

AmeriCorps State Competitive Grant Application

Rhode Island Request for Proposals

Program Year 2019-2020

ServeRI

The Rhode Island Commission for National and Community Service

Rhode Island Department of Education

255 Westminster Street, 5th Floor

Providence, RI 02903

www.serverhodeisland.org/ Americorpsgrants



ServeRI Rhode Island
Department
of Education

Office of Student, Community &
Academic Supports
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Introduction

ServeRI, the Rhode Island Commission for National and Community Service, announces the availability of AmeriCorps Competitive funds to be awarded to **New or Re-competing** AmeriCorps applicants through a national competition for the 2019-2020 grant cycle. AmeriCorps grants are awarded to eligible organizations (see Eligible Applicants section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices 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 earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

ServeRI publishes the Request for Proposals (RFP) in anticipation of the release of the Corporation for National and Community Service's (CNCS) AmeriCorps State and National Notice of Funding Opportunity (NOFO). ServeRI solicits grant proposals through this annual RFP and makes determinations on which proposals to recommend for national competition. Any eligible applicant seeking to operate an AmeriCorps program in Rhode Island must respond to this RFP and all related deadlines. Late applications will not be accepted.

The following instructions are for new AmeriCorps applicants and previous applicants that have reached the end of their three-year cycle and must re-apply as new. While you must use these instructions to prepare your Pre-Application, you should note that CNCS has not yet released the 2019 AmeriCorps Application Instructions and requirements could change for Final Applications. This process is moving forward based on previous guidance from CNCS, and ServeRI will make applicants aware of changes as they are formalized. As a result, applicants will need to remain flexible and be able to respond to changes in these instructions. ServeRI will work with all applicants to ensure that they are responding adequately to these changes. Publication of this Request for Proposals (RFP) does not obligate ServeRI, the RI Department of Education, or CNCS to award any specific number of grants or to obligate the entire amount of funding available.

Applicants should review the AmeriCorps Regulations, Terms and Conditions, and ServeRI Assurances when planning the AmeriCorps program and preparing the application.

- Regulations - 45 CFR Chapter XXV:
https://www.nationalservice.gov/sites/default/files/documents/45cfr_chapterxxv.pdf
- Terms and Conditions: <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>
- ServeRI Assurances – Appendix F

Additional CNCS application materials, including the Mandatory Supplemental Guidance and Performance Measures Instructions, can be found on the ServeRI website:

<https://www.serverhodeisland.org/ameriCorpsgrants/>.



SERVE RI

ServeRI seeks to increase the number of and demand for volunteer and community service opportunities in Rhode Island. Housed and supported by the Rhode Island Department of Education (RIDE), ServeRI is the Governor-appointed Rhode Island Commission for National and Community Service, which awards AmeriCorps grants to organizations responding to local needs; builds capacity of programs and agencies through training and technical assistance, promotes Rhode Islanders' commitment to public service, and seeks to mobilize the collective effort of volunteer and service opportunities across the state. For FY2018, ServeRI received \$3 million in support from the Corporation for National and Community Service, including operational support, AmeriCorps Education scholarships, and grants to 11 organizations.

AMERICORPS IN RHODE ISLAND

AmeriCorps is a federal program overseen by the Corporation for National and Community Service that mobilizes individuals of all ages and backgrounds to make a lasting impact in communities while gaining valuable skills and experience to advance their careers. AmeriCorps makes an outsized impact on Rhode Island. Rhode Island ranks consistently in the top 20 among the states for per capita AmeriCorps participation and Providence ranks 3rd in the nation among midsize cities. Since 1994, more than 7,200 Rhode Island residents have served approximately 10 million hours through AmeriCorps, earning Segal AmeriCorps Education Awards totaling more than \$24.4 million.

AmeriCorps programs do more than move communities forward; they serve their members by creating jobs and providing pathways to opportunity for young people entering the workforce. AmeriCorps places thousands of young adults into intensive service positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship.

Learn more at www.serverhodeisland.org.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE FOCUS AREAS

Edward M. Kennedy Serve America Act

The Edward M. Kennedy Serve America Act (SAA) defines six service categories which will serve as CNCS priority areas for future grant processes. Additional categories have been added in the last few years. The categories and focus areas associated with each are as follows:

- 1) **Disaster Services:** Unmet disaster mitigation, preparation, response, and recovery needs within communities.
- 2) **Economic Opportunity:** Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.
- 3) **Education:** Unmet educational needs within communities especially those that contribute to improved educational outcomes for economically disadvantaged children; improved educational

and behavioral of students in low-achieving elementary, middle, and high schools; and increase high school graduation rates.

- 4) **Environmental Stewardship:** Unmet energy-efficiency and environmental needs within communities, including decreasing water and energy consumption, increasing energy efficiency and renewable energy use, and addressing at-risk ecosystems, particularly for economically disadvantaged households and communities.
- 5) **Healthy Futures:** Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.
- 6) **Veterans and Military Families:** Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engaging veterans in service.

CNCS Additional Funding Priority Areas, 2019-2020 (anticipated)

- **Disaster Services:** Programs must focus on improving community resiliency through disaster preparation, response, recovery, and mitigation.
- **Economic Opportunity:** Programs must focus on increasing economic opportunities for opportunity youth. Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service to prepare them for the workforce.
- **Education:** Improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM).
- **Healthy Futures:** Programs that engage members to reducing and/or preventing prescription drug and opioid abuse will receive priority from CNCS.
- **Veterans and Military Families:** Programs must focus on positively impacting the quality of life of veterans and improving military family strength.
- **Agency Corps/Mayor/Governor Initiative/Partnerships:** There has been an emergence of partnerships at the federal level to fund and support AmeriCorps programs that meet the mission of select federal agencies, as well as support programs that address a pressing challenge a Governor wishes to solve in his or her state.
- **Rural intermediaries:** Programs must demonstrate measurable impact and primarily serve communities with limited resources and organizational infrastructure
- **Safer communities:** Programs should promote activities that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between police and community.
- **Encore Programs:** Programs that engage a significant number of participants age 55 and older
- **Evidence-Based Intervention Planning Grants:** In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design.

Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding. You may be approached by ServeRI to discuss the possibility of adapting your proposal to fit one of the priority areas.



RHODE ISLAND PRIORITY AREAS

ServeRI is interested in AmeriCorps applications that provide effective solutions to address local community needs, offer meaningful AmeriCorps member experiences, demonstrate the ability to document and evaluate significant community impact and provide the opportunity for strategic partnership. ServeRI welcomes State Competitive applications proposing to meet needs in any CNCS Focus area or area of concern to Rhode Islanders. The Board of Commissioners is committed to maintaining geographic, demographic, and programmatic diversity within the AmeriCorps portfolio.

Targeted for publication on December 18, 2018, ServeRI will issue a separate RFP for AmeriCorps State Formula Grants that will identify specific priorities and requirements. Interested applicants should anticipate that priority will be given in that second RFP to proposals that address the Rhode Island Department of Education 2015-2020 Strategic Plan. Learn more about the plan at <http://www.ride.ri.gov/BoardofEducation/RI2015-2020StrategicPlanforEducation.aspx>.

