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Commissioner

2014 New York State AmeriCorps Request for Proposals

Cost Reimbursement, Education Award, & Fixed-Cost Grant Procurement

PART I
General Requirements and Application Instructions

APPLICATIONS DUE
5:00 PM EST December 10, 2013

New York State Commission on National and Community Service
New York State Office of National and Community Service

IMPORTANT PREQUALIFICATION REQUIREMENT FOR ALL NOT-FOR-PROFIT APPLICANTS

The State of New York has implemented a new statewide prequalification requirement designed to facilitate prompt contracting for Not-For-Profit vendors. Interested vendors are asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about vendor's capacity, legal compliance, and integrity. To learn more about prequalification, visit the Grants Reform website http://www.grantsreform.ny.gov/Grantees

All Not-For-Profit applicants must complete the prequalification requirement by December 10, 2013 or their application will be deemed ineligible.

All Not-For-Profit applicants must begin the following prequalification steps now in order to complete the process before the deadline and be considered eligible for funding through this RFP.

The following steps must be taken by December 10, 2013 in order for applicants to prequalify

- Download a copy of the Registration Form on the Grants Reform website: www.grantsreform.ny.gov/Grantees. After reviewing the instructions for submission, the form must be signed and notarized by an authorized representative of your organization, and must be sent to the State Division of Budget for review/approval.
- After submitting a completed Registration Form, you will be provided with a User ID allowing you to gain access to the Grants Gateway.
- Access the Grants Gateway by clicking here: www.grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx and begin your Prequalification Application.
- Applicants who already submitted registration materials and received their user credentials, can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.
- As you fill out the Prequalification Questionnaire, refer to the Grants Gateway training materials and resource links on the "Grantees" section of the Grants Gateway website. If you still have questions, contact your State agency program contact, or post you question to GrantsReform@Budget.ny.gov, and someone will get back to you quickly with a response.
- Applicants are strongly encouraged to begin prequalification the process as soon as possible in order to participate in this RFP process.

Electronic applications must be submitted using eGrants, the Corporation for National & Community Service (CNCS) on-line grants management system. Electronic submission is the preferred submission method, although the submission method (electronic or hard copy) will not affect scoring of the proposal. If submitting electronically, bidders must also submit hard copy signed originals of the required forms outlined in Part I: Section 2.1. All signed hard copy originals must be received by the State Office of National & Community Service no later than 5:00 pm on December 10, 2013. Proposals will not be complete until the required hard copy forms (with original signatures) are received.

Timetable of Key Events	
Event	Date
Proposals Due	12/10/2013
Online Technical Assistance Resource Available	11/04/2013 – 12/10/2013
Submittal of Question Deadline	11/15/2013
Posted Date of Answers to Frequently Asked Questions	11/19/2013
Competitive Awards Announced (Tentative)	04/18/2014
Formula Awards Announced (Tentative)	05/23/2014
Projected Contract Start Date	10/01/2014

Inquiries

From the issuance of this Request for Proposals (RFP) until awards are made, all inquiries to the State Office of National & Community Service concerning this RFP must be submitted in writing, and will be responded to in writing. E-mail should be sent to AmeriCorpsRFP@NewYorkersVolunteer.ny.gov or land mail may be addressed to: New York State Office of National & Community Service, 52 Washington Street, North Building - Suite #338 Rensselaer, New York 12144-2796.

On-Line Bidder's List

The OCFS On-Line Bidder's List (OBL) is maintained electronically and can be found at https://apps.ocfs.ny.gov/obl. If you wish to receive announcements of future OCFS procurement opportunities and be able to download solicitation documents you must register on the OBL. Questions and Answers will also be posted to the OBL. If you choose to register you will be prompted to provide certain demographic information about yourself and the organization or government agency you represent along with identifying the service categories which you are interested.

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National Performance Measure Supplement
Application Budget Checklist
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Bidder Identification Form
Non-Discrimination/Non-Sectarian Compliance Form
Board of Directors Profile Instructions & Profile Form (Not-for-Profit Corporations)
M/WBE Subcontracting/Suppliers Utilization Form
M/WBE Subcontractors and Suppliers Letter of Intent to Participate Form
M/WBE Quarterly Report Form
M/WBE Request for Waiver Form
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Most Recent A-133 Audit or Certified Financial Statements

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Section One: Background & General Requirements

1.1 Introduction

The New York State Commission on National and Community Service (Commission) is pleased to request applications for funding to support AmeriCorps State programs that will engage individuals of all ages and backgrounds in service programs designed to improve lives, strengthen communities, and foster civic engagement.

The Commission is a diverse, non-partisan group comprised of representatives of business, labor, education, government and human service agencies who are appointed by the Governor. The Commission directs National Service Policy for the State and directly administers funding awarded by the Corporation for National & Community Service (CNCS) to support State AmeriCorps and Volunteer Generation programs.

The New York State Office of National and Community Service (State Commission Office) serves as the administrative arm of the Commission. The State Commission Office is physically housed in and provided financial, contractual, and legal support by the New York State Office of Children and Family Services (OCFS).

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by CNCS, a federal agency created through the National and Community Service Trust Act of 1993. In accordance with this Act, AmeriCorps grant funding is distributed to Governor-appointed State Service Commissions to sub-grant to eligible applicants through a competitive application process.

State AmeriCorps grants are awarded to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; labor organizations; partnerships and consortia; and intermediaries that will operate solely in New York State and focus on one or more of the six focus areas identified by the SAA. These focus areas are: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

In order to maximize the impact of the public investment in national service, applications will be funded which demonstrate community impact and solve community problems using an evidence-based or evidence-informed approach (e.g. performance data, research, theory of change).

1.2 Funding Available & Purpose

The actual level of funding will be subject to the availability of annual Congressional appropriations which have not yet been made. In awarding funds, the Commission and CNCS consider continuation applicants first, followed by new and re-competing applicants. Through the 2013 AmeriCorps State & National Federal Notice of Funding Opportunity, $200 million was available to award nationally to eligible single- and multi-state applicants through the Competitive funding processes. An additional $110.7 million in Formula funding was awarded to Governor-appointed state service commissions to be sub-granted to organizations in their states to support additional AmeriCorps members. The Commission anticipates that the 2014 AmeriCorps grant competition will be highly competitive.

AmeriCorps grants are awarded to eligible organizations engaged in evidence-based or evidence-informed (e.g. performance data, research, theory of change) interventions that use AmeriCorps members to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust.

For two decades, the Commission and CNCS has invested in community solutions -- working hand in hand with local partners to improve lives, expand economic opportunity, and engage millions of Americans in solving problems in their communities. With the unique structure as a public-private partnership and cost-effective model of engaging citizens and leveraging outside resources, national service offers a quadruple bottom line return on investment: benefiting the recipients of service and those who serve, as well as local communities and our nation.

Through AmeriCorps and other programs, the Commission and CNCS bring vital leadership, resources, and coordination to some of the most pressing challenges facing our state and nation: educating students for jobs of the 21st century, supporting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans returning from war; helping communities rebuild after natural disasters; strengthening energy efficiency and improving at-risk ecosystems; and providing healthy futures.

The Commission and CNCS believe that all Americans should have opportunities to participate in national service, including those communities that have been traditionally underrepresented in national service programming, such as rural residents, veterans and military families, Native Americans, and "At-Risk Youth," the one in six young people (ages 16-24) who are disconnected from school or work. The Commission and CNCS recognize that service can create powerful pathways to education and employment for these populations, transforming their communities and creating broad economic benefit for the country.

1.3 AmeriCorps Grant Award & Application Types

State AmeriCorps applications submitted to the Commission for funding can be awarded on a cost reimbursement or fixed amount basis.

AmeriCorps Grant Award Types	
Grant Award Type	Description
Cost Reimbursement Grants	Cost reimbursement 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. These grants are awarded to applicants operating in a single state or in more than one state.
Full-Time Fixed Amount Grants (Non-EAP)	Fixed amount grants are only available to Recompeting programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are interested in applying for a fixed amount grant. New applicants are NOT eligible to apply for fixed amount grants. These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. Full-time fixed amount applicants in the Education Focus Area are required to select either a Priority Education Measure or Complementary Program Measure. Applicants proposing non-Education programs may select from Tiers 1-5.
Education Award Fixed Amount Grants (EAP)	Programs apply for a small fixed amount per MSY and use their own resources to cover all other costs. Programs are not required to pay a living allowance to less-than-fulltime members and can access funds under the grant based on enrolling the full complement of members supported under the grant. As with stipended fixed amount grants, there are no match or financial reporting requirements. Unlike full-time fixed-amount grants, EAPs may enroll less-than-full-time members in addition to full-time members.
Professional Corps Fixed Amount Grants	Programs apply for a fixed amount per MSY and enroll only full-time members. Programs can access all of the funds awarded if they recruit and retain all of their members. Professional Corps member salaries are paid entirely by the organizations with which the members serve and are not included in the budget. As with stipended fixed amount grants, there are no match or financial reporting requirements.

AmeriCorps Application Types	
Application Type	Description
New	Applications submitted by an eligible organization that has not received AmeriCorps State funding from the Commission in the last five years. The New Competitive category includes Professional Corps which is a program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.
Recompeting	Applications submitted by an eligible organization that (1) is completing a three-year State AmeriCorps contract cycle and seeking a new, three-year grant, or (2) did not receive State AmeriCorps funding in the previous year, but has operated an State AmeriCorps grant in the last five years.
Continuation	Applications submitted by an eligible organization that is currently managing a State AmeriCorps grant moving from year one to year two or from year two to year three of their three-year contract cycle.

AmeriCorps grants support the efforts of national and community-based non-profit organizations to recruit and deploy AmeriCorps members and the volunteers with whom they work to tackle unmet needs. AmeriCorps grants will be awarded on a competitive basis to eligible organizations that identify a problem(s) and persuasively demonstrate how deploying AmeriCorps members and community volunteers will produce significant impact.

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 their service, AmeriCorps members are eligible to receive a Segal Education Award from the National Service Trust. A community volunteer is an individual who donates his or her service to organizations that utilize volunteer resources to achieve their mission, but who is not an AmeriCorps member.

1.4 AmeriCorps Focus Areas

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS is targeting AmeriCorps funds to the following six focus areas:

AmeriCorps Focus Areas
Disaster Services
Grant activities will increase the preparedness of individuals, improve individuals' readiness to respond, help individuals recover from disasters, and 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. Grant activities will help economically disadvantaged people to have improved access to services aimed at contributing to their enhanced financial literacy; transition into or remain in safe, healthy, affordable housing; and 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 individuals, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve improved academic outcomes. Grant activities will improve school readiness for economically disadvantaged young children; educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and the preparation for, and prospects of success, in post-secondary educational institutions for economically disadvantaged students.
Environmental Stewardship
Grants will provide support for direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems. In addition, grants will support increased individual behavioral change leading to increased 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 increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems. In addition, the Administration is exploring ways to provide service, training, education, and employment opportunities for young Americans through protecting, restoring and enhancing public and tribal lands. CNCS is exploring potential programs along the lines of a "21st century Civilian Service Corps" that can facilitate conservation service work on public lands and encourage a new generation of natural resource managers and environmental scientists, particularly in low income and disadvantaged communities.
Healthy Futures
Grants will provide support for health needs within communities including access to care, aging in place, and childhood obesity. Grant activities 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 increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.
Veterans & Military Families
Grants will positively impact the quality of life of veterans and improve military family strength. Grant activities will increase the number of veterans and military service members and their families served by CNCS-supported programs and increase the number of veterans and military family members engaged in service through CNCS-supported programs. To the greatest extent possible, proposed activities should be aligned with the Veteran and Military Family National Performance Measures.

Capacity Building

In addition to the six focus areas described above, grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services* in CNCS' six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include:

- Recruiting and/or managing community volunteers.
- Implementing effective volunteer management practices.
- Completing community assessments that identify goals and recommendations.
- Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

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.

National Performance Measures

The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS' five-year Strategic Plan establishes an ambitious set of objectives that support the mission and goals to implement the SAA. These strategic goals guided the development of sixteen agency-wide Priority Measures. National Performance Measures allow CNCS to demonstrate aggregated impact of all its national service programs, including AmeriCorps State and National. They are divided in two categories: Priority Measures and Complementary Program Measures. For more information, please refer to the National Performance Measure Instructions. CNCS' Strategic Plan can be viewed at: www.nationalservice.gov/about/focus_areas/index.asp.

1.5 2014 AmeriCorps Priority Funding Areas

In the Fiscal Year (FY) 2014 AmeriCorps competition, the Commission and CNCS seek to prioritize the investment of national service resources in Economic Opportunity, Education, Veterans and Military Families, Disaster Services, and the Governor and Mayor Initiative. The Commission and CNCS will continue to focus on national service programs that improve academic outcomes for children, youth, and young adults. This focus reflects the extensive experience and past success of national service programs in education, and aligns with the efforts of the Department of Education. In addition, CNCS seeks to increase its investment in programs that serve veterans and military families or engage veterans and military families in service. CNCS will also focus investment in programs that increase community resiliency through disaster preparation, response, recovery, and mitigation. The Commission and CNCS will focus investment in programs that increase economic opportunities for communities and AmeriCorps members.

Finally, CNCS will focus on summer programming for K-12 students, especially those programs that address the academic "summer slide." Proposed activities will engage youth and young adults as summer members to help support summer reading, math, science, and environmental learning activities for youth in rural and urban areas most likely at risk of summer learning loss.

