.

(3) Additional Documents

See Section IV.C and Table 3 for information on additional documents.

Do not submit other items not requested in this RFA. Neither PennSERVE nor CNCS will review or return them.

G. System Requirements

1. DUNS

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>. PennSERVE recommends registering at least 30 days before the application due date.

2. SAM.gov

After obtaining a DUNS number, all applicants must register with the [System for Award Management \(SAM\)](#) 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 PennSERVE and 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 to 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; and
- 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.

3. PA Vendor ID

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, **no grant will be awarded without a Pennsylvania vendor number.**

4. eGrants

If selected for Stage Two of application submission, applicants will be required to apply through eGrants, the CNCS web-based grants management 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.

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account to sign

and submit the application. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Contact the National Service Hotline at (800) 942-2677 or via https://questions.nationalservice.gov/app/ask_eg if a problem arises when creating an account or preparing or submitting the application. Be prepared to provide the application ID, organization’s name, and the notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via eGrants. When contacting the National Service Hotline, obtain a ticket number every time.

H. Funding Restrictions
 1. Member Living Allowance

The proposed budget must include a living allowance for full-time members between \$14,279 (minimum) and \$28,558 (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. PennSERVE encourages programs to provide a living allowance for all members, regardless of service term. The living allowance amount must be included in the proposed budget. (See exceptions below.)

Table 4: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$14,279	\$28,558
Three-quarter-time	1,200	n/a	\$20,159
One-year half-time	900	n/a	\$15,119

Exceptions to the Living Allowance Requirements

Programs existing prior to Sept. 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.

2. Maximum Cost per Member Service Year (MSY)

The maximum amount an applicant may request from PennSERVE, included in the Grantee Share of the budget, is \$25,000 per MSY. This does not include childcare or the value of the education award a member may earn. One MSY is equivalent to 1,700 service hours, or a full-time AmeriCorps position.

3. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an education award from the National Service Trust. The amount of the education award is linked to the value of the Pell Grant, as included in the annual federal budget. In most cases, a member has up to seven years after his or her term of service to use the education award. Education award amounts for the period covered by this grant are as follows:

Service Term	Ed Award
Full-time	\$6,195.00
RFT/Three-Quarter Time	\$4,336.50
One-year Half-time	\$3,097.50

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

4. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10 percent de minimis rate of modified total direct costs or may claim certain costs directly as outlined in 2 C.F.R. § 200.413. States, local governments and Indian tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards.

Indirect Costs may not be claimed on the CNCS portion of the budget.

5. PennSERVE Required and Recommended Costs

Grant applicants are required to include the following in their budgets:

- costs for at least one staff person to attend one single-day PennSERVE training during the program year. Assume the training will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging;
- costs for at least one staff member to attend the National Service Regional Training Conference. Assume the conference will be held out of state. Include costs for applicable travel, meals, lodging, and registration;
- costs for members and staff to attend a statewide AmeriCorps Week event;
- 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 technology, if engaging in contact tracing. Each AmeriCorps member should have access to a computer, headset, and internet access; and
- costs for required National Service Criminal History Checks for AmeriCorps members and covered staff.

Grant applicants are encouraged to include the following in their budgets:

- costs to support high-quality member training;

- costs to support staff professional development; and
- costs to support membership in the member assistance program through America’s Service Commissions.

Additional information on PennSERVE Required Costs is in Section V.C.2, page 23. Refer to Appendix A for budget instructions.

I. 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.

- **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.

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the RFA, we suggest that you include a brief discussion of each bullet.

J. Technical Assistance

PennSERVE will offer a technical assistance webinar for potential applicants on October 23, 2020 from 1 p.m. – 2:30 p.m. To register for the webinar, please visit <https://www.surveymonkey.com/r/CCCCAC2>. Log-in information will be sent to all registered individuals.

If you cannot find the information you are looking for in this Request for Applications or via the technical assistance webinar, questions may be submitted to PennSERVE at pennserve@pa.gov. The subject of the email should be “AmeriCorps CCCC Application Question <Applicant Name>.” Questions will be answered as they are received.

V. APPLICATION REVIEW INFORMATION

A. Criteria

PennSERVE and CNCS urge applicants to submit high quality applications that carefully follow the guidance in this request for applications. The quality of an application will be an important factor in determining whether an organization will receive funding.

Table 5: Basic Selection Criteria

Category	Percentage	Sub-Category	Points
Program Design	50%	Service Activities	24
		Logic Model	6
		Pennsylvania Priority	10
		Member Experience	10
Organizational Capability	35%	Organizational Background and Staffing	12
		Compliance and Accountability	12
		Member Support and Supervision	11
Cost-Effectiveness and Budget Adequacy	15%	n/a	15

1. 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 be engaged with the Commonwealth Civilian Coronavirus Corps. CCCC AmeriCorps members will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus areas of Disaster Services and [Focus Area(s)*].