Types of Applicants

State Competitive Applicants

If you are responding to this RFP, you are a State Competitive Applicant. Competitive funds are awarded by CNCS through ServeRI. ServeRI selects Full Applications to submit to CNCS for review in competition with proposals from all single- and multi-state applicants. CNCS runs a Peer and Staff Review to make funding determinations. Programs that are not selected for a Competitive Award will be considered for a State Formula Award.

State Formula Applicants

Formula funds are awarded to programs by ServeRI. Formula funds are given to ServeRI based on the federal allocation for AmeriCorps and Rhode Island's population. The amount of funds ServeRI has available to award each year to new and re-applying programs depends on the allocation from CNCS and the number of Formula-funded programs in continuation (year one or two of the three-year grant cycle). The amount in 2019 will be less than \$600,000. Full applications that are not selected for submission to CNCS for the national competition and those not awarded Competitive funds by CNCS will be considered for Formula funding. ServeRI will publish a separate RFP for State Formula applications on or about December 18, 2018. Any organization interested in applying for AmeriCorps funding may respond to the Competitive RFP or Formula RFP or both.

Continuation Applicants

AmeriCorps grants are awarded typically for a period of three years. Each year grantees submit a Continuation request that details any proposed changes to the budget, service sites, or other program areas. ServeRI will provide instructions directly to current grantees on how to complete the continuation request. Continuation applications are due November 9, 2018.

National Direct Applicants

Organizations that would like to propose programs that have members serving in multiple states must apply directly to CNCS as a national direct program. Information on applying as a national direct program can be found at www.nationalservice.gov. CNCS expects State Commissions and National Direct



applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA (42 U.S.C. § 12583). This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination. Rhode Island has joined more than 40 states in requesting organizations use the America's Service Commissions National Direct Consultation form to initiate consultation between multi-state applicants and state service commissions. Rhode Island requires no additional information. To link to the current consultation form visit www.serverhodeisland.org/ameriCorpsgrants.

PROGRAM REQUIREMENTS

Eligible Applicants

All AmeriCorps Rhode Island programs must operate solely in Rhode Island, and all member service activities must take place in-state. The following entities are eligible to apply for, implement, and operate an AmeriCorps program in Rhode Island:

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

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

Types of Grants

ServeRI accepts applications for four types of AmeriCorps grants:

Operating Grants

ServeRI funds operating grants that support fully-developed plans to establish an AmeriCorps program or to support, expand, or replicate an existing AmeriCorps program. Grant awards are renewed annually for a total of three years subject to annual review and availability of federal appropriations. Programs seeking funding beyond three years must reapply as a re-competing applicant. The maximum award amount a program can request for an operating grant is \$14,932 (subject to CNCS publication of the 2019 NOFO) per Member Service Year (MSY). CNCS publishes that a lower cost per MSY is strongly suggested and favored during their application review.

New applicants must apply for cost-reimbursement operating grants. In some cases, ServeRI may offer a returning applicant the opportunity to be considered for a fixed-amount grant. Applicants should identify their interest in fixed-amount grants on the Intent to Apply Form or during the Technical Assistance Period. Fixed-amount grants simplify the process of reporting and accessing grant funds and are currently restricted to programs that engage full-time members only.



Education Award Only Program (EAP) Grants

Education Award Only Programs are an option for organizations that can support most program and participant costs through other sources while still meeting AmeriCorps program requirements. EAP grant awards are for three years subject to annual renewal based on performance review and availability of federal appropriations. The maximum award amount a program can request for an Education Award Only Program is \$800 per MSY and the funds are intended to support member recruitment, training and supervision.

Professional Corps Grants

Professional Corps Grants place qualified professionals in communities with an inadequate number of such professionals. Professional Corps applicants and/or applicants determined to be a Professional Corps by CNCS must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals. Similar to EAP, grant awards are for three years subject to annual renewal based on performance review and availability of federal appropriations. The maximum award amount a program can request for a Professional Corps Grant is \$1,000 per MSY and the funds are intended to support member recruitment, training and supervision. Member salaries must be paid entirely by organization where member serves and not included in the budget. Professional Corps members are eligible for the AmeriCorps Education Award.

Planning Grants

If an applicant is not recommended to the national competition, the Board of Commissioners may consider the applicant for a planning grant. A planning grant provides funding to support the development of a new AmeriCorps program design to agencies that do not currently receive AmeriCorps State funding from ServeRI. Planning Grants are not part of the State Competitive process. Instructions for applying for Planning Grants are published in the State Formula RFP.

Program Size

Per CNCS requirements, applicants must propose to enroll a minimum of *20 AmeriCorps members*. Members may be any combination of full-time and part-time members. AmeriCorps programs should be large enough to make a significant difference in communities; therefore, ServeRI strongly encourages applicants to request a minimum of 10 MSYs (Member Service Years) regardless of whether members serve individually or in teams. A chart to calculate MSYs is included in the Budget Instructions.

Grant Size

Grant requests may vary in size depending on the type and scope of a proposed program. Applicants are allowed flexibility in developing their budgets within certain limitations. The maximum cost per MSY (full-time equivalent member) is \$14,932. Individual program cost effectiveness will be assessed against the federally-established target.

Grant and Program Operating Period

Because notification of award is not made until May or June, ServeRI requires New applicants to select a start date on or after August 1, 2019 to ensure sufficient time between grant award and program implementation unless a special request is made. All programs must select a grant start date on or after July 1, 2019. AmeriCorps funding is provided as a 12-month grant, with the option for renewing two times (three years total) before a program must reapply as new. The program may operate for fewer than 12 months but must fall within the 12-month grant period.



National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a grant or subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Unless ServeRI or CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks:

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

For complete information see 45 CFR § 2540.200–§ 2540.207 and the CNCS website at <http://www.nationalservice.gov/resources/criminal-history-check>.

Volunteer Recruitment

Unless CNCS or ServeRI, as appropriate, approves otherwise, some component of your program that is supported through the grant must involve recruiting or supporting volunteers. If you demonstrate that requiring your program to recruit or support volunteers would constitute a fundamental alteration to your program structure, CNCS may waive the requirement (ServeRI for Formula Grants) in response to your written request for such a waiver in the grant application (45 C.F.R. § 2520.35). All grant recipients must report to ServeRI the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers).

Special Training and Tutoring

If the proposed service activities require specialized member qualifications and/or training the applicant must describe how the program will meet these requirements. For organizations that are proposing a tutoring program, AmeriCorps Regulations define the minimum requirements that a member must meet in order to qualify as a tutor. See 45 C.F.R. §§2522.900-2522.930 for more information.

Evaluation

CNCS requires that AmeriCorps programs receiving over \$500,000 conduct an independent evaluation of their program. All other AmeriCorps programs must conduct an internal evaluation. This requirement applies only to Recompete applicants. Please visit <http://www.nationalservice.gov/resources/evaluation/planning-evaluation> for more information.