The Commission and CNCS will seek to build a diversified portfolio across the focus areas, and other considerations are outlined below. Applicants proposing programs that receive priority consideration are not guaranteed funding. Furthermore, programs must demonstrate significant program focus, design, and outcomes to receive priority consideration. The Commission and CNCS will give priority consideration to applicants in the following Tiers, in descending order of preference:

AmeriCorps Focus Area Priority Tiers
Priority Tier 1 (Highest)

Applicants that select:

- Program Measures in Economic Opportunity: O1, O2, O3, O9, O10, 012, O14, O15, O17 (Programs that select O12, O14, O15, O17 must also select an additional Priority or Complementary Program Measure from Tier 1, 2, or 3 that measures community impact.), or
- Priority Measures in Veterans and Military Families, or
- Priority Measures in Disaster Services, or
- Governor & Mayor Initiative

  and
- Have 30% or more of their MSYs in those performance measures.

OR

Opportunity Youth

CNCS seeks to encourage AmeriCorps programs to engage Opportunity Youth as AmeriCorps members. Applicants that allot 30% of their MSY to Opportunity Youth members, defined as economically disadvantaged individuals age 16-24 who are disconnected from school or work for at least six months prior to service. Applications that devote an even higher percentage of their MSYs to Opportunity Youth will be more competitive, and CNCS intends to increase the minimum requirement for this priority area in future years. and

- Select the following Complementary Program Measures in Economic Opportunity to measure the impact of the program on the Opportunity Youth serving in the program: O12 and O15 or O14 and O17. (Applicants must also select an additional Priority or Complementary Program Measure from Tier 1, 2, or 3 that measures community impact.)

OR

VetSuccess AmeriCorps

Applicants that select the following Priority or Complementary Program Measures in Veterans and Military Families (V1, V2, V3) and

- Have 100% of their MSYs in those performance measures

  and
- Have 100% of their operating sites and service site locations at the colleges and universities in Appendix XI

  and
- Have Full Time Members placed in teams of two for the full academic year. Applicants can apply for less than Full Time Members but their applications will not be as competitive.

  and
- Prioritize the recruitment of Veterans or military family members with some college experience to serve as AmeriCorps members in the program

  and
- Have AmeriCorps members that support VetSuccess on Campus Counselors(VSOC) and directly serve the needs of Veterans on campus by:
- Referring Veteran-Students to VSOC Counselors for career, academic, or adjustment counseling and/or provide supportive services to assist and encourage Veteran-Students to seek and receive counseling services.
  - Coordinating with VSOC Counselors to build an on-campus mentor and tutor program, including engaging Veterans in student organizations and assist with campus employment outreach for Veteran-Students needing part-time or full-time jobs.
  - Providing VSOC Counselors with Careerscope Assessment Reports and other activity data reports.
  - Coordinating outreach and marketing events to publicize VSOC services in order to encourage Veteran-Students to engage with VSOC Counselors.
  - Providing advice to Veteran-Students on the registration process for utilizing campus resources.
  - Assisting in building and enhancing efforts that help create and sustain a Veteran-supportive campus.
  - Providing guidance to Veteran-Students on support resources available on their college campus and from VA.
  - Referring Veteran-Students to other on-campus Veterans programs (e.g. health care, counseling, education benefits).
  - Coordinating and assisting with campus internship/fellowship placement programs that lead to employment.
  - Assisting Veteran-Students with programs including, among other things: online testing using Careerscope portal; Employment Workshops focusing on “Translating Military Skills into a Civilian Resume”; Coordination of vocational testing; New Student Orientation; On campus Veteran-Student mentoring program; On campus Veteran-Student tutoring program; Town Hall Meetings; Job Fairs; Health Fairs in collaboration with VA Medical Centers; “Boots to Books” Workshops; and Yellow Ribbon events.
  - Reporting issues or concerns regarding Veterans on campus to VSOC Counselors and complete monthly reports requested by the VSOC Counselors.

OR

Education

Applicants that select the following Priority Measures in Education (ED2, ED4A, ED5, ED6, ED27)

and

- Have 100% of their MSYs in those performance measures

and

- Have 100% of their operating sites and service site locations at Tier I and Tier II schools that are using SIG funds to implement one of the four SIG models1; at the time of the applicant's application submission; and priority schools that are implementing in the 2013-2014 school year, or are committed to implement in the 2014-2015 school year, interventions aligned with the ESEA flexibility turnaround principles or SIG models2.

and

- Address multiple student needs and are aligned with comprehensive school turnaround plans by:
  - Providing ongoing mechanisms for family and community engagement.
  - Establishing a school culture and environment that improve school safety, attendance, and discipline and address other non-academic factors that impact student achievement, such as students' social, emotional, and health needs.
  - Accelerating students' acquisition of reading and mathematics knowledge and skills;
  - Increasing graduation rates through strategies such as early warning systems, credit-recovery programs, and re-engagement strategies.
  - Increasing college enrollment rates through college preparation counseling assistance to include completing the Free Application for Federal Student Aid (FAFSA) and college applications, and educating students and their families on financial literacy for college; or
  - Supporting school implementation of increased learning time.

Priority Tier 2

Applicants that select Priority Measures in:

- Veterans and Military Families, or
- Disaster Services, or
- Complementary Program Measures in Economic Opportunity (O1, O2, O3, O9, O10, 012, O14, O15, O17) Programs that select O12, O14, O15, and O17 must also select an additional Priority or Complementary Program Measure from Tier 1, 2, or 3 which measures community impact.

  and have 30% or more of their MSYs in those performance measures.

OR

Applicants that select Priority Measures in:

- Economic Opportunity, or
- Education, or
- Environmental Stewardship, or
- Healthy Futures, or
- Capacity Building

  and have 30% or more of their MSYs in those performance measures.

NOTE: CNCS' expectation is that if an applicant selects Tier 1 or Tier 2 and is not at the 30% MSY threshold, the applicant will explain in the narrative why it was not possible to meet the 30% threshold. Based on reviewers' assessment, an applicant may or may not remain in Tier 1 or 2.

Priority Tier 3

Applicants that select Priority Measures in:

- Economic Opportunity, or
- Education, or
- Environmental Stewardship, or
- Healthy Futures, or
- Capacity Building

  and have less than 30% of their MSYs in those performance measures.

OR

Applicants that Complementary Program Measures. These measures can be found in Appendix A of this part.

Priority Tier 4

Applicants that select:

- A Focus Area with self-nominated measures.

Priority Tier 5 (Lowest)

Applicants outside the Focus Areas with self-nominated measures.

1.6 Statewide Considerations

Please note the following highlights of the 2014 State AmeriCorps Request for Proposals (RFP):

- All applications are due to the Commission State Office by 5:00 pm EST December 10, 2013.
- The Commission is committed to providing the most current application information available and will rely primarily on the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) to keep applicants abreast of changes. Applicants are encouraged to monitor this website frequently for training and technical assistance resources, updates to the application process, and other information.
- A 2014 State AmeriCorps Technical Assistance resource will be available for applicants to view at the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov). This slide presentation will be available on-demand from the release date of this RFP to December 10, 2013. Individuals who are unable to access this resource may request a hard copy of the presentation materials by calling the State Commission Office at 518-473-8882 or emailing americorpsRFP@NewYorkersVolunteer.ny.gov.
- There is no cap on the amount of funding an applicant may request through the 2014 State AmeriCorps RFP, but the Commission reserves the right to set a maximum award for any one contract.
- The State Commission and CNCS require that agencies who receive an AmeriCorps grant award co-brand as AmeriCorps programs and that their participants consistently identify, and are recognized, as AmeriCorps members providing value to the community. Applicants will be asked to provide their implementation plans to ensure that this occurs.
- The 2014 State AmeriCorps competition includes a Governor and Mayor funding initiative that will be given priority consideration in Tier 1. CNCS will accept one application per state that is submitted by the Commission. Only the Office of the Governor from each state may submit an application under the Governor and Mayor initiative. Individual Mayor's Offices and nonprofit organizations may not apply under this initiative. The Governor's proposal must demonstrate a collaborative effort supported by one Mayor in his or her state and a minimum of two nonprofits. Applications from other entities will not be reviewed.

1.7 Term of New York State Contract

For the purposes of the grant the contract term shall be no more than thirty-nine months consisting of three fifteen month contract periods that are programmatically and fiscally independent. The fifteen month contract periods allow the contractor a covered period to recruit members and remain compliant with federal regulations which provide full-time AmeriCorps members up to twelve months to complete their term of service. The start date for each fifteen month contract period may be adjusted should a revised scope and approved program plan deem it operationally justified. Expenses incurred in a fifteen month contract period may only be reimbursed with funds granted for that same fifteen month contract period. Contract start dates should be October 1, 2014 or after and the contract end date may not be after December 31, 2015. Applicants proposing a contract start date before October 1, 2014 must receive written approval from the State Commission.

In approving a multi-year project, the State Commission will make an initial award for the first fifteen month contract period. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated federal funds. The State Commission and CNCS reserve the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

1.8 Eligible Applicants

AmeriCorps State grants are awarded to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; labor organizations; partnerships and consortia; and intermediaries that will operate solely in New York State and focus on one or more of the six focus areas identified by the Serve America Act (SAA). These focus areas are: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

CNCS has determined that organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this State RFP. Pursuant to the Lobbying Disclosure Action 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.

New applicant organizations with an Executive Director, Chief Operating Officer, or equivalent position, serving as Board Chairperson may not apply for a State AmeriCorps grant. Re-competing and Continuation applicants must work with NCS to make necessary changes to comply with this requirement primary to contract approval. The primary function of a Board of Directors is to oversee the agency's senior executive official. Having one person serve in this dual capacity weakens the supervisory function of the Board, creates high potential for conflicts of interest, and reduces the integrity of the agency's fiscal and operational controls. See *Part II: Board of Directors Profile Form and Certification (Not-For-Profit Corporations)* in this RFP.

New Applicants

The Commission and CNCS encourage organizations that have never received funding from either agency to apply for the AmeriCorps grants described in this RFP. New organizations should submit applications with the understanding that the general practice is to award no more than 50 member slots for new grantees. New applicants are not eligible to receive fixed amount grants.

1.9 Standard Operating Requirements

- All applications must request no fewer than 10 Member Service Years (MSY). One MSY is equivalent to 1700 service hours.
- The Commission recommends that successful applicants with at least 20 MSYs budget for and place one full-time equivalent AmeriCorps Program Director within their agency.
- AmeriCorps members may: Perform direct service activities, and engage in other activities that build the organizational and financial capacity of nonprofit organizations and communities, including volunteer recruitment and certain fundraising activities. Generally, grantees must include volunteer recruitment in their program design unless unfeasible. AmeriCorps members may engage in fundraising directly in support of service activities for up to 10 percent of their term of service.
- 2014 New and Re-Competing AmeriCorps applicants requesting a Cost-Reimbursement grant may apply for up to $13,300 per Member Service Year (MSY). 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.
- Applications must include a Data Universal Numbering System (DUNS) number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM). 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/webforn. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, registering at least 30 days in advance of the application due date is suggested. After obtaining a DUNS number register with SAM at https://www.sam.gov/portal/public/SAM/. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications.
- The Commission may limit the number of awards given to any one agency and may only fund Recompeting or Continuation programs, based on availability of federal funds.
- CNCS has issued a regulation requiring grantees to conduct and document Criminal History Checks on AmeriCorps Cost Reimbursement, Educational Award, and Fixed-Cost grant participants. Grantees must comply with the federal regulation and all applicable state and federal policies for implementation of the regulation. Applicants are strongly encouraged to visit the following link to view the regulation and other important information related to National Service Criminal History Checks: http://www.nationalserviceresources.org/national-service-criminal-history-check-resources.
- Applications must be collaborative in nature and not duplicate or compete with other programs in the applicant's respective community. Applications with more than one partner must define the lead agency and its responsibilities as well as the responsibilities of each of the partner agencies. Addenda from

partners and other support information cannot be attached. All support must be demonstrated within the applicant's program narrative.

- Agencies are not allowed to submit multiple applications that are duplicative in purpose. Applications will be considered the same if they: (1) address the same issue areas; (2) address the same priorities; (3) address the same objectives; (4) serve the same target communities and population; utilize the same sites; and use the same program staff and members.
- AmeriCorps members serving in programs funded with 2014 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,645 for a year of full-time service, with correspondingly smaller awards for less-than-full-time service. The amount of the Education Award is determined on the basis of the Pell Grant award. A member has up to seven years after his or her term of service to use the Education Award. Education Awards do not need to be included in your proposal's budget.

1.10 Executive Order Number 38 – Limits on State-Funded Administrative Costs & Executive Compensation

On January 18, 2012 Governor Andrew M. Cuomo issued Executive Order Number 38 "Limits on State-Funded Administrative Costs & Executive Compensation," which require the State's executive agencies that provide State financial assistance of State-authorized payments to providers of services to promulgate regulations to limit the amount of a provider's administrative costs and executive compensation that is eligible for reimbursement with the State financial assistance or State authorized payments. Contracts, payment requests and reporting must comply with Executive Order Number 38 and with the regulations promulgated pursuant Executive Order Number 38 which can be found at the following website address: https://www.governor.ny.gov/executiveorder/38

1.11 Match Requirements

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

Cost Reimbursement Grants (Non-Fixed Amount) - 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, in accordance with 45 CFR §2521.60.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires that grantees that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS. If grantees use other federal funds as match, the grantee must ensure that they meet requirements and purpose of both grants. The Federal Financial Report (FFR) must be used to collect the federal match data. Grantees that use federal funds as match must track and be prepared to report on that match separately each year on the FFR. The living allowance or salary provided to AmeriCorps members in Professional Corps programs does not count toward the matching requirement.