*If an additional focus area is not included in the program design, please omit.

2. Program Design (50 percent)

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

a) Service Activities (24 points)

All AmeriCorps members engaged through this grant will be part of the Commonwealth of Pennsylvania’s COVID-19 response efforts as part of the Commonwealth Civilian Coronavirus Corps. All AmeriCorps members will receive training in contact tracing and must engage in one or more COVID-19 response efforts as described on pages 4-5: volunteer coordination and contact tracing support, contact tracing, public health education, youth education and mental wellness, and meeting basic needs.

The narrative should address:

- The community need(s) to be addressed;

- The service activities to be implemented and clear role(s) of AmeriCorps members in those activities, including:
 - the duration of the activities (e.g., the total number of weeks, sessions or months of the intervention);
 - the dosage of the activities (e.g., the number of hours per session or sessions per week); and
 - the target population for the activities (e.g., disconnected youth, third graders at a certain reading proficiency level);
 - the measurable outputs that result from delivering the activities (i.e. number of beneficiaries served, type and number of activities conducted); and
 - outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the activities.
- The rationale for implementing the service activities, including evidence of its effectiveness.

b) Logic Model (6 points)

The logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants should include service activities described in the previous section in the logic model as follows:

- a summary of the community need;
- the inputs or resources that are necessary to deliver the service activities, including but not limited to:
 - locations or sites in which members will provide services; and
 - number of AmeriCorps members that will deliver the intervention;
- the core activities that define the service activities that members will implement or deliver, including:
 - the duration of the activities (e.g., the total number of weeks, sessions or months of the intervention);
 - the dosage of the activities (e.g., the number of hours per session or sessions per week); and
 - the target population for the activities (e.g., disconnected youth, third graders at a certain reading proficiency level);
- the measurable outputs that result from delivering the activities (i.e. number of beneficiaries served, type and number of activities conducted). If applicable, identify which national performance measures will be used as output indicators; and
- outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the activities. If applicable, identify which National Performance Measures will be used as outcome indicators.

c) Member Experience (10 points)

The applicant will clearly describe how:

- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- AmeriCorps members will gain specific knowledge, skills, and abilities 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 be engaged in service reflection and will connect to the larger national service network.

d) Pennsylvania Priority (10 points)

- PennSERVE is interested in supporting AmeriCorps programs that embed principles of diversity, equity, and inclusion in the program design. To meet this priority, the applicant must explain how the program is specifically designed to engage and support a diverse corps of AmeriCorps members, implement equitable practices, and nurture an inclusive service environment.
- When determining grant awards, priority will be placed on programs that recruit from the communities where they serve and engage underserved or disconnected individuals as AmeriCorps members.

3. Organizational Capability (35 percent)

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

a) Organizational Background and Staffing (12 points)

- The organization details its experience managing a national service program including but not limited to history; program focus area(s); program design including number of national service participants and sites; and successes and challenges with enrollment, retention, and performance measurement.
- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

b) Compliance and Accountability (12 points)

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The organization describes its process for conducting the required National Service Criminal History Checks.
- The organization has a specific plan for monitoring tele-service activities.

c) Member Support and Supervision (11 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained and prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The applicant is prepared to engage in "shared supervision" and collaboration with the Pennsylvania Department of Health and PennSERVE.

4. Cost Effectiveness and Budget Adequacy (15 percent)

Reviewers will consider the quality of the applicant's budget to the following criteria below. Do not assume all sub-criteria are of equal value. **The criteria will be assessed based on the budget submitted. No additional narrative should be provided.**

- 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, including PennSERVE required costs.
- The cost per MSY is equal to or less than the maximum cost per MSY.
- If an indirect cost rate is used to claim indirect/administrative costs, the applicant provided documentation of the current rate.

B. Performance Measures

All applicants must submit performance measures with their application, using the PennSERVE template provided in the application.

Applications must include at least one aligned performance measure (output and outcome) that corresponds to the additional proposed service activities. This may be a National Performance Measure or an applicant-determined measure; all performance measures must represent significant program activities. PennSERVE does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. PennSERVE values the quality of performance measures over the quantity of performance measures.

PennSERVE and CNCS expect applicants to use National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant's theory of change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions.

2020 Performance Measure Instructions can be found at https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/amicorps-state-and-national-grants-fy-2020#performance_measure

For more information about Performance Measures go to: <http://www.nationalservice.gov/resources/performance-measurement/amicorps>

C. Budget

Use the Budget Instructions (Appendix A) and Budget Analysis Checklist (Appendix B) to prepare your budget.