Same Project

Under the Serve America Act, State Competitive and National Direct applicants are considered in the same review process. Therefore, organizations applying for both state and national direct funding must demonstrate that the two applications are not supporting the same project. CNCS will consider two projects to be the same if CNCS cannot identify a meaningful difference between the two projects based on a comparison of the following characteristics, among others:



- The objectives and priorities of the projects;
- The nature of the services provided;
- The program staff, participants, and volunteers involved;
- The geographic locations in which the services are provided;
- The populations served; and
- The proposed community partnerships.

Program Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time. In particular, ServeRI requires a mid-year report and end of year progress reports. In addition to reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers.) Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

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

CNCS Terms and Conditions

All awards will be subject to the 2019 CNCS General Terms and Conditions, and the 2019 Specific Terms and Conditions for the particular program (when applicable.) These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>.

2019-2010 AMERICORPS *COMPETITIVE* GRANTS PROCESS

ServeRI utilizes a two-phase process that includes the development of a Pre-Application reviewed by professional staff and a Final Application reviewed by the Program Development and Grant Committee comprised of ServeRI Commissioners and peers. Recommended applications compete, from which the term Competitive Grant derives, with other applicants nationally and are decided upon by the Corporation for National and Community Service with notifications anticipated May 15. Applications that are recommended by ServeRI, but ultimately not selected for a Competitive Award by CNCS, may be considered for funding from AmeriCorps State Formula funding.

Please note that submitting a Full Application does not guarantee submission to CNCS. Likewise the invitation to submit a Full Application to CNCS does not guarantee funding. Funding for this grant is contingent on appropriation of funding from Congress.



Timeline and Application Steps

August 30	ServeRI State Competitive Grant RFP Published
September 28	Intent to Apply Form due
October 4	Applicant Grant Information Webinar
October 4 – October 12	Technical Assistance Period
October 18	Pre-Application Due
October 24	Staff Feedback Returned
November 9	Final Application Due
November 29*	Grant Review Meeting
December 12*	Board of Commissioner Meeting
December 17	ServeRI Grant Approval Notification
December 17 – January 7	ServeRI Resolution Period
January 15	ServeRI Sends Grants to CNCS
March 2019	CNCS Requests for Clarification
May 2019	CNCS Grant Award Notification
May 15 – June 15	CNCS Grant Resolution Period
July 1	Earliest possible Program Start Date

* specific day will be subject to participant availability

Intent to Apply Form

The Intent to Apply Form is a requirement for consideration and due September 28, 2018 by 5:00 PM. The form is available at: www.serverhodeisland.org/amicorpsgrants/. The purpose of the form is to collect applicant contact information and have a general understanding of the applicant pool. Submission of the Intent to Apply Form will also serve to register applicants for the Applicant Grant Webinar. Please be aware that the date noted in this RFP is for the Rhode Island Intent to Apply Form. If you are a single state applicant, you do not submit any forms directly to CNCS that may be described in the 2019 AmeriCorps State and National NOFO.

Applicant Grant Information Webinar

Except in rare circumstances, all applicants are expected to view the Grant Information Webinar currently scheduled from 12:30-2:00 on October 4, 2018. You should save the date and you will receive additional information by email on how to participate. The webinar will introduce AmeriCorps, review the grant process, and provide specific details about AmeriCorps RI program and budget requirements. Applicants may find it useful to have both a program and finance representative participate. The webinar presentation will be made available after October 4th at www.serverhodeisland.org/amicorpsgrants. If you need any accommodations to participate in this technology, please contact adam.donaldson@ride.ri.gov or 401-222-8984 as soon as possible so that we may assist you.

Technical Assistance Period

During the technical assistance period, applicants are encouraged to ask questions and seek assistance from ServeRI national and community service staff. Direct questions in writing to:

Adam Donaldson
National and Community Service Program Specialist
Rhode Island Department of Education
Adam.Donaldson@ride.ri.gov



Answers to questions will be shared with all applicants by posting the document “2019 Applicant TA Response.PDF” on the webpage www.servehodeisland.org/amicorpsgrants. After the Technical Assistance Period ends, staff will no longer answer questions for AmeriCorps Competitive applicants unless they are specific to the grant process, including the CNCS platform eGrants. The intent of this policy is to provide transparency and fairness to all applicants.

Applicants are encouraged to participate in any technical assistance teleconferences or resources posted by CNCS and may want to visit www.nationalservice.gov for resources to plan their AmeriCorps program.

Staff Feedback

Staff will use the grant review score sheet to assess each applicant and provide feedback on areas for improvement. Staff have significant experience with AmeriCorps grant competition and the feedback will contain technical fixes to meet AmeriCorps requirements and prepare the application for national competition.

Resolution and Clarification Periods

Resolution refers to the process of requesting applicants address areas for potential noncompliance with AmeriCorps regulations or make technical changes to their application budget in order to be in compliance. In some cases, there is a negotiation for the amount of the grant award. Grants are awarded pending successful resolution of any items requested by ServeRI or CNCS. Clarification refers to the process of requesting applicants address confusing content in the application narrative or other components of the application to evaluate the strength of the application. This information is used by CNCS staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for clarification adequately and in a timely manner may result in the removal of applications from consideration. Applicants should anticipate receiving requests for information during these periods and make staff available to respond.

Selection Criteria

Applications are reviewed by the Program Development and Grant Review Committee, comprised of ServeRI Commissioners and peers with expertise in volunteer and service programs, education, and other CNCS focus areas. ServeRI professional staff facilitate but do not participate in the review or approval of Final Applications. The grant review process includes the following steps:

1. Reviewing whether the applications complies with eligibility requirements and met application deadlines;
2. Scoring your proposal against the basic selection criteria articulated in the 2019 AmeriCorps State and National NOFO published by CNCS; and
3. Taking into account how the proposed program contributes to the innovation and geographic, demographic, and programmatic diversity of the AmeriCorps RI network of programs.
4. Reviewing past performance of Re-competing grantees, if applicable.

ServeRI Selection Criteria and Point System

Category	Sub-Categories	Points
Executive Summary		0 (required)
Program Design	Problem/Need	5
	Theory of Change and Logic Model	25
	Evidence Base	12
	CNCS Priorities	3
	Member Experience and Training	10
	Commitment to AmeriCorps Identification	5
Organizational Capability	Organizational Background and Staffing	7
	Compliance and Accountability	8
	Culture that Values Learning	5
	Member Supervision	5
Cost Effectiveness and Budget Adequacy		15
Evaluation Plan		0 (if applicable plan must be Approved)

Applicants should not assume that reviewers are familiar with the proposed grant program, even if recompeting. Be sure to provide sufficient information in the application for a reviewer who is unfamiliar with the program.

CNCS Evidence Base Criteria

ServeRI scores the Evidence Base section of the application using CNCS guidelines and the Evidence Checklist:

<https://www.nationalservice.gov/sites/default/files/documents/2018%20Evidence%20Checklist.pdf>.