1.12 Selection Criteria

All AmeriCorps proposals submitted in response to the 2014 State AmeriCorps RFP that received by the State Commission Office by 5:00 pm EST on December 10, 2013 and that comply with the requirements of this RFP will be included in the State Application Review Process. During the Application Review Process, three independent reviewers will read each proposal. Reviewers may, but are not restricted to be, representative of the following populations: Members of the State Commission; Staff of the State Commission Office; Staff of other State agencies not directly involved with the administration of AmeriCorps programs; Staff of non-profit agencies or faith-based organizations with a working knowledge of non-profit management and/or national service programming and who do not represent an organization that is applying to the 2014 AmeriCorps RFP; Professors or Graduate level students in social work or similar schools of study from public or private higher education institutions.

No application will be opened or reviewed prior to the application due date regardless of submission type (electronic or paper). Immediately following the application due date, all proposals will be opened and reviewed for completeness of: (1) Application Components; and (2) Required Application Forms as outlined in this RFP. Those applications that are considered complete will then be logged into an electronic database. Applications that do not

meet the mandatory requirements specified in the RFP may be considered incomplete and not receive further evaluation.

State Commission Competitive Selection & Funding Process

Prior to the submission deadline for applications, independent reviewers will be identified and trained to participate in the proposal review process using the approved Application Review Tool. Each reviewer will sign a Conflict of Interest form for each application read. Each application will be reviewed by three independent reviewers. Scores will be recorded and averaged. If there is a disparity of more than 15 points between any of the three initial peer reviewer scores, two additional reviews will be conducted two new peer reviewers and the five total scores will be averaged.

Applicant scores will be charted and rank-ordered by average score, from the highest scoring application to the lowest. All applications and the completed scoring chart are presented to the Commission State Office for review and to determine which proposals will be submitted to CNCS for competitive funding consideration. Once the Commission determines the portfolio of applications that are deemed excellent based on the application review score, those proposals are submitted to CNCS via the electronic eGrants system. Applications submitted to CNCS by the State Commission compete with the strongest applications submitted by other State Commissions and multi-state applicant organizations for Competitive funding. CNCS conducts its own review process of the applications it receives to determine which proposals will be awarded Competitive funding. A summary of the application review process conducted by CNCS can be found in Appendix B.

State Commission Formula Selection & Funding Process

When CNCS announces which State Commission and multi-state applications were selected to receive funding through the national competitive process, all applications that were not sent to CNCS for competitive funding consideration and all applications that were sent but did not receive a competitive award are then considered for formula funding by the Commission. Formula funding charts are reviewed by the State Commission and include all original applications submitted in response to the State AmeriCorps RFP, removing only those proposals and scores of applications that were funded through the competitive process. The same individual score and rank order originally determined by the State Commission's application review process is kept.

Formula funding for states is finite and limited. Continuation applications are given priority funding consideration. After reviewing all proposal scores and determining how best to maximize formula dollars while only funding those applications in rank-order, a portfolio of programs is identified for formula funding. The formula recommendations are then submitted via eGrants to CNCS.

Depending on formula funding availability, the Commission may choose to only fund currently operating AmeriCorps programs and not fund any new applications. The Commission reserves the right to reduced and/or negotiate funding levels for New or Recompeting applicants being considered for formula funding to allow New York State to maximize its formula allocation.

AmeriCorps proposals are reviewed and funded based on the merit of the written proposal alone. No attachments, written communications, or material submitted outside of what is required by this RFP will be reviewed or taken into consideration. Under no circumstance will the Commission fund an applicant that receives a score deemed unacceptable as a result of the application review process.

Formula Application Score Tie-Breaking Process

In the event of a tie between two or more proposals being considered for formula funding, the Commission will break the tie by funding the proposal with the highest percentage of local match at the same level each of the higher scoring proposals receives, or any lesser amount with a minimum award of 80 percent of requested funding. In the event that funding is not available to award the high local match applicant in the tie scenario at least 80 percent of their requested amount, the Commission will move to the proposal in the tie with the next highest local matching level. This process will be continued until one applicant in the tie scenario can be awarded a minimum of 80 percent of their requested amount; but not more than the percentage of requested funding being awarded to all higher scoring proposals.

In the event of a tie between two or more applicants that submit the same local match level, the Commission reserves the right to fund the proposal requesting the lesser total amount, under the condition that the award is at least 80 percent of that applicant's requested amount.

If available funding does not exist to award any of the proposals in the tie scenario with at least 80 percent of their requested funding, none of the proposals in the tie will be funded and the Commission will increase the percentage being awarded to all higher scoring proposals equally until the maximum amount of formula funding available has been exhausted.

In addition to complying with all instructions, and State and federal regulations outlined in this RFP, all AmeriCorps funding proposals must also meet the following requirements upon submission to be considered complete and to be accepted for review and funding consideration:

- Applications must be submitted in eGrants by 5:00 pm EST on December 10, 2013, or received at the State Commission Office in hard copy by the same date/time (Part I: Section 2.1);
- Applications must request a minimum of 10 Member Service Years (MSY) AmeriCorps positions (except in special Fixed Amount Education Award applicant circumstances);
- Applications must display a definite community need and explain thoroughly how the proposed AmeriCorps program will address that need;
- Applications must be submitted by an eligible entity (Part I: Section 1.7);
- Applications must be signed by an authorized signatory of the agency (electronically in eGrants);
- A program's past performance as well as other factors outlined in the AmeriCorps National Service Program; Final Rule, Section 2522.40 may be used as a consideration by CNCS in competitive funding decisions;
- In evaluating applications for funding, CNCS may consider program location, primary service or issue area of application in evaluating applications for innovation, geographic, demographic, and programmatic diversity across AmeriCorps programs nationally, while seeking to include projects in rural, high poverty, and economically distressed areas.
- Applicants eligible for formula funding may be subject to a cap based on the total amount requested, and the availability of formula funds.
- The Commission will utilize ten regions to determine geographic distribution. The Commission will seek to allocate a minimum of 10 MSYs per region. All AmeriCorps members proposed in this region will count towards meeting this requirement, including those placed by single region, multi-region, and statewide programs.

State Commission Regional Impact Priority Process

The State Commission seeks to fund quality proposals that are geographically diverse and will implement the following process in an attempt to have at least one AmeriCorps program operating as either a New or Continuation grantee in each of the ten regions defined in the RFP. During the formula funding process, the Commission will give priority funding consideration to all Continuation applicants before awarding any available funding to a New or Recompeting applicant. If a New, Recompeting, or Continuation applicant has been selected for funding through the competitive process, or if a Continuation applicant has been selected for funding through the formula process in each of the ten regions, the Commission will recognize geographic diversity.

In the event that after competitive funding decisions have been made for New, Recompeting, and Continuation applicants, and after formula funding decisions have been made for Continuation applicants, one or more regions do not have an applicant from that region funded, the Commission will use formula dollars to fund the highest scoring New or Recompeting application in each of those regions. To confirm that only quality proposals are funded, the highest scoring applicant from any region without a successful applicant must receive an average score of 85 percent or higher through the application review process.

Once this stage of the formula funding process is complete, the Commission will use any remaining formula dollars to award to the highest scoring New or Recompeting applicant, and continue down the list of proposals in order of their application review process score until all formula funds have been exhausted.

The State Commission will fund the highest scoring applicant in each of the ten regions defined in this RFP that receive an average score of 85 percent or higher. In the event that the highest scoring proposal in any one region is funded through the CNCS competitive process, this qualification will have been met and there is no requirement that the State Commission use additional Formula funding to achieve further geographic equality. Statewide or Multi-Regional Programs with a home office/application address within a region or with members serving in that region are not taken into account when determining regional diversity.

New York State AmeriCorps Regions of Service	
Region	Counties within the Region
Capital District	Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren
North Country	Hamilton, St. Lawrence, Jefferson, Lewis, Franklin, Essex, Clinton
Mohawk Valley	Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie
Central New York	Cayuga, Cortland, Onondaga, Oswego, Madison
Finger Lakes	Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming, Seneca, Yates, Wayne
Western New York	Cattaraugus, Chautauqua, Allegany, Erie, Niagara
Southern Tier	Chemung, Chenango, Schuyler, Steuben, Tompkins, Tioga, Broome, Delaware
Mid-Hudson	Sullivan, Westchester, Ulster, Rockland, Putnam, Orange, Dutchess
Long Island	Nassau, Suffolk
New York City	Bronx, New York, Queens, Kings, Richmond

Continuation Application Review

All Continuation applications will be reviewed by State Commission Office staff using the 2014 State AmeriCorps Continuation Review Tool to determine if a Continuation applicant should receive funding to support program operations in Year-2 or Year-3 of their three year AmeriCorps grant. This tool will assign a determination of *Continue Funding* or *Discontinue Funding* and will not assign a numeric score as is the case with New or Recompeting applicants.

Training & Technical Assistance

A 2014 State AmeriCorps Technical Assistance slide presentation will be available for applicants to view at the *New Yorkers Volunteer* website (www.NewYorkersVolunteer.ny.gov) beginning on the release date of the 2014 State AmeriCorps RFP through December 10, 2013. This resource is available on-demand. Individuals who are unable to access this resource may request a hard copy by calling the Commission State Office at 518-473-8882 or AmeriCorpsRFP@NewYorkersVolunteer.ny.gov.

Applicant Feedback

Applications deemed ineligible for competitive funding consideration by the State Commission as the result of the application review process results defined in this section will be considered for formula funding. Applicants not awarded formula funding as the result of the State Commission's application review process may request a feedback conference with the State Commission within a period not to exceed 90 days after the announcement of formula grant awards. Requests for an application feedback conference after this date will not be granted.

Supplemental Formula Selection & Funding Process

In the event that CNCS identifies funding that was awarded but unexpended by AmeriCorps programs who concluded the third year of their 3-year grant during the 2012-13 program year, it may allow State Commissions to apply for AmeriCorps supplemental formula funding. If available, supplemental formula will be reallocated using a population-based formula after AmeriCorps competitive and formula announcements have been made. The amount of supplemental funding varies from year-to-year (if any is available). State Commissions are given approximately ten business days from when supplemental formula funds are announced by CNCS to identify applicants they intend to fund and notify CNCS. To qualify for supplemental formula funding, State Commissions must request the full allocation and any unexpended funds from prior years; demonstrate the capacity to use the supplemental funds effectively through grants to local contractors; and be free of outstanding compliance or audit issues that would preclude an award of additional funds.

Supplemental formula funding is awarded for one year; not for the 3-year period traditionally awarded to AmeriCorps grantees. Due to the limited start-up and operational period, the Commission will award Supplemental funding to eligible organizations who applied to this RFP and who operated an AmeriCorps program during the 2013-14 program year but were not selected for funding through the 2014-15 competitive or formula processes. These applicants must be able to demonstrate to the Commission that they have retained the infrastructure, staffing, reporting systems, and compliance monitoring procedures to immediately implement one year of the AmeriCorps program they proposed in response to this RFP and meet the target objectives in the 15-month contract period.

If each of the priority areas of education, environmental stewardship, disaster services, veterans & military families, healthy futures, or capacity building is not represented by at least one of the New, Recompeting or Continuation applicants who are funded through the competitive or formula processes in this RFP, the Commission will fund the highest scoring proposal in each unrepresented priority area. The highest scoring applicant in each unrepresented priority area must receive a minimum score of 85 percent in the application review process to be funded. Once an applicant representing each priority area has been funded, the Commission will use remaining Supplemental funds to award a grant to those eligible respondents to this RFP starting with the highest scoring Re-competing proposal of those applicants who did not receive a competitive or formula grant and which scored a 90 percent or better in the State's application review process. These applicants will be funded until all supplemental formula funds have been allocated.

Section Two: New & Recompeting Application Instructions

Please use these application instructions if you are a New or Recompeting applicant. If you are submitting a request for Continuation, please see the Continuation Instructions which begin in Section 3.1.

Application Submission Process

Applicants should make every effort to submit their proposal electronically utilizing the CNCS web-based application system, eGrants, which can be found at the following link: http://www.cns.gov/egrants/index.asp.

The Commission and CNCS strongly recommend that applicants create their eGrants account and begin their application in an off-line word processing document at least three weeks before the deadline. Applicants should begin copying and pasting their application into eGrants no later than ten days before the deadline. This will allow time to address any technical issues in the eGrants system prior to the application deadline. Applications must be submitted by 5:00 pm EST December 10, 2013.

The following AmeriCorps Regulations must be adhered to by applicants to this RFP.

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

New and Recompeting Applicants

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

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

1. Start a new Grant Application
2. Select a Program Area (AmeriCorps)
3. Select a Notice of Funding Available (NOFA):
    - Commission AmeriCorps State FY 2014
    - Commission AmeriCorps State Fixed Amount Grants FY 2014
    - Commission Competitive Education Awards Program FY 2014

Applicants must complete each of the following eGrants Application Components in the system.

eGrants Application Components	
eGrants Application Component	Reference Section of State RFP
Applicant Info (1)	Part I: Section 2.1
Applicant Info (2)	Part I: Section 2.2
Narratives	Part I: Section 2.3
Performance Measures	Part I: Section 2.4
Documents	Part I: Section 2.5
Budget (Cost Reimbursement Grant Applicants)	Part I: Section 2.6
Budget (Fixed-Amount & Education Award Applicants)	Part I: Section 2.7
Review, Authorize, and Submit	Part I: Section 2.8
Survey on Ensuring Equal Opportunity for Applicants (Optional)	Part I: Section 2.9

When submitting a proposal using the eGrants system, applicants will only be able to see and submit one budget. The budget may differ depending on the type of funding requested (i.e.: Cost Reimbursement, Fixed-Amount, Education Award). Please be sure to use the appropriate Budget Instructions in *Part I: Section 2.6* for Cost Reimbursement Grant applicants and *Part I: Section 2.7* for Fixed-Cost/Education Award applicants.