1. Match Requirements

Section 121(e)(5) of NCSA (42 U.S.C. § 12571(e)) 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 a Federal Financial Report. This grant opportunity is made possible with federal (not CNCS) funds; PennSERVE will provide additional information and guidance upon notice of grant award.

2. PennSERVE Required Costs

All Applicants:

- In Section I – Staff travel:
 - Include costs for at least one staff person to attend one single-day PennSERVE training during the program year. Assume the training will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.
 - Include costs for at least one staff member to attend the National Service Regional Training Conference. Assume the conference will be held out of state. Include costs for applicable travel, meals, and lodging. Include registration in Section I – Staff Training.
- In Section I – Member travel, including costs for all members and relevant staff to attend a statewide AmeriCorps Week event. Assume the event will be no more than 150 miles away and include costs to transport members for one day. Lodging may also be included.
- In Section I – Contractual and Consultant Services, include costs for the OnCorps member management system. Cost is \$16.80 per member slot (not MSY) per year. For instance, a program with 20 half-time member slots and 10 MSY will pay \$336 (20 members x \$16.80 per member). Programs with PennSERVE approval to use a separate timekeeping system (e.g., professional corps programs with approval) must budget \$300 to cover financial and progress reporting for the year.
- In Section I – Staff Training – Include registration for at least one staff person to attend the National Service Regional Training Conference.
- 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.)
- In Section I – Supplies – Include costs for technology, if engaging in contact tracing. Each AmeriCorps member should have access to a computer, headset, and internet access.
- In Section I – Other support costs, include costs for required National Service Criminal History Checks for AmeriCorps members and covered staff. Include costs for the National Sex Offender Public Website (NSOPW), state check(s) and FBI check. If funds are not budgeted for all covered individuals, an explanation must be noted in the budget.
- In Section I – If opting into the member assistance program (optional), visit <https://www.statecommissions.org/ameri-corps-member-assistance-program> to access pricing.

3. 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 A to prepare your budget. Prior to submission, be sure to review the Budget Analysis Checklist (Appendix B) to ensure your budget is compliant.

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 uniform guidance. Please refer to the uniform guidance, cost principles, and audit requirements for federal awards ([2 C.F.R. Parts 200](#) and [2205](#)) 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 OMB Uniform Guidance.

D. Review and Selection Process

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. determining the level of alignment with the criteria detailed throughout this RFA; and
4. 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 reviews by staff and/or peer reviewers and approval by the Pennsylvania Community Service Advisory Board.

Do not assume reviewers are familiar with your organization or program. 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, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in Table 5. Reviewers will measure your application narrative against these criteria and weigh them accordingly.

PennSERVE may request additional clarification concerning your application or require revisions as needed.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notice

PennSERVE will provide a preliminary funding decision to applicants between January 11 and 15, 2021, at which time selected applicants will be required to submit an application in eGrants. This notification is not authorization to begin grant activities. An awardee may not obligate or expend federal funds until the start of the project period identified on the approved grant application.

B. Documents that Govern the Grant / Administrative and National Policy Requirements

These application and agreement instructions and RFA incorporate the approved application, as submitted in eGrants, as part of a binding commitment under the grant, as well as the requirements of applicable sections of the NCSA of 1990 and other applicable statutes. Awards will be subject to the AmeriCorps regulations and grant terms and conditions.

See the Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement. These documents, along with the completed and submitted grant application and the language in the Request for Applications, will serve as a grantee's contract with the commonwealth.

1. Uniform Guidance

All awards under this notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 C.F.R. Parts 200](#) and [2205](#).

2. 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.

3. CNCS Terms and Conditions

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

4. National Service Criminal History Check Requirements

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

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 and national service participants must undergo NSCHCs that include:

- A nationwide name-based search of the NSOPW; and 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.

AmeriCorps members funded under this grant will have recurring access to vulnerable populations; as a result, members must follow the Special Rule for Persons Serving Vulnerable Populations. Award-funded staff and national service participants *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:

- A nationwide name-based check of the NSOPW; and 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 [CNCS Criminal History Check Resources](#) for complete information and FAQs.

All funded programs must complete the NSCHC eCourse provided by CNCS annually; and submit certification of course completion to PennSERVE as part of the grant record.

C. 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)).

D. Reporting Requirements

Grantees are required to provide:

- reporting via the PennSERVE-determined online reporting system, including a mid- and end-of-year report (includes performance measure progress, demographics, and narrative data);
- monthly expense reports and invoices for reimbursement;
- quarterly and year-end financial status reports;
- participation in both desk and on-site monitoring by PennSERVE and/or CNCS; and
- any additional reporting as required by PennSERVE and/or CNCS.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- the data measures what it intends to measure;
- the grantee collects data in a consistent manner;
- the grantee takes steps to correct data errors;
- the grantee ensures that the data reported is complete; and
- the grantee actively reviews data prior to submission.