Applicants are encouraged to review the Checklist and include as much detailed information as possible in the Evidence section of the application. All applicants who have collected relevant performance measurement data must describe this data fully as outlined in the requirements for the pre-preliminary evidence tier. Applicants who have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations in the application narrative as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

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

- The date the research or evaluation was completed, and the time period for which the intervention was examined.
- A description that shows the study’s relevance to the proposed intervention.
- A description of the target population studied (e.g., the demographics).
- The methodology used in the study (e.g., outcome study, random assignment, regression discontinuity design, propensity score matching, etc.).
- A description of the data, data source, and data collection methods.
- The outcomes or impacts examined and the study findings.
- The strength of the findings (e.g., effect size, confidence level, statistical power of the study design and statistical significance of findings).
- Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application.
- Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:
 - How closely the intervention evaluated in the studies matches the one proposed by the applicant;
 - The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
 - Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
 - The date of the study, with a preference towards studies that have been conducted within the last six years.
- If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant may be considered for a lower evidence tier. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants who do not meet all requirements will be considered for a lower tier.

After the applicant’s evidence tier has been assessed, the quality of the applicant’s evidence and the applicant’s overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored. Applicants must address the following standards in the application narrative. The standards are weighted differently for applicants in different evidence tiers to reflect expected variations in program life cycle and evaluation capacity at each stage of the evidence continuum.



Evidence Quality and Evaluation Capacity Standards	No Evidence & Pre-Preliminary Points	Preliminary Points	Moderate & Strong Points
The applicant's evidence is of satisfactory quality. Applicants with no evidence describe an evidence-informed theory of change.	2	2	2
The applicant's data collection systems are sufficient to yield high quality process and outcome data.	5	4	1
The applicant demonstrates adequate capacity to use process and outcome data including performance measurement (and evaluation data if applicable) to inform continuous learning and program improvement.	5	5	5
The applicant's long-term research agenda is aligned to the organization's learning needs and position on the evidence continuum (evidence tier).	0	1	4

STATE COMPETITIVE APPLICATION INSTRUCTIONS

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

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

After obtaining a DUNS number, all applicants must register with the [SAM](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM- registered legal name and address on all grant applications to CNCS. Applicants who do not comply with these requirements may be ineligible to receive or maintain an award.

Submission in CNCS's eGrants Web-based System

Applicants must submit applications electronically via CNCS's web-based system known as *eGrants*. Create an account as soon as possible by going to <https://egrants.cns.gov/espan/main/login.jsp>.

ServeRI recommends, in the strongest terms, that applicants draft the application in a word processing document then copy and paste the text into the appropriate eGrants fields several days before any deadlines. Frequently, keyboard characters other than letters and numbers, such as the apostrophe or



percent sign, will paste as backwards question marks or other errors that can distract reviewers from the quality of the application. When using eGrants always save and review your work before submitting.

Contact the National Service Hotline at (800) 942-2677 if a problem arises when creating an account or preparing or submitting the application. Be prepared to provide the application ID, organization's name, and the Notice – 2019 AmeriCorps State and National-- to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline and contact ServeRI.

eGrants Content Overview

In CNCS's web-based management system, applicants will enter the following components of a complete application:

- Applicant Information
- Application Information
- Narratives
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost Effectiveness and Budget Adequacy
 - Evaluation Plan (if applicable)
- Logic Model
- Budget
- Performance Measures
- Authorization, Assurances, and Certification

Narrative Page Limits

Applications must not exceed 12 pages for the Narratives, including the application's Executive Summary, SF 424 Facesheet, and the Narrative portions contained in the Program Design, and Organizational Capacity.

ServeRI will consider the number of pages only as they print out from the "Review" tab in CNCS's web-based management system (where you will see the "View/Print your application" heading) when determining compliance for page limits. ServeRI will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. ServeRI strongly encourages applicants to print out the application from the "Review" tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

Logic Model Page Limits

The Logic Model may not exceed three pages when printed with the application from the "Review" tab in CNCS's web-based management system.

Learning Memo (if a re-competing applicant)

The learning memo must be in a 12 point font or larger and should not exceed three single sided pages double spaced text.



Applicant Info

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.

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

Application Info

In the eGrants Application Info Section, enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. New applicants are strongly requested for August 1, 2018.
- State Application Identifier: Enter N/A.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.

Executive Summary

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

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

Fixed-Amount grant applicants (EAP, Full-time Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program. CNCS will post all Executive Summaries of



awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

Program Design – Problem / Need

Describe the community needs the AmeriCorps members will be addressing and how this need aligns with your organization’s mission. The described need must be prevalent and severe in communities where members will serve and documented with relevant data. Please be sure to use most recent and relevant data available to support the need and properly cite your sources.

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

Program Design - Theory of Change and Logic Model

In the narrative field:

- Clearly describe the proposed intervention/member activities.
- The proposed intervention must align with the identified community need.
- Describe the proposed intervention including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
- Describe how the proposed intervention will lead to the outcomes identified in your theory of change
- Explain how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- Ensure all elements of the logic model are aligned.

To begin entering your logic model, from your eGrants application page select “Logic Model” in the left side navigation menu. In the first blank row of the logic model, click “edit.” Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click “save and close.” You may add an unlimited number of rows to the logic model by clicking add a new row.” However, please be mindful there is a three page limit. You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.

In the eGrants Logic Model depict:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Number of locations or sites in which members will provide services
 - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)



- The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, hours of service delivered, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant’s theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant’s performance measures should be consistent with the program’s theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant must provide a justification for this change.

Applicants should use National Performance Measures if they are part of the program’s theory of change. Applicants are not required to use National Performance Measures and should only use them if they are part of the program’s theory of change. Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time suggests targets are reasonable), relevant research (e.g. targets documents by organizations running similar programs with similar populations), or prior program evaluation findings.

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

Program Design - Evidence Base

Applicants should provide evidence that their proposed intervention will lead to the outcomes identified in their theory of change. 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 need and should describe how this evidence places them in one of the five evidence levels listed below.

Applicants must fully describe how they meet the requirements of that level, using results from studies and evaluations. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section. This section must include specific citations of studies and/or evaluation and research reports. Applicants classifying their evidence as Moderate or Strong will be required to submit up to two studies, evaluation reports, briefs, or peer-reviewed articles cited in this section as separate attachments to CNCS later in the process.

Listed below are the five-tiered evidence levels:

- 1) No evidence means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.
- 2) Pre-preliminary evidence means the applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking. An example could be gathering feedback from program participants following their receipt of the intervention.
- 3) Preliminary evidence means the applicant presents an initial evidence base that can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention). A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and 2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.
- 4) Moderate evidence means the applicant presents a reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate confidence. The evidence base consists of one or more quasi experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention. Examples of research that meet the standard include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e. a similar population that does not receive the intervention).
- 5) Strong evidence means the applicant presents an evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

In 2017, the evidence tiers of funded AmeriCorps State and National competitive grantees' were as follows: Strong 9%, Moderate 9%, Preliminary 38%, and Pre-Preliminary 27%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Program Design - CNCS Priorities

Describe how the proposed program fits within one or more of the AmeriCorps funding priorities as outlined in the Funding Priorities section and more fully described in the CNCS Mandatory Supplemental Guidance. If not applicable, simply indicate the proposed program does not address a current CNCS priority. Applicants often confuse CNCS Focus Areas, which are broad categories of community need, and Funding Priorities, which are distinct types of service programs. Please address priorities.