2.1 Applicant Info (1)

Information entered in the Applicant Info (1), Applicant Info (2), and Budget sections in eGrants will populate the SF 424 Face Sheet. If you are submitting your application in hard copy, you will find a template of the SF 424 in Part II of this RFP.

- Re-competing applicants (in year three of a three-year funding cycle and applying for a new three-year grant), select Continuation/Renewal
- First time applicants that have never had an AmeriCorps State or National grant, select New
- Previous Grantees that have been funded through State Formula grants and/or were an unsuccessful Recompete applicant in previous years, select Previous.
- 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.

2.2 Applicant Info (2)

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. See Part 1: Section 1.7 for more information.
- Indicate Yes or No if you are delinquent on any federal debt.
- 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."
- If you plan to request a waiver of the volunteer leveraging requirement please select "Request a waiver" at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- Total Match. Enter the total dollar amount of match being proposed.
- Total Private Match. Enter the dollar amount of private match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Leveraged funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Leveraged funds source. Enter the sources/investors of the leveraged funds.
- 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.
- Leave the box for "Program Initiative" blank.
- The "Estimated Funds Requested" box will be populated automatically after you complete the budget.
- Multi-State Operating Sites. The 2014 NY State AmeriCorps RFP is open only to single-state applicants. Applications proposing to place AmeriCorps members outside of NY State must apply directly to CNCS and can access the appropriate funding opportunity at the following link: http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2014/americorps-state-and-national-grants-fy-2014
- Opt in to the National Service Registry.
- AmeriCorps Identity/Co-branding. Check all the boxes that apply.

2.3 Narratives

The Narratives section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **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.
- **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 the State Commission or 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.

Page Limitations

In eGrants, applicants will enter text for the following fields: (1) Executive Summary; (2) Rationale and Approach (Program Design); (3) Organizational Capability; (4) Cost Effectiveness and Budget Adequacy; and (5) Evaluation Plan.

Applications may not exceed 15 pages for the Narratives, including the Executive Summary and SF-424 Facesheet, as the pages print out from eGrants. The Commission and CNCS strongly encourage applicants to print out the application from the "Review and Submit" page prior to submitting it to check that the application does not exceed the page limit. This limit does not include the budget, performance measures, evaluation plan, documents (Part I: Section 2.5), or Required Application Forms (Part II).

NOTE:

- Reviewers will not consider submitted material that is over the page limit, even if eGrants allows the applicant to enter and submit text over the limit.
- Do not submit supplemental materials such as videos, DVDs, brochures, or any other item not requested in this RFP. Neither the Commission nor CNCS will review or return them.
- The Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Narrative Sections

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Application Reviewers will assess your proposal against the selection criteria. The bullets that follow the criteria are recommendations on how to best respond to the criteria. Applicants should include a brief discussion of each bullet. The quality of your application will be the most important factor in determining whether your organization will receive funding. Applications will be assessed as follows:

Application Assessment Criteria			
Category	%	Sub-Categories	
Part A: Executive Summary	0%	None	
Part B: Rationale & Approach/ Program Design	50%	Problem/Need (9 points)	
		Members as Highly Effective Means to Solve Community Problems & Evidence-Based / Evidence-Informed & Measurable Community Impact (25 points)	Logic Model Chart (17 points)
			Evidence-based (8 points)
		Member Training (8 points)	
		Member Supervision (8 points)	
		Commitment to AmeriCorps Identification (Required - 0 points)	
Part C: Organizational Capability	25%	Organizational Background and Staffing (8 points)	
		Sustainability (6 points)	
		Compliance and Accountability (11 points)	
Part D: Cost-Effectiveness & Budget Adequacy	25%	Cost-Effectiveness (13 points)	
		Budget Adequacy (12 points)	

A. Executive Summary (0 percent – Required)

Please fill in the blanks of these sentences to complete the executive summary.

The [Name of the organization] will have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will be]. At the end of the 1st 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] that will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area 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.

NOTE:

- Fixed-Amount Grant applicants should list their leveraged resources as they are not required to match.
- The State Commission and CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

B. Rationale and Approach/Program Design (50 percent)

1. Problem/Need (9 points)
   Describe the community needs the AmeriCorps members will be addressing. Provide information about the extent/severity of the need in the community(ies) where your proposed AmeriCorps members will serve and cite specific relevant data such as unemployment rate as well as the poverty rate.

2. AmeriCorps Members as Highly Effective Means to Solve Community Problems & Evidence-Based/Evidence-Informed and Measurable Community Impact (25 points)
   This criteria is addressed by submitting both the Logic Model Chart via email and the narrative related to evidence basis. Please complete and submit by the application deadline the Logic Model Chart (Part II: Section 1.15). This chart should be e-mailed as an attachment to: americorpsgrants@cns.gov with cc to:

AmeriCorpsRFP@NewYorkersVolunteer.ny.gov. The email Subject line should read "AmeriCorps Logic Model - *Insert Your Agency Name - Insert Your eGrants Application ID #*".

Logic Model Chart / Theory of Change (17 points)

Applicants will be awarded up to 17 points for providing a detailed theory of change (logic model) using the Logic Model Chart (See Part II: Section 1.15). Logic model (also referred to as theory of change) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally.

Points will be awarded based on clarity and completeness of the Logic Model Chart. The logic model shall depict:

- number of locations or sites in which members are providing direct services
- number of AmeriCorps members that will be delivering the intervention or program model
- the core activities that define the intervention or program model that members will be implementing or delivering
- 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 indicators and data collection tools that will be used to measure and track program outcomes.

In addition to completing the Logic Model Chart, describe how the intervention is designed to address the problem described in the previous section and what evidence there is to support that the intervention will lead to the outcomes identified in the theory of change. Why should the Commission or CNCS invest in this project?

Applicants that selected Tier 1 or Tier 2: The Commission and CNCS' expectation is that at least 30 percent of your MSYs are in the complementary program measures or priority measures above. If that is not the case, please explain in the narrative why it was not possible to meet the 30 percent threshold.

Evidence Based (8 points)

Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). In this section, applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge. This section shall include specific citations of studies and/or publicly available evaluation and research reports. In this section, the applicant should indicate whether the body of evidence suggests that their intervention is evidence-informed or evidence-based based on the definition below. Points will be awarded based on:

- the amount of evidence;
- the quality of evidence based on the study design;
- the degree of match between the program model evaluated in the studies and the one proposed by the applicant; and
- meeting the criteria for evidence-informed or evidence-based, with higher points going towards evidence-based programs.

Evidence informed means that:

- there is at least one study that is a correlational study with statistical controls for selection bias; quasi-experimental study that meets the What Works Clearinghouse Evidence Standards (http://ies.ed.gov/ncee/wwc/pdf/reference_resources/wwc_procedures_v2_1_standards_handbook.pdf) with reservations; or randomized controlled trial that meets the What Works Clearinghouse Evidence Standards with or without reservations; and

- the study referenced in the paragraph above found a statistically significant or substantively important (defined as a difference of 0.25 standard deviations or larger), favorable association between at least one critical component and one relevant outcome presented in the logic model for the proposed process, product, strategy, or practice.

Quasi-experimental study means a study using a design that attempts to approximate an experimental design by identifying a comparison group that is similar to the treatment group in important respects. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards with reservations (they cannot meet What Works Clearinghouse Evidence Standards without reservations).

Randomized controlled trial means a study that employs random assignment of, for example, students, teachers, classrooms, schools, or districts to receive the intervention being evaluated (the treatment group) or not to receive the intervention (the control group). The estimated effectiveness of the intervention is the difference between the average outcome for the treatment group and for the control group. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards without reservations.

Evidence-based means evidence from previous studies whose designs can support causal conclusions (i.e., studies with high internal validity), and studies that in total include enough of the range of participants and settings (i.e., studies with high external validity). This is defined as:

- more than one well-designed and well-implemented experimental study or well-designed and well-implemented quasi-experimental study that supports the effectiveness of the practice, strategy, or program; or
- one large, well-designed and well-implemented randomized controlled, multisite trial that supports the effectiveness of the practice, strategy, or program.

3. Member Training (8 points)
   What are the anticipated training topics and the timeline for member training? How and when will the applicant ensure that members and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?

4. Member Supervision (8 points)
   Describe the plan for supervising members that ensures they will receive adequate support and guidance.

5. Commitment to AmeriCorps Identification (Required - 0 points)
   How will the program participants know they are AmeriCorps members? How will the communities in which they serve know they are AmeriCorps members? How will the applicant's program ensure that its participants will wear the AmeriCorps logo daily? How will the applicant ensure participants are prepared to speak about their AmeriCorps experience to members of the community?

C. Organizational Capability (25 percent)

1. Organizational Background and Staffing (7 points/10 points for New Applicants)
   Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program. Describe the applicant organization's prior experience administering AmeriCorps grants or other federal funds. Email an Organizational Chart for the applicant agency to: americorpsgrants@cns.gov and cc: americorpsRFP@NewYorkersVolunteer.ny.gov. The email Subject line should read "Organizational Chart - *Insert Your Agency Name - Insert eGrants Application ID #*".

   As documentation of community support and commitment to the program, please submit letters from the applicant's most significant community partners. The letters should include what the partners see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members. E-mail letters as an attachment(s) in a single email to:

americorpsgrants@cns.gov and cc: americorpsRFP@NewYorkersVolunteer.ny.gov. The email Subject line should read "Community Partner Letters - *Insert Your Agency Name - Insert eGrants Application ID #*".

2. Compliance and Accountability (11 points/15 points for new applicants)
   How will the applicant's organization ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the Grantee, subgrantee, and service site locations (if applicable)? How will the applicant's organization prevent and detect compliance issues? How will the applicant's organization hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

3. Past Performance for Recompeting Applicants Only (7 points)
   Describe your agency's performance against performance measure targets during your last three years of program operations. How successful has your agency been in solving the identified problem? If your agency did not meet performance targets, explanation why and describe the plan for improvement.

   Describe any compliance issues and areas of weakness/risk identified during the last full year of program operation at your organization and service site locations (if applicable). If your agency, your subgrantees, and/or service site locations had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

   Enrollment: If your program enrolled less than 100 percent of the slots received during its last full year of program operation, provide an explanation, and describe the plan for improvement. Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

   Retention: If your program was not able to retain all of its members during the last full year of program operation, explanation why, and describe the plan for improvement. While the Commission and CNCS recognize retention rates may vary among effective programs depending on the program model, the expectation is that Grantees will pursue the highest retention rate possible. Retention rate is calculated as number of members exited with award (full or partial award) divided by number of members enrolled.

4. Continuous Improvement (Required - 0 points)
   Describe the plans for soliciting timely and regular feedback from internal and external stakeholders to inform continuous improvement efforts. Describe the plans for using data to inform continuous improvement.

D. Cost Effectiveness and Budget Adequacy (25 percent)
   In assessing how the applicant will meet the criteria, reviewers will consider the quality of your response to the following:

1. Cost Effectiveness (13 points)
   For Cost-Reimbursement Applicants:
   Cost Per MSY - Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. Having a low cost per member is a competitive advantage. New applicants that submit with a low cost per MSY and Recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. If the applicant requests above the maximum, it must justify your request. Please note that such requests are rarely approved.

   All Recompeting and Continuation applicants requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost including why this increase could not be covered by grantee share. This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs associated with the grant.

   For Cost Reimbursement and Full-time Fixed Applicants:
   Discuss how the program is a cost effective approach for addressing the community need(s) identified in the application. Consider the total costs and benefits of the program and, to the extent possible, document the

costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective. Applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.

For Full-time Fixed & EAP Applicants:
Discuss how the applicant will raise the additional resources it will need to manage and operate an AmeriCorps program beyond the fixed amount. Identify the total amount the applicant has budgeted to operate the program, including the fixed-amount from the CNCS and Grantee share and how your program determined that amount. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care, and criminal history checks. Education Award Programs are not required to pay living allowances or cover health care for members, but must conduct criminal history checks.

2. Budget Adequacy (12 points)
   Applicants must fill out the budget and complete the budget narrative in eGrants and provide the following information in the application narrative:
   - Identify the non-CNCS funding and resources necessary to support the project.
   - Discuss the adequacy of the budget to support the program design and objectives.
   - Indicate the amount of non-CNCS resource commitments (in-kind, and cash) secured to date and the sources of these commitments.
   - Describe plans for securing additional resource commitments, potential sources, and timeline.

   When considering the above information, reviewers will assess the quality of the application based on the following factors:
   - The extent to which the budget is clear.
   - The extent to which the budget includes sufficient resources to carry out the program effectively.
   - The extent to which the program will obtain financial and in-kind resources to support program implementation.
   - Whether an applicant adequately budgeted for its required share of costs.

E. Evaluation Summary or Plan (Required for Recompeting grantees - 0 percent)
   If your agency is competing for AmeriCorps funds for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to Recompeting applicants.

   If your agency is Recompeting for AmeriCorps funds for the first time, you must submit your Evaluation Plan in the Evaluation Summary or Plan field in eGrants.

   If your agency is Recompeting for AmeriCorps funds for a subsequent time, you must submit your Evaluation Report according to the instructions below as well as an Evaluation Plan for the next 3-year period.