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

APPENDIX A: BUDGET INSTRUCTIONS

Do not enter any funds on the CNCS Share of the Budget. 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," and "Grantee Share" for Parts A-I, for a one-year period, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide 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. 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 under personnel expenses. 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 as personnel or other appropriate line items.

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, workers' 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 percent, 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 staff person to attend required training during the program year: one single-day training. Assume the training will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.

Include costs for at least one staff member to attend the National Service Regional Training Conference. Assume the conference will be held out of state. Include costs for applicable travel, meals, and lodging.

Please itemize costs. For example: Two staff will attend the National Conference on Volunteering and Service. 2 staff x \$750 airfare + \$50 ground transportation + (two-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 all members and relevant staff to attend the yearly AmeriCorps Week. Assume the event will be held in Harrisburg and include costs to transport and provide meals to members for one day. Lodging may be included if necessary.

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 percent 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

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include costs for technology, if engaging in contact tracing. Each AmeriCorps member should have access to a computer, headset, and internet access.

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

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations 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 \$16.80 per member slot and is NOT based on MSY. For instance, a program with 10 MSY and 20 member slots will pay \$336 for OnCorps.

Programs with approval to use a separate timekeeping system (e.g., Professional Corps programs with approval) should budget \$300 to cover financial and progress reporting for the year.

G. 1. Staff Training

Include registration costs for at least one staff member to attend the National Service Regional Training Conference.

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. Please budget for criminal history checks for all covered positions. If funds are not budgeted for all covered positions, an explanation must be noted in the budget.
- 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 organization's 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."

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category and the amount of living allowance they will receive. For this grant opportunity, all members must be full-time, three-quarter time, or one-year half time.

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 whom you are requesting education awards.

Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$14,279	\$28,558
Three-Quarter-time	1,200	n/a	\$20,159
One-year half-time	900	n/a	\$15,119

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 CNCS 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 percent of the total amount of the living allowance.
- **Workers' Compensation.** Some states, including Pennsylvania, require workers' compensation for AmeriCorps members. Successful applicants are required to pay workers' 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 for health care benefits to less-than-full-time members. 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. Health care may not include dependent coverage. If health care is not budgeted for all full-time members, please confirm all full-time members will have access to 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.

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.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization 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)

A. CNCS-Fixed Percentage Method

Five/Ten 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, the grantee match for administrative costs may not exceed 10 percent of all direct cost expenditures.

To determine the grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10 percent (0.10) and enter this amount as the grantee share for Section III A.

Please include your full calculation in the budget, using this template: [Section I (\$000,000) + Section II (\$000,000) = \$000,000] x .10 = \$000,000.

If you are not claiming the maximum allowable amount, include the statement "Amount claimed less than max allowed."

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. 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.

Determine the base amount of direct costs to which you will apply the IDC rate, 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.

Please include your full calculation in the budget. If you are not claiming the maximum allowable amount, include the statement "Amount claimed less than max allowed."

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 percent of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 C.F.R. §§ 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

APPENDIX B: 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 program? 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, workers' 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 percent, 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?
Yes ___ No ___	You have budgeted funds for member travel to the yearly AmeriCorps Week?
Yes ___ No ___	You have budgeted funds to the National Service Regional Conference?
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 percent of the total grant amount?
Yes ___ No ___	All single equipment items over \$5,000 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 \$1,000 per unit are specifically listed and explained in the budget narrative?
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.
Yes ___ No ___	Cost of technology is included if engaging in contact tracing (e.g., computer, headset, internet access)

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	You have budgeted \$16.80 per member slot for use of the OnCorps member management system? Or, if the program has PennSERVE approval to use a separate timekeeping system, \$300 is budgeted to cover financial and progress reporting for the year.
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you budgeted for the cost of the NSOPW, FBI, and state check for criminal history checks of each member and grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, have you provided an explanation?
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 Sept. 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 percent of the total amount of the living allowance.
Yes ___ No ___	Is the workers' compensation calculation correct? Pennsylvania requires workers' compensation for AmeriCorps members.
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving for a sustained full-time period such as summer service)? 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 their own.
Yes ___ No ___	Unemployment insurance is not budgeted?

In Compliance?	Section III. Administrative/Indirect Costs
Yes ___ No ___ N/A ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10 percent or less of total budgeted funds?
Yes ___ No ___ N/A ___	Applicant has chosen Option B – Applicant has a federally approved indirect cost rate method and documentation has been submitted to PennSERVE?

Yes ___ No ___ N/A ___	Applicant has chosen Option B – federally approved indirect cost rate method and 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 ___ N/A ___	Applicant has chosen Option C – Applicant has never had a federally approved indirect cost rate and a de minimis rate of 10% of modified total direct costs has been budgeted?