Program Design - Member Experience and Training

Describe your plan and general timeframe for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform. Describe how you will train members to perform all the activities they will engage in and to avoid prohibited activities, including both initial and ongoing training during the program year. The applicant's plan should address how:

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed;
- AmeriCorps members will have access to meaningful service experiences that includes education about the community problem/need and the community in which they will serve;
- AmeriCorps members will have access to opportunities for reflection that involves the intentional processing of members' experience and the incorporation of lessons learned;
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate; and how
- The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

Program Design - Commitment to AmeriCorps Identification

Describe the applicant's commitment to AmeriCorps identification including the following:

- How the program participants will know that they are AmeriCorps members;
- How the communities where they serve will know that they are AmeriCorps members;
- How the staff will ensure that members will wear the AmeriCorps logo daily;
- How the program will ensure members are prepared to speak about their AmeriCorps experience to members of the community.

Organizational Capability - *Organizational Background and Staffing*

Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program. If applicable, identify prior experience administering AmeriCorps grants or other federal funds. Limiting your response to the proposed program, please describe how the applicant has sufficiently engaged community members and partner organizations in planning and implementing the program's intervention.

Organizational Capability - *Compliance and Accountability*

Describe how the applicant will ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the grantee and, if applicable, subgrantee and service site locations. Be sure to include systems in place to prevent and detect compliance issues and hold service site locations accountable if instances of risk or noncompliance are identified.



Organizational Capability - Culture that Values Learning

Describe how information is used for continuous improvement, including how the applicant's board, management, and staff collects and uses information for learning and decision making and whether the applicant's management and staff produces frequent reports on how well the organization is implementing its programs and strategies.

Organizational Capability - Member Supervision

AmeriCorps members must receive sufficient guidance and support from their supervisor to provide effective service and AmeriCorps supervisors must be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations. Describe a member supervision plan that:

- Ensures members will receive adequate support and guidance throughout their terms of service, including planned frequency and structure (such as 1:1 or group), being sure to identify who will supervise the AmeriCorps members;
- Includes how members' achievements will be formally or informally recognized; and
- Explains how program staff will monitor service sites regularly throughout the year to ensure that members are engaged in appropriate service and to manage the site partner relationship.

Cost Effectiveness and Budget Adequacy

In the narrative field, please enter the text "See budget." See Appendix C for detailed budget instructions for entering the budget in eGrants. It is important that the budget is submitted with adequate information to assess how each line item is calculated and that the budget is in compliance with the budget instructions.

Evaluation Plan

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

New Applicants

First time applicants must respond to the eGrants "Evaluation Summary or Plan" field by providing a Data Collection Plan that includes the following:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

Recompete Applicants

If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the “Evaluation Summary or Plan” section of the Narratives field in CNCS’s web-based management system. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report and a learning memo as attachments (see the *Submission of Additional Documents* section for more information), and must also submit an evaluation plan for the next three-year period in the “Evaluation Summary or Plan” field in the system. Evaluations plans submitted outside of the system will not be reviewed.

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

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

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

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

If the applicant is a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is \$500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.

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

For purposes of compliance with evaluation plan and report requirements, a program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least three of the last five years. If the



project satisfies the definition of same project and the applicant has received competitive funding for at least three of the last five years, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more competitively funded three-year cycles, including at least four years of competitive funding in the last five years, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in CNCS’s web-based management system.

State/Territory subgrantees and/or National Direct Grantees that are recompeting for funds may be eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in the system. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed above. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. CNCS guidance on alternative evaluation approaches can be found at:

<https://www.nationalservice.gov/sites/default/files/resource/Alternative-Evaluation-Approach-Guidance- FINAL-5.17.17.pdf>

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

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

Amendment Justification

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

Clarification Information

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

Continuation Changes

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



Performance Measures

Applicants are required to enter ONE or TWO aligned Performance Measures in the eGrants module. ServeRI values the quality of performance measures over the quantity of performance measures. Use the Performance Measure worksheet (Appendix B) to prepare the measure(s). The outputs and outcomes in the worksheets should align with the impact described in the narrative.

CNCS has implemented national performance measures in order to better demonstrate impact in identified focus areas (Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity, and Disaster Services). Programs within the Education priority area are required to utilize national measures. Programs within other priority areas are not required to utilize national measures but may choose instead to create Applicant Determined Performance Measures.

More information on the national performance measures can be found here:

<https://www.nationalservice.gov/sites/default/files/documents/2018%20Performance%20Measures%20Instructions%20Final.pdf>

Budget

The proposed budget should only reflect costs associated with the first year of the three-year grant cycle and should be sufficient to allow you to perform the tasks described in your proposal narrative. Please refer to the budget instructions and worksheet in Appendix C for Operating Grants and Appendix D for Education Award-Only and Professional Corps Grants.

For operating grants, as you prepare your budget please consider the following:

- All of the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency,” or other undefined budget amounts.
- Each expense must show how it was calculated in a consistent manner of unit of measure times quantity, such as 30 members x \$15/shirt w AC logo = \$450.
- Do not include fractional amounts (cents).
- Refer to the AmeriCorps Regulations and relevant Office of Management and Budget (OMB) Circulars on allowable costs for further guidance.

The full Regulations are available online at www.ecfr.gov.

Relevant OMB Circulars by Organization/Agency Type

	Educational Institutions	Nonprofit Organizations	State & Local Governments
Uniform Administrative Requirements	45 CFR 2543 & 2 CFR Part 200	45 CFR 2543 & 2 CFR Part 200	45 CFR 2541 & 2 CFR Part 200
Cost Principles	2 CFR Part 200	2 CFR Part 200	2 CFR Part 200
Audits	2 CFR Part 500	2 CFR Part 500	2 CFR Part 500

Authorization, Assurances, and Certifications

Read the authorization, assurances, and certifications carefully in eGrants. In addition, applicants are required to sign and submit the ServeRI Assurances document. Print and return Appendix F.

Authorized Representative

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using CNCS's web-based management system under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. Typically the authorized representative is the organization's Executive Director or Chief Financial Officer.

Submission of Additional Documents

Additional documents (if applicable) should be sent by email to Adam.Donaldson@ride.ri.gov. Applicants are required to submit the following additional documents by the application submission deadline:

All applicants

- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.
- Copy of applicant's most recent financial audit (A-133, if applicable) or equivalent financial report.
- Signed agreement of ServeRI Assurances found in Appendix F.

Recompeting applications

- Evaluation report, if required. Please contact ServeRI for further information.
- Learning memo, if required. Any applicant required to submit an evaluation report in order to comply with CNCS evaluation requirements must also submit a learning memo that describes how they are using the evaluation to improve and to inform their activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:
 - A short summary of key learnings from the evaluation
 - An explanation of how the program will incorporate key learnings into its strategy, design or implementation
 - An explanation of how these changes will improve the program
 - A discussion of how learning from the evaluation may inform next steps in the program's long-term research agenda

Do not submit other items not requested in this RFP.

End.



Appendix A: Logic Model Worksheet

Use the logic model worksheet to prepare your responses for eGrants.