   An Evaluation Plan is a written document that details the program model being evaluated, describes and justifies the evaluation approach selected, and provides instructions for evaluation (i.e.: guide for each step of the evaluation process). An evaluation plan should include a description of the intervention or program to be implemented by members; a description of the program evaluation design including research questions, research methodology and the outcomes that will be measured; a description of the data collection procedures including the types and sources of data, the population or sample; and a data analysis plan. The organization's data management system should be addressed if it will be used to collect data for the evaluation. A description of how the evaluation results, both interim and final, will be used. The key components of an Evaluation Plan are:
   - Introduction
   - Description of intervention/impact theory (i.e.: logic model)
   - Evaluation Methods (design, data collection, analysis)
   - Data Analysis
   - Timeline
   - Budget

The Evaluation Reports is a written document that objectively describes all of the steps involved in completing the evaluation (program background; evaluation purpose methods and procedures; evaluation results; programmatic achievements; lessons learned), and provides a transparent basis for understanding the program's accountability to its theory of change, decision-making on policies and programs, and drawing lessons for program improvement. The key components of an Evaluation Report are:

- Executive Summary
- Background and purpose
- Evaluation Methods (design, data collection, analysis)
- Results
- Conclusions and recommendations
- References and appendices

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

- If you are a Cost Reimbursement or Fixed Amount grantee, and your average annual AmeriCorps program grant is $500,000 or more, you must arrange for an external evaluation of your program, and you must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.
- If you are a State and/or National Grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program Grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

A formula program will be considered a Recompeting application, if it satisfies the CNCS definition of "same project," below, and has been funded in formula for at least one three-year cycle. If the project satisfies the definition of same project, and the applicant has completed one three-year cycle, you will be required to submit an evaluation plan. If the project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

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
- Use the same program staff and members

Applicants that have previously operated an AmeriCorps program must get approval from the State Commission before they can be considered a New applicant.

F. Amendment Justification (0 percent)
Enter N/A. This field will be used if you are awarded a grant and need to amend it.

G. Clarification Information (0 percent)
Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

H. Continuation Changes (0 percent)
Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

2.4 Performance Measures

These Performance Measure instructions apply only to New and Recompeting applicants. Continuation applicants must use the Performance Measure instructions in Part I: Section 3.2.

All applicants must submit performance measures with their application. For information about Performance Measures applicants are encouraged to access: http://www.nationalserviceresources.org/star/ac and http://www.nationalserviceresources.org/national-performance-measures/home.

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

Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith organizations
- Community-based organizations,
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- Other
- Percentage of MSYs in Tier 1 Performance Measures
- Percentage of MSYs in Tier 2 Performance Measures

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.

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 and select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.
- Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.
- You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

MSYs/Slots Tab

- On this tab, you will enter information about the allocation of MSYs and slots across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.
- Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated.
- 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 percent. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).
- In the slots 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 slot to each of these objectives. It is acceptable for slots in this table to exceed total slots requested in the application due to double counting members' service across multiple objectives.

Performance Measure Tab

- This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.
- To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.
- Provide a short, descriptive title for your performance measure.
- Briefly describe the problem your program will address in this performance measure.
- Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention.
- Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking "Add User Output."

- Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant-determined outcome by clicking "Add User Outcome."
- For Capacity Building National Performance Measures, you may select optional end outcomes. Complete the corresponding drop-down box for any end outcome selected.
- 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. Slots may be double-counted across performance measures, but MSYs may not.
- 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.
- Expand each output and outcome and enter data collection information.
- Select the data collection method you will use to measure the output or outcome.
- Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.
- Enter the target number for your output or outcome. Targets must be numbers, not percents.
- 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 percents or member hours as units of measure.
- After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click "Next."

Summary Tab

- The summary tab shows all of the information you have entered in the module.
- To print a summary of all performance measures, click "Print PDF for all Performance Measures."
- To print one performance measure, expand the measure and click "Print This Measure."
- Click "Edit Performance Measure" to return to the Performance Measure tab.
- Click "Edit Data Collection" to return to the Data Collection tab.
- "Click Validate Performance Measures" to validate this module prior to submitting your application.

2.5 Documents

In addition to the Application Components defined in Section 2 that must be submitted in eGrants, applicants are also required to submit: An Evaluation Plan or Evaluation Report as described (Part I: Section 2.3 - E); Labor Union Concurrence, if necessary (see (B) below); and A Federally-Approved Indirect Cost Agreement, if applicable (see (C) below).

A. Evaluation

Submit any completed Evaluation Plan or Evaluation Report as described in (Part I: Section 2.3 - E). Select Evaluation and select "Sent" once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if CNCS already has one on file.

B. Labor Union Concurrence

If either (1) or (2) below applies to your organization or proposed program, in eGrants select "Enter New" and name the new document "Labor Union Concurrence" or "Displacement Assurance" as applicable; select "Sent."

1) If an applicant:
   a) Proposes to serve as the placement site for AmeriCorps members; and
   b) Has employees in the same/substantially similar work roles as proposed for AmeriCorps members; and
   c) 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.

2) If a program applicant:
   a) 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:
      i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff.
      ii) 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.

C. Federally-Approved Indirect Cost Agreement
Applicants that include a Federally Approved Indirect Cost Rate amount in their budget must submit the rate agreement to americorpsgrants@cns.gov and cc: americorpsRFP@NewYorkersVolunteer.ny.gov at the same time they submit their application.

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

2.6 Required Application Forms

The following Required Application Forms can be found in Part II of the RFP and must be submitted for an application to be considered complete and eligible for funding consideration. Required Application Forms must be submitted in addition to the eGrants Application Components (Part I: Section 2), regardless of whether the proposal is submitted electronically via eGrants or in paper form.

Required Application Forms	
Application Form	Reference Section of RFP
Required Application Forms Check List	Part II: Section 1.1
Application Cover Page/Appendix D Agreement	Part II: Section 1.2
SF-424 Application For Federal Assistance Instructions & Face Sheet	Part II: Section 1.3
Bidder Identification Form	Part II: Section 1.4
Non-Discrimination/Non-Sectarian Compliance Form	Part II: Section 1.5
Board of Directors Profile Instructions & Profile Form (Not For Profit Corporations)	Part II: Section 1.6
M/WBE Subcontracting/Suppliers Utilization Form	Part II: Section 1.7
M/WBE Subcontractors and Suppliers Letter of Intent to Participate Form	Part II: Section 1.8
MWBE Quarterly Report Form	Part II: Section 1.9
MWBE Request Waiver Form	Part II: Section 1.10
MWBE Equal Employment Opportunity (EEO) Policy Statement	Part II: Section 1.11
Staffing Plan Form	Part II: Section 1.12
Vendor Responsibility Questionnaire	Part II: Section 1.13
Contract Management System (CMS) Authorization Form	Pat II: Section 1.14
Logic Model Chart	Part II: Section 1.15
Most Recent A-133 Audit or Certified Financial Statements	*Submitted by applicant*

Applicants must submit the Required Application Forms in this section in a single email to AmeriCorpsRFP@NewYorkersVolunteer.ny.gov. The email Subject line should read "*Insert Your Agency Name*" – *"Insert eGrants Application ID #".*

Applicants who choose to submit the required documents in hard copy should mail them to:
Mark J. Walter, Executive Director
State Commission on National & Community Service
52 Washington Street
North Building, Suite #338
Rensselaer, New York 12144-2796

Electronic or paper submission of all Required Application Forms must be received by the State Commission Office by 5:00 pm EST on December 10, 2013.

2.7 Budget Instructions (Cost Reimbursement Applicants Only)

These instructions apply only to New & Recompeting Cost Reimbursement applicants only. Fixed-Amount and Education Award Grant applicants must use the Budget Instructions in Part I: Section 2.8 to prepare their budget.

Match Requirements

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

Match Requirements	
Application Type	Requirement
Cost Reimbursement Grants	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.
Education Award Program (EAP) Fixed-Amount Grants	There are no match requirements for fixed-amount grants. Grantees pay all program costs over $800 per MSY provided by CNCS.
Professional Corps Fixed-Amount Grants	There are no match requirements for fixed-amount grants. Grantees pay all program costs over the $2,000 per MSY provided by CNCS.
Stipended Fixed-Amount Grants	There are no match requirements for fixed-amount grants. Grantees pay all program costs over the $13,000 per MSY provided by CNCS.

- Successful applicants are required to meet an overall matching rate that increases over time. Grantees have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24 percent for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- First-time applicants must match with cash or in-kind contributions at least 24 percent of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are Recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, enter a brief description of the source of match. Identify each match source separately. Include dollar amount, the match classification (cash, in-kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.

Non-CNCS Federal Match Requirements

The CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Applicants must discuss their intention to use federal funds to match an AmeriCorps. Section 121(e)(5) of the National Community Service Act also requires grantees who use non-CNCS federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS. If applicants use other federal funds as

match, they must ensure that the applicant can meet the requirements and purpose of both grants. The Federal Financial Report (FFR) will be used to collect the federal match data. Applicants that use federal funds as match will be required to report the sources and amounts on the FFR.

The State Commission requires applicant agency's to this RFP who will use non-CNCS federal funds to meet the regulatory match must: (1) ensure the requirements of both grants can be met; (2) complete and submit the necessary report(s) to NCS that indicate the amount and source of non-CNCS federal resources used as match; and (3) obtain written approval from the non-CNCS federal agency on agency letterhead which confirms their consent and submit a copy to NCS prior to contract approval. Non-CNCS federal funds that will be used as match but are not identified until after the State AmeriCorps contract is in place commit to points one and two above, and must provide NCS with written approval from the non-CNCS federal agency before an Expenditure Report that includes this match type will be approved.

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.

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 checklist (Part I: Appendix C) to confirm 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).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over $500,000 in federal funds, as required in OMB Circular A-133.

eGrants Budget Section

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 1 of the grant, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as percentage of full-time equivalent (FTE) devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. 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 benefit amount is over 30 percent, please list covered items separately and justify the high cost. 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 that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

All applicants must budget $2,000 in the Staff Travel line item for staff to travel to New York State Commission or CNCS-sponsored technical assistance meetings, trainings or events. There are multiple opportunities offered each year from which grantees may choose to attend. Please itemize the costs for this and all budget sections.

C-2.Member Travel

Describe the purpose for which members will travel. Provide a calculation that includes itemized 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.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 or more <u>per unit</u> (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in the "Supplies" category of the budget. Purchases of equipment are limited to 10 percent of the total CNCS 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 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. 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.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who

will be listed in Sections G. and H., below. Payments to individuals for consultant services under this grant should not exceed $750 per day (excluding costs for travel, supplies, etc.). Indicate the daily rate, number of days, and total cost for consultants you propose to use and their contractual services.

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, not to exceed the maximum daily rate limit of $750.

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, not to exceed the daily rate limit of $750.

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).
- 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 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 proposed budget must include a living allowance for full-time members that is between $12,100 (minimum) and $24,200 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage. The minimum and maximum living allowance amounts are provided below.

Successful applicants will not be 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.

While Full-time Fixed-amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (Note

exception below.) Fixed-amount grant applicants are not required to indicate that amount in the application and request those positions as "without living allowance" in the budget.

Exception: If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of $12,100, but not the maximum requirement of $24,200.

Minimum and Maximum Living Allowance Amounts			
Member Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1700	$12,100	$24,200
One-year Half-time	900	n/a	$12,800
Two-year Half-time	900	n/a	$12,800
Reduced Half-time	675	n/a	$9,600
Quarter-time	450	n/a	$6,400
Minimum-time	300	n/a	$4,260

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

B. Maximum Cost per Member Service Year (MSY)

The maximum Cost/MSY is set forth by grant award type in the Table below. The Commission and CNCS consider comparative Costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and Recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.

The CNCS Cost/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 from CNCS per MSY is determined on an annual basis.

Continuation and Recompeting applicants requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. This applies even if the increased cost/MSY is less than the maximum.

New and Recompeting applicants will be held to the maximum cost per MSY for their grant type. This does not affect Continuation programs currently funded at a higher cost per MSY.

Maximum Cost Per Member Service Year (MSY)	
Grant Award Type	Maximum Cost Per MSY
Cost Reimbursement	$13,300
Professional Corps Fixed-Amount	$2,000
Education Award Fixed-Amount	$800
Stipended Full-Time Fixed-Amount (Non-EAP)	$13,000

C. Member Support Costs

Consistent with New York State laws, applicants must budget for and provide members with the benefits described below.

- FICA. Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. 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.
- Worker's Compensation. AmeriCorps members serving in New York State must be covered under Workers Compensation insurance. In order to contract with OCFS, the agency funded must have

coverage through a current policy in order to be determined responsible. New York State Workers' Compensation Law requires that employers obtain workers' compensation insurance with an insurance carrier authorized by the New York State Workers' Compensation Board.

- Health. Grantees operating in New York State must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Grantees may not pay health care benefits to less-than-full-time members with CNCS funds. A grantee agency 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. In the 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. Unemployment coverage may not be budgeted for or paid to AmeriCorps members serving in New York State. Applicants also may not charge the cost of unemployment insurance taxes to the grant.

Section III. Administrative/Indirect Costs

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

SEC. 121 [42 U.S.C. 12571] determines that State Commissions may retain or recoup up to 1 percent of the 5 percent of the annual federal amount that each AmeriCorps grantee includes in the Administrative/Indirect Costs Section of their AmeriCorps Budget. *The State Administration Fee does not retain or recoup up to 1 percent of the entire award amount, but only applies to Section III of the AmeriCorps Budget*.

State Commission Administration Fee

A State Administration Fee of ½ of 1 percent of the eligible 5 percent in federal Administrative/Indirect Costs Section that AmeriCorps applicants may apply for may be retained or recouped from grantees of this RFP. This Administration Fee may be required in response to the decision by CNCS to eliminate direct funding that was previously awarded annually to State Commissions for the purpose of conducting mandatory program development and training activity. If funding is recouped by the Commission through the State Administration Fee, those funds will be used to provide program development and training resources to all AmeriCorps and National Service grantees operating in New York State.