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES		
			Short-Term	Mid-Term	Long-Term
Resources that are necessary to deliver the program activities, including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes, and opinions (measurable during the grant year).	Changes in behavior or action (may or may not be measurable during the grant year).	Changes in their condition or status in life (may or may not be measurable during the grant year).

APPENDIX B: Performance Measure Worksheet

Complete the table below using guidance provided in the *Performance Measure Instructions* and instructions below to prepare your entry in eGrants. Only ONE aligned performance measure is required (i.e., the table below); do no more than TWO. Do not add new lines or new boxes within the performance measure table. Due not exceed 2 pages per performance measure chart.

Problem Statement <i>(brief 1-2 sentence statement)</i>		
Described Intervention <i>(small paragraph describing type of intervention, design and dosage of intervention – intensity, frequency, duration)</i>		
OUTPUT:		
<i>Insert National Performance Measure Number/Title Here</i>	OR	<i>Insert Applicant Determined Measure Title Here</i>
Output Target <i>(enter number of beneficiaries – do not use percentages)</i>		
Output Measured By <i>(unit of measure or population, i.e. children, miles, etc.)</i>		
Output Instrument <i>(enter data collection tool and method, define the minimum dosage necessary to be counted as successful)</i>		
OUTCOME:		
<i>Insert National Performance Measure Number/Title Here</i>	OR	<i>Insert Applicant Determined Measure Title Here</i>
Outcome Target <i>(enter number of beneficiaries – do not use percentages)</i>		
Outcome Measured By <i>(unit of measure or population, i.e. children, miles, etc.)</i>		
Outcome Instrument <i>(enter data collection tool and method, define the minimum dosage necessary to be counted as successful, define success or the change needed to be counted as improved)</i>		



Instructions for the eGrants 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 member allocations.
- Create at least one aligned performance measure, plus additional measure(s) if appropriate.
- 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 member allocations for your application, click the “Edit Objectives/MSYs/Members” button.

After you have created at least one 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

On the objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

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

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module.

To see which performance measures correspond to which objective, refer to the CNCS Performance Measures Instructions

<https://www.nationalservice.gov/sites/default/files/documents/2018%20Performance%20Measures%20Instructions%20Final.pdf>

Next, select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application.



Select “other” if one of your program’s interventions does not appear on the list. Repeat these actions for each of your program’s focus areas.

Select “other” for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.

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

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

MSYs/Members Tab

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. You will allocate 100% of your program’s MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

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

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

In the members column, enter the number of members who will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members’ service across multiple objectives. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 members for these objectives. If the only activity in another objective that you have selected is focused on member development, enter 0 members for that objective also.

To ensure that information is entered accurately, please refer to additional guidance in Appendix A of the National Performance Measure Instructions on calculating and entering MSY and member allocations.



Performance Measures Tab

CNCS no longer requires National Performance Measures outputs to be paired with corresponding National Performance Measures outcomes. National Performance Measures outputs may now be paired with applicant- determined outcomes or may not be paired with any outcome. The latter is referred to as an “output-only measure” in these instructions. Refer to selection rules in the National Performance Measures Instructions to ensure that your performance measures meet CNCS requirements.

This tab allows you to create performance measures for all the grant activities you intend to measure.

You must create at least one aligned performance measure (either a National Performance Measure or an applicant-determined measure) that includes your primary intervention. You may create additional aligned performance measures and/or output-only measures provided that they measure significant program activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures or to any performance measures at all.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a 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/or member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. For aligned performance measures, select only the interventions that will lead to the outputs and outcomes of the aligned performance measure. For output-only performance measures, select only the interventions that lead to the outputs. 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 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 in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking “Add User Output.” (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the National Performance Measure Instructions to make sure you selected the objective associated with that performance measure.)

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 do not wish to select a National Performance Measures outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome



indicator. If you do not wish to select any outcome for your National Performance Measures output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box. (Note: all output-only measures must consist of National Performance Measures outputs. Applicant-determined outputs must be paired with applicant-determined outcomes.)

You may create additional applicant-determined outcomes for the performance measure by clicking “Add User Outcome.”

If you have not selected a National Performance Measures output, or if there is no corresponding National Performance Measures outcome, create an applicant-determined outcome by clicking “Add User Outcome.” All applicant-determined outputs must be paired with an applicant-determined outcome.

For Capacity Building National Performance Measures, you may select optional end outcomes. You will not be required to report on these outcomes and therefore will not be required to enter a data collection plan. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click “Add new focus area.” To select more than one beneficiary population, click “Add new beneficiary.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected to your capacity building activities, check the “Focus Area Outcome” box. To select more than one focus area outcome, select “Add new outcome.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down.

Enter the number of MSYs and members your program will allocate to achieving the outcomes and/or outputs 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/Members 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. Members may be double-counted across performance measures, but MSYs may not. Note that MSYs and members cannot be entered for performance measures associated with the Find Opportunity objective. For the Teacher Corps objective, and any other performance measures that are focused exclusively on member development (EN2, EN2.1, V2, V10) enter 0 MSYs and members.

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

Data Collection Tab

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

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



Expand each output and outcome and enter data collection information.

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

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not 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 service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select “other.”
- Instrument Description: Enter “NA”
- Target: Enter “1”
- Unit of Measure: Enter “NA”

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.

You should also use the Performance Measures Checklist in Appendix B of the National Performance Measure to self-assess your measure(s) prior to submission.



APPENDIX C: Budget Instructions – Operating Grants

How to Begin: Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1400; or, Salary \$60,000 @ 20% FTE devoted to program = \$12,000.

Overview of Key Statutory and Regulatory Budget Requirements

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.
- You may match with cash or in-kind contributions. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- *Note:* Most federal funds are not authorized to be used as match for another federal grant. While the Corporation’s legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency’s funds as match for this national service program grant is permitted by the other agency. Note: The Department of Education generally allows federal grants, such as 21st Century, to be used as match funding.
- In the budget worksheet, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local, and federal funds, and the source and total amounts of in-kind support. In the description indicate if the Source of Funds is “secure” or “proposed”. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.
- Grantees are required to meet an overall matching rate that increases over time (see chart below). These matching requirements may be waived in limited circumstances (described in chart below at “Minimum Overall Share (Alternative)”. See 45 C.F.R. §§ 2521.35 – 2521.90 for the regulatory match and waiver requirements.

	Years 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Overall Share	24%	26%	30%	34%	38%	42%	46%	50%
Minimum Overall Share (Alternative)	N/A	N/A	N/A	N/A	29%	31%	33%	35%

Consistency of Treatment

For any cost to be allowable under a grant award based on an application for AmeriCorps program funding, the cost must be accorded consistent treatment using policies and procedures that apply uniformly to both the federal grant funded activities and to all other activities of the applicant.



Calculating the Corporation Cost per Member Service Year (MSY)

An important factor in consideration of the proposed budget is the CNCS cost per MSY. One Member Service Year is equivalent to 1,700 hours of service. You may calculate your Corporation cost per MSY by dividing the Corporation’s share of budgeted grant costs by the number of Member Service Years you are requesting in your grant. You do not include child care or the cost of the education award a member may earn through serving with your program. The maximum cost per MSY that ServeRI will currently allow is \$14,932. If this figure is changed by CNCS, ServeRI will notify applicants during Resolution Period and allow and/or require a similar adjustment.

Member Positions	Calculation	Total MSYs
_____ Full Time (1700 hours)	_____ members x 1.000	= _____
_____ Reduced Full Time (1200 hours)	_____ members x 0.700	= _____
_____ Half Time (900 hours)	_____ members x 0.500	= _____
_____ Reduced Half Time (675 hours)	_____ members x 0.3810	= _____
_____ Quarter time (450 hours)	_____ members x 0.2646	= _____
_____ Minimum time (300 hours)	_____ members x 0.2117	= _____
TOTAL MSYs Requested		= _____

Budget 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-J, as follows:

Personnel Expenses

List each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the narrative must be listed in the budget as either Corporation or Grantee share.

Personnel Fringe Benefits

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 or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item.



Staff Travel

Describe the purpose for which program operating staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, *per diem*, and other travel related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily *per diem*, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate. Only domestic travel is allowable. *For example: 2 staff to attend National Conference on Service and Volunteering. \$300 airfare + \$50 ground transportation + (\$150 hotel x 3 nights) + (\$35 per diem x 3 days) = \$905 x 2 staff = \$1,810.*

**In most years, the national service field works together to plan a regional conference for state commissions and grantees. In 2018 the conference will be held in June in Pittsburgh. ServeRI strongly encourages attendance in this type of training, but it is not mandatory to attend or budget for this expense. **

Member Travel

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

Equipment

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

Supplies

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

Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in those respective categories.

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.



Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring strategies, CPR, or ecosystems and the environment. 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.

Evaluation

Include costs for project evaluation activities including additional staff time or subcontracts you did not budget under Section I. A. (Personnel Expenses), use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. 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.

Other Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and all employees who receive payment from the grant (federal or non-federal share). This must include a state check in Rhode Island as well as the state where the member resides at the time of application; a National Sex Offender Public Website Check (free at www.nsopw.gov); and FBI fingerprint background checks on all members and for employees who have occurring access to vulnerable population.
- 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. (For national office space, rental may be unallowable; applicants should refer to relevant OMB Circulars.)
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff and are not part of the organizations indirect cost/administrative cost allocation pool.
- 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.

Budget Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.”

Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced half-time, quarter-time, minimum-time) and the amount of living allowance they will receive. Please refer to the chart below for minimum and maximum living allowance figures. Only programs that enroll Full Time members are required to provide a living allowance. Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Please keep in mind that minimum and maximum living allowance amounts, in the chart below, are based on CNCS guidance from last year’s NOFO. The amounts might change later, after the 2019 AmeriCorps State and National NOFO has been published.



Living Allowance Table

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance	MSY
Full Time	1700	\$13,732	\$27,464	1.000
Reduced Full Time	1200	N/A	\$19,225	.700
Half Time	900	N/A	\$14,539	.500
Reduced Half Time	675	N/A	\$10,905	.3810
Quarter Time	450	N/A	\$7,270	.2646
Minimum Time	300	N/A	\$4,847	.2116

Member Support Costs

The following costs are required benefits for members:

- **FICA:** All projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance, unless exempted by the IRS with accompanying documentation. In this case, this fact should be noted in the narrative and the applicant must be able to provide documentation to MSA with the full application. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Health Care:** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of six weeks or more (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- **Note:** *Members are not eligible for unemployment in Rhode Island; therefore, applicants may not include unemployment insurance costs for members.*

Segal AmeriCorps Education Award

This member benefit is *not* a budget expense. AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. CNCS will provide the updated Education Award amounts at the time of grant award.

Budget 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. For organizations that have an established indirect cost rate for federal awards, administrative costs are 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.



Administrative costs include:

- Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by CNCS as project costs.
- Costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement).
- Costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.
- Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative costs do not include the following allowable expenses directly related to a project (including their operations and objectives), such as:

- Allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training, and travel.
- Costs for staff (including salary, benefits, training, and travel) who recruit, train, place, or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
- Costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement.
- Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate, and implement CNCS guidance and policies directly relating to a project.
- Space, facility, and communications costs allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization's indirect cost rate.
- Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by CNCS as directly attributable to a project.

Options for Calculating Administrative/Indirect Costs

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

1. *Corporation Fixed Percentage Method*

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



Applicants using this method may calculate these figures in the following way:

- *Corporation Share*: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. You may request less. Enter this amount as the Corporation share for Section III A.
- *Grantee Share*: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III. A.
- *Sum*: Enter the sum of the Corporation and grantee shares under Total Amount.

2. *Federally Approved Indirect Cost Rate Method*

If you have a Federally Approved Indirect Cost (IDC) rate, you must indicate that rate; however, you are not required to claim the full rate. The IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. 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, importantly, the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field. Applicants who are choosing to use a federally approved indirect cost rate amount in their budget will need to submit the current approved indirect cost rate agreement with their full application later in the process.

Applicants using this method may calculate these figures in the following way:

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

REQUIRED: State Commission 2% Set-Aside

Regardless of the method used to calculate administrative costs, the Rhode Island Department of Education for ServeRI will set aside a portion of the CNCS share to use in administering grantees. This amount must not exceed a two-fifth share of the maximum 5% Corporation share (i.e., allocating 2% as set aside for administering grantees and the remaining 3% for other administrative costs). When using this option, the grantee's portion must not exceed the remaining 3% portion of the maximum Corporation share. Both the commission and grantee portions of the Corporation share of administrative costs should be requested in the grantee's budget.

Applicants should calculate the Commission 2% Set-Aside in the following way:

- Corporation Share = $([\text{Section I} + \text{Section II}] \times 0.0526) \times (0.60)$
- Commission Share = $([\text{Section I} + \text{Section II}] \times 0.0526) \times (0.40)$



Note: There is one line item for the Indirect Cost Rate in eGrants. Please note the amount of the 2% Commission Share in the text. There is no separate line item to show this calculation.

Source of Match

Within this box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non-Corporation acronyms the first time they are used.



Appendix D: Budget Instructions – Fixed Grants (Education Award and Professional Corps)

Fixed-Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program.

Member Positions

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

Amounts of Fixed Grant Award Program grants are based on the member service years (MSYs) which are calculated as follows:

Member Positions	Calculation	Total MSYs
_____ Full Time (1700 hours)	_____members x 1.000	=
_____ Reduced Full Time (1200 hours)	_____members x 0.700	=
_____ Half Time (900 hours)	_____members x 0.500	=
_____ Reduced Half Time (675 hours)	_____members x 0.3810	=
_____ Quarter time (450 hours)	_____members x 0.2646	=
_____ Minimum time (300 hours)	_____members x 0.2117	=
TOTAL MSYs Requested		=

Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY) for Education Award Only programs and \$1,000 per MSY for Professional Corps.