All applicants must budget for the State Administration Fee even if they do not elect to claim their full share of administrative expenses. Carefully review the budget instructions in this section to ensure the Commission share is calculated correctly. The Commission share must be in the CNCS (federal) share of costs. It cannot be in the grantee share. The grantee share in this section may not exceed 10 percent of total direct costs.

Options for Calculating Administrative/Indirect Costs (choose <u>either</u> A OR B)

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

A. CNCS-Fixed Percentage Method (*5 percent Fixed Administrative Costs Option)*

The CNCS-fixed percentage rate method allows applicants to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If applicants choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), they may charge, for administrative costs, a fixed 5 percent of the total of the Corproation funds expended. In order to charge this fixed 5 percent, the grantee match for administrative costs may not exceed 10 percent 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 CNCS share. The factor 0.0526

is used to calculate the 5 percent 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. As allowed by CNCS, the Commission may retain up to 20 percent of the federal share of administrative costs.

2. 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.
3. Enter the sum of the CNCS and grantee shares under Total Amount.
4. To calculate the State Administration Fee, within Section III of the budget, one-tenth (10 percent) of the federal dollars budgeted for administrative costs are allocated to the Commission's share and nine-tenths (90 percent) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5 percent administrative maximum by multiplying the CNCS share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:

   ([Section I CNCS Share] + [Section II CNCS Share] x 0.0526) x (0.10) = Commission Share
   ([Section I CNCS Share] + [Section II CNCS Share] x 0.0526) x (0.90) = Applicant Share

B. Federally Approved Indirect Cost Rate

If your organization has a federally approved indirect cost rate and choose to use it, the rate will constitute documentation of your administrative costs, including the 5 percent maximum payable by CNCS (4 percent grantee share + 1 percent Commission share). Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.
3. As allowed by CNCS, the Commission may recoup one-tenth (10 percent) of the federal dollars budgeted for administrative costs. Applicants must note the percentage or amount in the text. There is no separate line item to show this calculation.
4. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS administrative share) from the amount calculated in step A (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Source of Match

In the "Source of Match" field that appears at the end of Budget Section III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available) for your entire match. Define any acronyms the first time they are used.

2.8 Budget Instructions (Fixed-Amount & Education Award Grant Applicants Only)

These instructions apply only to Fixed-Amount and Education Award grant applicants only. Cost Reimbursement applicants must use the Budget Instructions in Part I: Section 2.7 to prepare their budget.

Fixed-Amount and Education Award grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to Fixed-Amount or Education Award grant applicants. Fixed-Amount and Education Award grant applicants are not required to budget for the State Administration Fee as they do not complete a traditional line-item budget with Administrative /Indirect Costs

Section I: Program Operating Costs

Fixed-Amount and Education Award grant applicants are not eligible to apply for funding categories in this section so it should be left blank.

Section II: AmeriCorps Member Positions

A. AmeriCorps Member Positions for Fixed-Amount Grants

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

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	Calculation	MSY
Full-time (1700 hours)	# of Members x 1.0000	= # of MSY
1-Year Half-time (900 hours)	# of Members x 0.500	= # of MSY
Reduced Half-time (675 hours)	# of Members x 0.3809524	= # of MSY
Quarter-time (450 hours)	# of Members x 0.26405527	= # of MSY
Minimum-time (300 hours)	# of Members x 0.21164022	= # of MSY
	Total MSY	

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

Total # of MSYs _____	x MSY amount (up to $800 for Education Award, $13,000 for Fixed-Amount, and $2,000 for Professional Corps) _____	= Total Grant Request $ _____

Please note that the final award amount may be adjusted to reflect actual hours served if a member does not serve the minimum number of hours necessary to complete a full term of service.

Type the total amount requested in the "Total Amount" & "CNCS Share" columns. Leave the "Grantee Share" blank. See example below, which applies to an Education Award Grant:

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request	47.5 MSY x $800/MSY	$38,000	$38,000	$0
Subtotal		$38,000	$38,000	$0

Section III: Administrative/Indirect Costs

Fixed-Amount and Education Award grant applicants are not eligible to apply for Administrative/Indirect Costs so this section should be left blank.

2.9 Review, Authorize, and Submit

eGrants requires that applicants review and verify their entire application before submitting, by completing the following steps in eGrants: (1) Review; (2) Authorize; (3) Assurances; (4) Certifications; (5) Verify; (6) Submit.

Read the federal State Contract Policy and Attachments carefully (Part III). 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: Any staff member within your organization who will be entering information in the application or approving and submitting the proposal 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."

2.10 Survey on Ensuring Equal Opportunity for Applicants (Optional)

CNCS and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to CNCS for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are nonprofit private organizations, not including private universities. All information from the attached survey will be confidential and the responses will be aggregated in a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions.

2.11 Paper Application Submission

Applicants should make every effort to submit their proposal electronically utilizing the CNCS web-based application system, although proposals submitted in hard copy will be accepted.

All RFP requirements described herein also apply to paper application submissions. Paper applications must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins and may not exceed 15 double-spaced pages for the Narratives, including the Executive Summary and SF 424 Face sheet, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit. Print out your application prior to final submission to confirm it is not over the page limits. This limit does not include the budget, performance measures, evaluation plan, documents (Part I: Section 2.5), or Required Application Forms (Part II).

Applicants not submitting their proposal through the eGrants system and electing to submit via paper must: (1) Submit one unbound, single-sided original paper application; and (2) Submit the electronic version of the application on diskette, flash drive, or CD-ROM. The electronic version must be an exact duplicate of the paper original. If there are differences between the paper application and the electronic version submitted, the State Commission will use the electronic version as the official submission.

If you plan to submit your application in hard copy, you must notify the State Commission Office by calling (518) 473-8882 or send an email to: americorpsRFP@NewYorkersVolunteer.ny.gov to request a paper copy of the 2014 AmeriCorps Application template and worksheets.

2.12 eGrants Technical Issues

If a technical issue with the eGrants system does not allow an applicant's proposal to be submitted by 5:00 pm EST on December 10, 2013 the applicant must contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask to secure a Ticket Number. National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. Be prepared to provide the Application ID, organization's name, and the NOFA (Part I: Section 2) to which your organization is applying.

If the issue cannot be resolved after contacting the National Service Hotline, the following materials must be sent by overnight carrier and arrive at the State Commission Office (not post-marked) no later than 5:00 pm EST on December 10, 2013: (1) The National Service Hotline Ticket Number and a brief paragraph explaining the technical issues that prevented submission of your application in eGrants by the due date; (2) A complete paper copy of the agency's 2014 State AmeriCorps Application including all eGrants Application Components and Required Application Forms; and (3) An electronic version of the application on flash drive or CD-ROM. The electronic version must be an

exact duplicate of the paper original. If there are differences between the paper and electronic versions, the Commission will review the electronic version as final.

The overnight carrier must stamp the application package with the date and time it was sent. Hard copy applications must arrive no later than 5:00 pm EST on December 10, 2013 at the following address:

Mark J. Walter, Executive Director
New York State Commission on National & Community Service
52 Washington Street
North Building – Suite #338
Rensselaer, New York 12144-2796

Section Three: Continuation Application Instructions

Please use these application instructions if you are a Continuation applicant. If you are a New or Recompeting applicant, please see the New & Recompeting application instructions which begin in Section 2.

3.1 Continuation Application Instructions

The following instructions for submitting a Continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the instructions for New and Recompeting applicants. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount. The Commission and CNCS reserve the right to consider an applicant's Continuation request if their fixed-amount application is not funded.

Continuation Application Submission Process

Continuation Applicants must submit their proposal electronically utilizing CNCS' web-based application system, eGrants, which can be found at the following link: http://www.cns.gov/egrants/index.asp.

The Commission and CNCS strongly recommend that applicants create their Continuation application in an off-line word processing document at least three weeks before the deadline. Applicants should begin copying and pasting their application into eGrants no later than ten days before the deadline. This will allow time to address any technical issues in the eGrants system prior to the application deadline. Applications must be submitted by 5:00 pm EST December 10, 2013.

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.

What to Include in Your Continuation Request:

I. Applicant Info (1) & (2)

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

Application Info (2)

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.
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Part I: Section 2.5 (D)
- 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."
- If you plan to request a waiver of the volunteer leveraging requirement please select "Request a waiver" at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- Leave the box for "Program Initiative" blank.

- The “Estimated Funds Requested” box will be populated automatically after you complete the budget.
- Total Match. Enter the total dollar amount of match being proposed.
- Total Private Match. Enter the dollar amount of private match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Leveraged funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Leveraged funds source. Enter the sources/investors of the leveraged funds.
- 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.
- Opt in to the National Service Registry.
- AmeriCorps Identity/Co-branding. Check all boxes that apply.

II. Narrative (Narratives Section)

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.

If you have changes in any of these areas, please document them in the Continuation Changes field in eGrants. Clearly differentiate Year 2 and Year 3 continuation changes by using headings that label these as such. Continuation changes may include, but are not limited to:

- New site locations.
- Expansion to new sites, including the need that will be met in expansion communities, activities of expansion members, and organizational capacity to support the expansion.
- Any changes in the budget.
- Any increase in requested cost per MSY. 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.

Plans for improving enrollment, retention, or other compliance issues. If you enrolled less than 100 percent of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field.

If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible.

If you are requesting to conduct new activities or additional MSYs, these also need to be reflected in the budget and the performance measures. The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.

In the Continuation Changes field, describe the manner and extent to which you consulted with the State Commission in the states in which you plan to operate (not applicable to Tribes).

3.2 Continuation Performance Measures

Applicants must check the relevant boxes in the Performance Measure tab in eGrants. Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith- and community-based organizations
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- Other
- Percentage of MSYs in Tier 1 Performance Measures
- Percentage of MSYs in Tier 2 Performance Measures

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

To begin entering performance measures, from your eGrants grant application page select Performance Measures.

All applicants must complete Steps 1-6. Then, if you are:

- Entering applicant-determined performance measures, follow steps 7A-18A.
- Opting in to the National Performance Measures, follow steps 7B-17B.

Step 1: Select Characteristics.

To begin, click one or more boxes in the "Grant Characteristics"

Step 2: Select Focus Areas

Select the Focus Area in which your primary service activity fits. You may also select "Capacity Building" if this is a significant area of member activity. If your primary service activity does not fit into a Focus Area, select "Other" and skip to Step 5. You may select multiple Focus Areas to represent significant areas of AmeriCorps member activity. Do not include multiple Focus Areas to describe the same activity. Select the Focus Area that best describes the activity.

Step 3: Choose whether to Opt-in to National Performance Measures:

When you select a Focus Area, eGrants automatically pre-populates the selection "No" in response to the question "Will you be using a national performance measure related to this Focus Area?"

- Leave this selection as "No" if you do not want to participate in the National Performance Measures for that Focus Area.

- Change the selection to "Yes" if you want to opt-in to the National Performance Measures for that Focus Area.

You must consult the "National Performance Measures Instructions" to determine which performance measures are appropriate for you: http://www.americorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=91. You may also find resources at this link to be helpful: http://www.nationalserviceresources.org/national-performance-measures/home.

If you selected "Other" as your only Focus Area, you will skip this step as there are no National Performance Measures for "Other".

Step 4: Complete the MSY Chart(s)

For each Focus Area selected, complete a Member Service Years (MSY) Chart. If you have selected Capacity Building or Other, complete an MSY Chart for these selections as well. Click the "view/edit MSY Slots" orange link. There are two sets of numbers to enter in each MSY Chart. First, for each slot type, enter the number of members that will be providing service in that Focus Area.

Second, enter the percent of time that members of each slot type will spend on activities in that Focus Area. Use whole numbers to represent the percent. Do not use a percent or a decimal. (For example, for 100 percent, type "100.") eGrants will calculate the total MSYs for each slot type, then aggregate the MSYs for the entire chart in the "Total MSYs Devoted to Priority" field at the bottom of the chart.

Note that MSYs in each category should be mutually exclusive. Do not double count MSYs. The total MSYs across all Focus Areas, Capacity Building, and Other should not exceed the total MSYs requested in the budget.

Step 5: Add a Service Category

For each Focus Area selected above, as well as Capacity Building and Other, you must select a Primary Service Category. Click the "Add a Service Category" orange link. Select your Focus Area from the drop-down menu and click "Go."

Select your Service Category from the options provided in the pop-up menu. The Service Category you select will determine the Indicator drop-down options in later steps.

If this is the first or only Service Category you select, eGrants will automatically check "Primary" to indicate this is your primary activity. To select more than one Service Category, simply click the "add a service category" link. Only one Service Category should be indicated as the primary per Focus Area. You may add additional service categories if appropriate for your program design. Additional service categories may be labeled as "Secondary."

Step 6: Add a Performance Measure

You must create at least one aligned set of Performance Measures representing your Primary Service Activity, which is achieved through either National Performance Measures or applicant-determined performance measures. An aligned measure includes an output and an outcome.

If you have opted-in to National Performance Measures, you will see the links for both
"add a national performance measure" and "add an applicant performance measure." If you have not opted-in to National Performance Measures, you will only see the link for "add an applicant performance measure."

Choose National Performance Measures or Applicant-Performance Measures

- Follow the instructions 7A – 17A for each aligned set of applicant-determined measures you need to create.
- Follow the instructions for 7B – 17B for each aligned set of national performance measures you need to create.

Applicant Performance Measures

Step 7A: Add a Performance Measure

Follow the instructions for 7A – 18A for each applicant-determined performance measure you will create. Begin by creating the Performance Measure Output and then repeat steps 13A-18A to create an aligned Intermediate Outcome.

Step 8A: Select a Focus Area

The Focus Area drop-down box will consist of all the focus areas that were initially selected in the main Focus Area section.

Step 9A Add Performance Measure Title

Give this performance measure a title—usually 3-4 words that describe the activity— and enter it in the text box.

Step 10A: Select a Service Category

Service Category is a drop-down menu of choices based on your earlier identification of Service Categories; select one and continue by pressing the "go" button

Step 11A: Describe Strategies to Achieve Result

Briefly describe the intervention that will lead to the outcome you are proposing. Keep statements to one or two paragraphs with a maximum of 500 characters.

Step 12A: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome – and click "Add New Results Section." You should begin each aligned measure with the selection of an Output Measure.

Step 13A: Write a Result Statement

Enter 1-2 sentences stating the expected output or outcome.

Step 14A: Select an Indicator

Select an Indicator from the drop- down menu. If the options provided do not include the Indicator you are measuring, select "other" and describe the Indicator in the text box that will appear.

Step 15A: Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 16A: Select a Target Number or Percent

Write the number from your target statement in the Target box and indicate whether it is a whole number or percent

Step 17A: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol.

Step 18A: Write a Performance Measure Statement

Provide the expected result and target combined into one or two sentences in 1,000 characters or less. Once you have completed the output performance measurement information, do the same for your intermediate outcome and/or additional measures, if necessary. Begin by identifying the Result Type as "intermediate outcome" and complete Steps 13A through 18A again. If you would like to enter an "end outcome", you may do so by completing Steps 13A through 18A again. End outcomes are not required.

National Performance Measures

Follow the instructions for 7B –17B for each aligned set of National Performance Measures you need to create. You will use these instructions to complete measures if you have opted in to National Performance Measures for any Focus Area. Please refer to National Performance Measures Instructions for complete instructions for aligning measures.

- If you select the Education Focus Area and opt-in to National Performance Measures, you are only allowed to select National Performance Measures.
- If you select the Disaster Services, Economic Opportunity, Environmental Stewardship, Healthy Futures, or Veterans Focus Areas, or Capacity Building, and opt-in to National Performance Measures, you will enter your National Performance Measures. If you choose, you may add additional, applicant-determined Measures after you enter the National Performance Measures.

Step 7B: Add a National Performance Measure

Click the "add a national performance measures" orange link. Then select the Focus Area. Only those Focus Areas that were checked as participating in the National Performance Measures will be displayed.

Step 8B: Add a Performance Measurement Title

Give this performance measure a title — usually 3-4 words that describe the activity — and enter it in the text box. Continue by pressing the "go" button.

Step 9B: Describe Strategies to Achieve Result

Briefly describe the intervention that will lead to the outcome you are proposing. Keep statements to one or two paragraphs with a maximum of 500 characters.

Step 10B: Select a Result Type

You will need to select the Result Type that you intend to track for this activity – output or intermediate outcome– and click "Add New Results Section." You should begin each aligned measure with the selection of an Output Measure.

Step 11B: Select the Indicator

This is where you select your National Performance Measure. There is a drop-down list containing the National Performance Measures for the Focus Areas that you have selected.

Once you select your first National Performance Measure, eGrants will provide onscreen instructions about other National Performance Measures you must use in conjunction with this measure or if you need to add an applicant-determined intermediate outcome.

If you need to add an applicant-determined intermediate outcome measure, you will select "Other" from the pop-up list.

Step 12B: Write Result Statement

Enter 1-2 sentences stating the expected output or outcome.

Step 13B Write a Target Description

In 250 characters or less, include a description of the target. Be sure to include how you determine what is counted in this target. For example: 100 parents will attend the eight-week parenting skills/drop-out prevention class.

Step 14B: Select a Target Number

Write the number in the Target box from your target description. You are only allowed to use a number.

Step 15B: Identify your Instruments

Describe the Instruments that will be used to measure your output/outcome in 250 characters or less. These are specific tools to collect information such as a behavior checklist, tally sheet, attitude questionnaire, or interview protocol. Check for guidance on appropriate instruments posted at the National Performance Measures resource page: http://nationalserviceresources.org/national-performance-measures/home

Step 16B: Write a Performance Measures Statement

Provide the expected result and target combined into one or two sentences (1,000 characters or less).

Step 17B: Create Aligned Measure

After completing the output performance measurement information, do the same for your intermediate outcome. Begin by identifying the Result Type, and then complete Steps 11B to 16B again.

Once you complete entering an aligned measure as defined by the National Performance Measure, you will return to Step 7 and create any other aligned measures to report member activities in Focus Areas or other areas of service either by:

- Following Steps 7A – 18A for an applicant-determined measure or
- Following Steps 7B – 17B for an aligned National Performance Measure.

3.3 Continuation 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 increases, such as an increase to the member living allowance into your budget. Justify any increases not required by CNCS. CNCS expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any increase in Cost per MSY must be justified in the Continuation Changes field.

Source of Match

In the "Source of Match" field that appears at the end of Budget Section III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other) for your entire match. Define any acronyms the first time they are used.

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 percent for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Section Four: Governor and Mayor Initiative

Through this State RFP, CNCS is piloting the Governor and Mayor Initiative and it will be given priority consideration in Tier 1 (Part I: Section 1.5). CNCS will accept one application per state that is submitted by the Commission on behalf of their Governor.

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.

If an application is submitted by the Office of the Governor in response to the Governor and Mayor Initiative, the application may not be scored through the Application Review Process defined in Part I: Section 2.2 of this RFP. If an application is submitted, the Commission may recognize it as a priority of the State and may advance the proposal to CNCS for Competitive funding consideration. If the application submitted in response to the Governor and Mayor Initiative is not funded through the Competitive process, the State Commission may elect to use Formula dollars awarded by CNCS to fund this proposal.

NOTE: Only the Office of the Governor may submit an application under the Governor and Mayor Initiative. The Governor's proposal must demonstrate a collaborative effort that is supported by one Mayor in his or her state and a minimum of two nonprofits. Individual Mayor's Offices and nonprofit organizations may not apply under this initiative. Applications from other entities will be deemed unresponsive.

4.1 Application Instructions

When preparing the proposal in response to the Governor and Mayor Initiative, the applicant must follow all guidance and application instructions in this RFP for 'New' applicants. The application must follow the Application Submission Process (Part I: Section 2.1) and the New and Recompete Application Instructions (Part I: Section 3).

In addition to following the guidance in the aforementioned sections, the application should include letters of commitment from the partnering non-profit entities, Mayor, and the Governor.

1. The non-profit partner letter should demonstrate commitment to the partnership that will seek to address the identified need, and describe the unique resources the organization brings to the partnership.
2. The Mayor letter should demonstrate commitment to the partnership that will seek to address the identified need.
3. The Governor letter should demonstrate commitment to the partnership that will seek to address the identified need and describe the process used to select the Mayor and non-profit partners.

The Required Application Forms and letters of commitment must arrive no later than 5:00 pm EST on December 10, 2013 at the following address for the application to be considered complete and eligible for funding consideration:

New York State Commission on National & Community Service
Mark J. Walter, Executive Director
52 Washington Street
North Building - Suite #338
Rensselaer, New York 12144-2796

The applicant narrative should include all required information in Part 1: Section 3.3 of this RFP and should also include a narrative which describes how several nonprofits working together, with the Governor's office serving as a convener, will effectively deploy AmeriCorps members for a collective impact.

For example, a Governor and a Mayor in his/her state could conclude the most pressing challenge facing the state is its high school graduation rate. Together, they could decide to focus on the elementary, junior high, and senior high schools in the Mayor's town. 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, locality, and nonprofit entities).
- The proposed theory of change and program model. If the program model has not yet been fully developed, this should outline the approach that the consortium will take to ensure that implementation can begin within 90 days of grant award.
- How they will utilize an identified consortium of four nonprofits that are well positioned to impact outcomes for those three schools using their theory of change. For example, nonprofit A operates an AmeriCorps program whose members are focused on increasing literacy gains. Nonprofit B operates an AmeriCorps program whose members are focused on school readiness. Nonprofit C operates an AmeriCorps program whose members are focused on increased food security. Nonprofit D operates an AmeriCorps program whose members recruit community volunteers.

In geographic locations where other city, state, and place-based initiatives are under way, CNCS encourages Governors and Mayors to partner with these public/private partnerships supported by non-profits, faith-based and community organizations, the private sector, local and state elected leadership, as well as city or neighborhood focused federal initiatives. Programs that operate in the summer and engage middle school youth in building skills would be an appropriate program design for this Initiative.

4.2 Performance Measures for the Governor and Mayor Initiative Proposal

The applicant should check the "Governor and Mayor Initiative" box in the Performance Measure tab.

4.3 Budget Instructions for the Governor and Mayor Initiative Proposal

The applicant should follow the Budget Instructions in Part 1: Section 3.6 or 3.7 of this RFP (depending on the type of application) to prepare and submit their budget. This proposal will be 'New' so the applicant should complete their budget as such.

Appendix A
National Performance Measure Supplement

Tier 1: Priority Measures in Disaster Services and Veterans and Military Families and Complementary Program Measures in Economic Opportunity

Economic Opportunity
O1: Number of economically disadvantaged individuals receiving financial literacy services
O9: Number of economically disadvantaged individuals with improved financial knowledge
O2: Number of economically disadvantaged individuals receiving job training and other skill development services
O3: Number of economically disadvantaged individuals receiving job placement services
O10: Number of economically disadvantaged individuals placed in jobs
O12: Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service*
O15: Number of economically disadvantaged National Service Participants that secure employment during their term of service or within one year after finishing a CNCS-supported program*
O14: Number of economically disadvantaged National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service*
O17: Number of National Service Participants that complete a college course within one year after finishing a CNCS-supported program*
Disaster Services
D1: Number of individuals that received CNCS-supported services in disaster preparedness
D2: Number of individuals that received CNCS-supported services in disaster response
D3: Number of individuals that received CNCS-supported services in disaster recovery
D4: Number of individuals that received CNCS-supported services in disaster mitigation
Veterans and Military Families
V1: Number of veterans that received CNCS-supported assistance
V8: Number of veterans' family members that received CNCS-supported assistance
V7: Number of family members of active duty military service members that received CNCS-supported assistance
V9: Number of active duty military service members that received CNCS-supported assistance
V2: Number of veterans engaged in service opportunities as a National Service Participant or volunteer.
V10: Number of military family members engaged in service opportunities as a National Service Participant or volunteer.

**Programs that select O12, O14, O15, O17 must also select an additional priority or complementary program measure from Tier 1, 2, or 3 that measures community impact.*

Tier 2: Priority Measures (in Education, Economic Opportunity, Environmental Stewardship, Healthy Futures and Capacity Building)

Education – operating less than 100% in School Improvement Grant(SIG)/DOE Priority Schools and other non SIG/Priority Schools
ED21: Number of children that completed participation in CNCS-supported early childhood education programs
ED23: Number of children demonstrating gains in school readiness in terms of social and/or emotional development
ED24: Number of children demonstrating gains in school readiness in terms of literacy skills
ED25: Number of children demonstrating gains in school readiness in terms of numeracy (math) skills
ED2: Number of students that completed participation in CNCS-supported K-12 education programs
ED4A: Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period
ED5: Number of students with improved academic performance in literacy and/or math
ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement
ED6: Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student
Economic Opportunity [1]
O5: Number of economically disadvantaged individuals, including homeless individuals, receiving housing services
O11: Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing
Environmental Stewardship [2]
EN4: Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved
EN5: Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments) that are improved and/or created
Healthy Futures [3]
H8: Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently
H9: Number of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support
H10 (formerly O6): Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations
H11 (formerly O7): Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger
H12: Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services
Capacity Building
G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants
G3-3.2: Number of community volunteers managed by CNCS-supported organizations or National Service Participants
G3-3.3: Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or National Service Participants

The following Economic Opportunity measures may also be used to report on your program's performance in providing services in the Disaster Services focus area,

[2] The following Environmental Stewardship measures may also be used to report on your program's performance in providing services in the Disaster Services focus area,

[3] The following Healthy Futures measures may also be used to report on your program's performance in providing services in the Disaster Services focus area.

Tier 3: Priority and Complementary Program Measures

Education – Not in SIG schools and/or less than 30% of MSYs in priority measures
ED21: Number of children that completed participation in CNCS-supported early childhood education programs
ED23: Number of children demonstrating gains in school readiness in terms of social and/or emotional development
ED24: Number of children demonstrating gains in school readiness in terms of literacy skills
ED25: Number of children demonstrating gains in school readiness in terms of numeracy (math) skills
ED2: Number of students that completed participation in CNCS-supported K-12 education programs
ED4A: Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period
ED5: Number of students with improved academic performance in literacy and/or math
ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement
ED6: Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student
Education
ED1: Number of students who start in a CNCS-supported education program
ED3A: Number of disadvantaged youth/mentor matches that are commenced by CNCS-supported programs
ED7: Number of students with no or decreased disciplinary referrals and suspensions over the course of the CNCS-supported programs' involvement
ED8: Number of youth with decreased substance abuse, arrest, or gang involvement
ED9: Number of students graduating from high school on time with a diploma
ED10: Number of students entering post-secondary institutions
ED11: Number of students earning a post-secondary degree
ED12: Number of CNCS-Supported National Service Participants who begin serving as teachers through a Teacher Corps program
ED13: Number of CNCS-Supported National Service Participants who completed serving as teachers through a Teacher Corps program
ED14: Number of individuals teaching in high need schools
ED15: Number of students in CNCS-supported teacher classrooms with improved academic performance
ED17: Number of teachers remaining in the education field, but not teaching in a school (school support staff, school administration, district administration policy, education nonprofits, etc.) after their term of service
ED18: Number of teachers who have had a positive impact on student learning as determined by observation-based assessments of teacher performance
ED19: Number of individuals receiving certification to teach in schools after their term of service
ED20: Number of children who start in a CNCS-supported early childhood education program
ED22: Number of children accessing high quality early childhood education programs
ED26: Number of students acquiring a GED
Economic Opportunity
O4: Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities
O13: Number of economically disadvantaged National Service Participants who have not obtained their high school diploma or equivalent prior to the start of their term of service
O16: Number of National Service Participants that obtain a GED/diploma while serving in CNCS-supported programs or within one year after finishing serving in CNCS-supported programs
Environmental Stewardship
EN1: Number of housing units of low-income households and structures weatherized or retrofitted to significantly improve energy efficiency
EN2: Number of low-income households home and public building energy audits conducted
EN3: Number of individuals receiving education or training in energy-efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture
EN6: Number of tons of materials collected and recycled

Healthy Futures
H1: Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs
H2: Number of clients to whom information on health insurance, health care access and health benefits programs is delivered
H3: Number of clients enrolled in health insurance, health services, and health benefits programs
H4: Number of clients participating in health education programs
H5: Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity
H6: Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity
H7: Number of clients receiving language translation services at clinics and in emergency rooms
Veterans and Military Families
V3: Number of veterans assisted in pursuing educational opportunities
V4: Number of veterans assisted in receiving professional certification, licensure, or credentials
V6: Number of housing units developed, repaired, or otherwise made available for veterans
Capacity Building
G3-3.4 Number of organizations that received capacity building services from CNCS-supported organizations or national service participants
G3-3.5: Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.6: Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants
G3-3.7: Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
G3-3.8: Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants
G3-3.9: Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient
G3-3.10: Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more effective
G3-3.11: Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.12: Number of organizations that monitored their progress towards the goals identified in their community assessment with the assistance of CNCS-supported organizations or national service participants
G3-3.13: Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families
Capacity Building, cont.
G3-3.14: Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.15: Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families
G3-3.16: Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants
G3-3.17: Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants
G3-3.18: Number of new beneficiaries that received services as a result of capacity building efforts in: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and/or Veterans and Military Families
G3-3.19: Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity building efforts in: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and/or Veterans and Military Families

Appendix B
Application Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to Fixed-amount Grants.

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 State Commission and National Direct staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?
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 that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes __ No __	Does the budget reflect adequate budgeted costs for project evaluation?
Yes __ No __	Have you provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205?
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. 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 or State Commission 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 part-time serving in a full-time capacity)? 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.
Yes __ No __	Unemployment insurance is only budgeted if state law requires it?

In Compliance?	Section III. Administrative/Indirect Costs
Yes __ No __	Applicant has chosen Option A – CNCS-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 – CNCS 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 submitted to CNCS if multi-state, state or territory without commission or Indian Tribe applicant? 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 does not exceed the federally approved rate, 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?

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, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative and in the Source of Match field in eGrants?

Appendix C
Glossary of Contracting & AmeriCorps Program Terms

GLOSSARY OF AMERICORPS PROGRAM TERMS

Act means the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.)

Administrative Costs are expenses associated with the overall administration of a Program, and are defined in the General Provisions, in the Administrative Costs section.

AmeriCorps National Service Network means AmeriCorps State, AmeriCorps*National, AmeriCorps*Tribes and Territories, Volunteers in Service to America (VISTA), and National Civilian Community Corps (NCCC) Programs taken together as programs dedicated to national service. VISTA is authorized under the Domestic Volunteer Service Act (42U.S.C. 4950 et seq.). NCCC is authorized under the National and Community Service Act (42 U.S.C. 12611 et seq.).

Approved National Service Position means a national service position for which CNCS has approved the provision of a national service education award as one of the benefits to be provided for successful service in the position.

Corporation or CNCS means the Corporation for National and Community Service established under section 191 of the Act (42 U.S.C. 12651).

Community beneficiaries refer to those persons who receive services or benefits from a program, but are not AmeriCorps members or staff.

Continuation programs are currently in their first or second year of operation within a three-year grant cycle.

Cost Reimbursement 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.

Education Award means an award provided to a member who has successfully completed a required term of service in an approved national service position and who otherwise meets the eligibility criteria in the Act. An education award may be used: (1) to repay qualified student loans, as defined in the Act; (2) toward educational expenses at a Title IV Institution of Higher Education; and (3) toward expenses incurred in participating in school-to-work programs approved by the Secretaries of Labor and Education.

Education Award Fixed Amount Grants (EAP) Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements. Fixed-amount grants are only available to recompeting programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are interested in applying for a fixed amount grant. New applicants are NOT eligible to apply for these grants.

End-outcome indicators specify changes that have occurred in the lives of the community beneficiaries and/or members that are significant and lasting. These are actual impacts, benefits or changes for participants during or after a program.

Evaluation uses scientifically-based research methods to systematically investigate, on a periodic basis, the effectiveness of AmeriCorps Programs by comparing the observed program outcomes with what would have happened in the absence of the program.

Evidence-based: Means evidence from previous studies whose designs can support causal conclusions (i.e., studies with high internal validity), and studies that in total include enough of the range of participants and settings (i.e., studies with high external validity). This is defined as:

(1) more than one well-designed and well-implemented experimental study or well-designed and well-implemented quasi-experimental study that supports the effectiveness of the practice, strategy, or program; or
(2) one large, well-designed and well-implemented randomized controlled, multisite trial that supports the effectiveness of the practice, strategy, or program.

Evidence informed:
a) there is at least one study that is a correlational study with statistical controls for selection bias; quasi-experimental study that meets the What Works Clearinghouse Evidence Standards with reservations (See http://ies.ed.gov/ncee/wwc/pdf/reference_resources/wwc_procedures_v2_1_standards_handbook.pdf); or randomized controlled trial that meets the What Works Clearinghouse Evidence Standards with or without reservations and
b) The study referenced in paragraph (a) found a statistically significant or substantively important (defined as a difference of 0.25 standard deviations or larger), favorable association between at least one critical component and one relevant outcome presented in the logic model for the proposed process, product, strategy, or practice.

Faith-based organizations include:
- Religious congregations (church, mosque, synagogue, temple, etc.);
- Organizations, programs, or projects operated or sponsored by a religious congregation;
- Nonprofit organizations that clearly show by their mission statements, policies, and/or practices that they are religiously motivated or religiously guided institutions;
- Organizations that, when asked, designate themselves as a faith-based or religious organization; or
- Collaborations of organizations lead by an organization from the previously described categories, or of which half or more of the members are from the previously described categories.

Full-time Fixed Amount / Less than FT serving in a full time capacity Grants (Non-EAP)
These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

Fixed-amount grants are only available to recompeting programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are interested in applying for a fixed amount grant. New applicants are NOT eligible to apply for fixed amount grants.

Full-time fixed amount applicants in the Education Focus Area are required to select either a Priority Education Measure or Complementary Program Measure. Applicants proposing non-Education programs may select from Tiers 1-5.

Geographic Program Classifications
- Local Program – AmeriCorps program with members serving at a single site or at sub-sites that are all located in one county.
- Multi-Region Program – AmeriCorps program with members serving at sub-sites in more than one but less than five regions.
- Multi-County Program - AmeriCorps program with members serving at sub-sites in multiple counties within the same region.
- Statewide Program – AmeriCorps program with members serving at sub-sites in each of the ten regions.

Grantee for the purposes of this agreement, means the direct recipient of this Grant. The term sub-Grantee shall be substituted for the term Grantee where appropriate. The Grantee is also responsible for ensuring that Sub-Grantees or other organizations carrying out activities under this award comply with these provisions, including regulations and OMB circulars incorporated by reference. The Grantee is legally accountable to CNCS for the use of Grant funds and is bound by the provisions of the Grant.

Indian Tribe means a federally-recognized Indian tribe, band, nation, or other recognized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. An Indian tribe also includes any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Intermediate-outcome indicators specify changes that have occurred in the lives of community beneficiaries and/or members, but are not necessarily a lasting benefit for them. They are observable and measurable indications of whether or not a program is making progress.

Member means an individual:
a. Who is enrolled in an approved national service position;
b. Who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States;
c. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled
i. in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. 12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or
ii. in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. 12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and
d. Has a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalent before using an education award) and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent.

Member Service Year (MSY) is synonymous with the term FTE, meaning "full-time equivalent." MSY stands for "Member Service Year." Because the terminology of an FTE is familiar to most organizations when talking about employees, CNCS uses the MSY terminology as a reminder that AmeriCorps members are NOT employees. For the purposes of this grant, however, FTE and MSY are the same thing in concept. The term member service year, or MSY, more accurately describes units of AmeriCorps service than FTE, which is commonly associated with budgeting for employee payroll. CNCS changed the terminology to avoid any misimpression that AmeriCorps members are Federal employees. One MSY is equivalent to 1700 service hours.

National Service Trust is the account established in the U.S. Department of the Treasury under the Act (42 U.S.C. 12601) for the purpose of holding and making payments of education awards and other education benefits to AmeriCorps members.

New applicants are those that have never had AmeriCorps State and/or National funding before. Current and former formula Grantees are not new.

OMB refers to the Executive Office of the President Office of Management and Budget.
Out-Of-School Youth means youth age 16 and older who have either dropped out or otherwise have no permanent affiliation with a secondary school. This definition does not include individuals who are in between school years and fully intend to return to school in the fall.

Output indicators are the amounts or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served. Output indicators do not provide information on benefits or other changes in the lives of members and/or community beneficiaries.

Parent Organization means a grantee that is responsible for implementing and managing a National Direct AmeriCorps Program.

Performance Measures are indicators intended to help a grantee measure the results of an AmeriCorps program's activities on community beneficiaries and participants. Performance measures are based on outputs, intermediate outcomes, and end outcomes.

Previous applicants are those that have been funded through state formula grants and/or were unsuccessful Recompete applicants in previous years.

Program means a national service Program, described in the Act (42 U.S.C. 12572(a)),

Project means an activity or set of activities carried out under a Program that results in a specific, identifiable community service or improvement:
a. That otherwise would not have been made with existing funds; and
b. That does not duplicate the routine services or functions of the organization to which the members are assigned.

Quasi-experimental Study - A study using a design that attempts to approximate an experimental design by identifying a comparison group that is similar to the treatment group in important respects. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards with reservations (they cannot meet What Works Clearinghouse Evidence Standards without reservations).

Randomized Controlled Trial - A study that employs random assignment of, for example, students, teachers, classrooms, schools, or districts to receive the intervention being evaluated (the treatment group) or not to receive the intervention (the control group). The estimated effectiveness of the intervention is the difference between the average outcome for the treatment group and for the control group. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards without reservations.

Re-Competing programs are programs that have completed three years of funding and are required to Recompete rather than participate in the streamlined continuation application process. If a program is currently in the final year of its AmeriCorps grant cycle it must apply for funding using the application instructions for new and re-competing programs.

Service Recipient means a community beneficiary who receives a service or benefit from the service of AmeriCorps members.

State Commission means the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. 12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by 45 C.F.R. 2550.80.

Sub-Grantee refers to an organization receiving AmeriCorps Grant funds from a Grantee CNCS (i.e.: State Commission).

GLOSSARY OF CONTRACTING TERMS

Fiscal Documentation: Documentation necessary for payment.

Legal Documents: Legally required application/contract components.

Organizational Qualifications: The organizational characteristics and capacity (i.e. agency mission, past accomplishments/experience in serving the target population or in providing similar services to a different population, experience in collaborating with community agencies needed for program success, key people, fiscal capability) that are likely to result in successful performance target attainment.

Baseline Estimate: The projected status of the target population without the proposed intervention. A baseline is the best estimate, using prior program experience, collected data, or research results, of what would happen to the target population without the program's intervention and its benefits. Projection should be numerical (# or %). A baseline estimate is required for each performance target.

Outcomes: The desired benefits or changes for the target population following their interaction with a program. These are the expected results or program intervention. Outcomes may relate to knowledge, skills, attitudes, behaviors or condition. Either the investor or provider may set them. (They are broader, more general than performance targets. They do not require numerical projection). In some instances the outcome may be a system change rather than an individual behavior change.

Performance Targets: Performance targets are the *measurable* verifiable improvements in the condition or behavior of program recipients that the provider expects to achieve *by the end of the contract period*. Targets are quantifiable and verifiable indicators of program performance. They contribute to the attainment of the desired outcomes for the target population. Attainment of several performance targets may be needed to indicate the achievement of a single outcome. Must include a description of the methods that will be used to verify target achievement.

Milestones: *Measurable interim* changes in the condition or behavior of the target population used to track whether the program is on course to achieve its performance targets. These are critical points of change or target population achievement that must occur to progress towards the performance targets. Must include a description of the methods that will be used to verify milestone achievement.

Program Budget: Definition of program expenditures and funding sources.

Program Description: Detailed explanation of the means (service model, plan or approach) the provider will use to achieve its performance targets and outcomes. This should include a description of the program's core features (i.e. the kinds of services provided, their intensity and duration, the essential elements, theoretical approach, delivery strategies, involvement of target population in planning, etc.).

Project Work plan: Steps to implement program -- Most relevant to new applicants or start-up.

Staffing Pattern: Identification of staff assigned to a program, whether or not paid through OCFS funds.

Target Population: The specific group of people (individuals, families, community members or certain instances, specified personnel or entity) that are the focus of change and who will directly interact with the program. In certain instances where the desired outcome is systemic change, the agency as a whole may be considered the target population.

Verification: Statement of methods used to verify performance target and milestone attainment and/or submission of actual documentation.

Vendor Responsibility: Compliance with New York State Finance Law and guideline provisions related to vendor integrity providing reasonable assurance that the potential contractee has the capacity to perform the requirement of the contract. This includes authority to do business in the State, capacity and performance in addition to aforementioned integrity.