Write your calculation in the following format:

Total # of MSYs _____ x MSY amount _____ = Total Grant Request \$ _____

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below:

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



Appendix E: CNCS Assurances and Certifications

(Authorize and submit section in eGrants)

Instructions

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

a) Inability to certify

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

b) Erroneous certification or assurance

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

c) Notice of error in certification or assurance

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

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Assurance requirement for subgrant agreements

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

f) Assurance inclusion in subgrant agreements

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



g) Assurance of subgrant principals

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

h) Non-assurance in subgrant agreements

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

i) Prudent person standard

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

ASSURANCES

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

- 1) Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.
- 2) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 4) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5) Will comply with all rules regarding prohibited activities, including those stated in applicable NOFA or NOFO, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- 6) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- 7) Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of



- handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
 - 10) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.
 - 11) Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
 - 12) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-7), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
 - 13) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 - 14) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
 - 15) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 - 16) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification, and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
 - 17) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 - 18) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.



- 19) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- 20) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- 21) Will comply with all the requirements of Subpart C of 45 CFR Part 2542, implementing E.O. 1259, regarding restrictions on doing business with suspended, debarred, and otherwise disqualified entities.
- 22) Will comply with all the requirements for providing a drug-free workplace on a continuing bases as set out in Subpart B of 45 CFR Part 2545, implementing sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690).
- 23) Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community- based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- 24) Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- 25) Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the State in which the program operates.
- 26) Will comply with all applicable requirements of all other federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

1. Lobbying (Activities)

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

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. Compliance with the Lobbying Disclosure Act of 1995. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the undersigned nor any of its operating sites is an organization described in Section (501)c(4) of the Internal Revenue Code of 1986, 26 U.S.C. § 501c(4) that engages in lobbying activities.



Appendix F: ServeRI Assurances

AmeriCorps State Grant 2019-2020

Awarded by the Rhode Island Department of Education
on behalf of The Rhode Island Commission for National and Community Service
Assurances Affirmation for Fiscal Agent

Instructions: Please fill out information on the last page, secure the appropriate signature, scan and save as a PDF and return to Adam.Donaldson@RIDE.RI.GOV. Keep the original for your records.

LEGISLATIVE AND REGULATORY AUTHORITY

The AmeriCorps State Grant is awarded in accordance with the authority of the National and Community Service Act of 1990, as amended by the Serve America Act (42 U.S.C. 12501 et seq.) and the implementing regulations at 45 CFR Chapter XXV, and Rhode Island Public Laws Chapter 94-297 and 17-395.

GENERAL ASSURANCES

In accordance with the National and Community Service Act of 1990, as amended by the Serve America Act, the applicant agency assures the Rhode Island Department of Education that the applicant and grant award under the National and Community Service program will adhere to:

- a) Subgrant funds will be used to increase the level of state, local, and other non-federal funds that would, in the absence of these funds, be made available for programs and activities authorized under the law authorizing this program, and in no case supplant federal, state, local, or non-federal funds.
- b) Unless and until existing requirements are waived, the agency will continue to comply with all operational requirements of this program. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
- c) (1) Control of funds provided under this program and title to property acquired with these program funds will be in a public agency or in a nonprofit private agency, institution, organization, if the law authorizing the program provides for assistance to such entities; and
(2) The public agency, nonprofit private agency, institution or organization will administer such funds and property to the extent required by the authorizing statutes;
- d) The agency will adopt and use proper methods of administering each such program including:
 - (1) The enforcement of any obligations imposed by law on agencies, institutions, organizations and recipients responsible for carrying out this program; and
 - (2) The correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
- e) The agency will cooperate in carrying out any evaluations of this program conducted by or for the Rhode Island Commission for National and Community Service (ServeRI), the Rhode Island Department of Education (RIDE), the Secretary of Education, or other federal officials.



- f) The agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to such agency under this program.
- g) The agency will make reports to the ServeRI, RIDE and the Secretary of Education as may be necessary to enable such agency and the Secretary to perform their duties under this program, including but not limited to submitting Mid-Year and End-of-Year Grant Progress Reports
- h) The agency will maintain such records, provide such information, and afford access to the records as ServeRI, RIDE or the Secretary may find necessary to carry out their duties.

CIVIL RIGHTS ASSURANCES

All recipients of assistance under these grants shall comply with the following Federal and State civil rights statutes and regulations:

- a) 42 USC, Sections 1981 and 1983 (...acts prohibited on the basis of race);
- b) Title VI and VII of the Civil Rights Act of 1964 (...acts prohibited on the basis of race, color, religion, sex, or national origin);
- c) Title IX of the Education Amendments of 1972, as amended, 20 United States Code 1681 et. Seq. (acts prohibited on the basis of sex);
- d) 42 USC, Section 1601 et seq. (...acts prohibited on the basis of age);
- e) Section 504 of the Rehabilitation Act of 1973, as amended, 20 USC 794 (...acts prohibited on the basis of handicap);
- f) 24 USC, Section 12100 et seq. [The Americans with Disabilities Act] (...acts prohibited on the basis of disability);
- g) Section 16-38-1 of the Rhode Island General Laws, as amended (discrimination because of race or age);
- h) Section 16-38-1.1 of the Rhode Island General Laws, as amended (discrimination because of sex);
- i) Chapter 42-87 of the Rhode Island General Laws, as amended (Civil Rights of Individuals with Handicaps); and
- j) Sections 28-5.1-13 and 28-5.1-14 of the Rhode Island General Laws, as amended (Private education institutions – compliance with state policy of non-discrimination and affirmative action).

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirement stated at Section 85.110.



Certification:

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

AMERICORPS STATE - SPECIFIC ASSURANCES

In accordance with The National and Community Service Trust Act as amended by the Serve America Act (42 U.S.C. 12501, et seq.), the Corporation for National and Community Service regulations (45 CFR 2520-2500), the Grantee's AmeriCorps application and its revisions (if any), the applicant agency assures the Rhode Island Commission for National and Community Service and the Rhode Island Department of Education that the awarded application submitted for funding under the National and Community Service program provides that:

- a) The agency will comply with the 2019 AmeriCorps Grant Provisions, paying special attention to changes to current year's provisions, and all assurances and certifications made in the Grant application, and all applicable federal statutes, regulations, and guidelines. Provisions can be accessed at: <https://www.nationalservice.gov/resources/financial-management/terms-conditions-and-certifications-assurances-cnsc-grants>.
- b) The agency, not ServeRI or RIDE, is responsible for all aspects of its program including the management, oversight, operation and evaluation of the specified AmeriCorps program.
- c) The agency shall administer the program in accordance with the approved grant application and budget(s), supporting documents, and other representations made in support of the approved eGrants application.
- d) The agency will review and comply with the *AmeriCorps RI Program Manual*, which identifies ServeRI policies and procedures for grant compliance and program quality improvement.
- e) The agency shall provide timely response within stated timeframes to any required corrective action plans that result from monitoring activities, as well as requests for information as needed.
- f) The Agency shall maintain and provide evidence of general liability coverage with limits in accordance with community standards. The policy should include coverage for child/sexual abuse liability for programs that work with children or adolescents.
- g) The Agency will notify the Commission in writing of any changes to key personnel on the AmeriCorps program including program and finance staff prior to the effective date of such change. The notice shall include the effective date of such change, the positions being affected, and the names of the new staff persons with contact information.
- h) Timely and regular attendance of key program staff at required Commission-sponsored meetings including AmeriCorps RI Network Meetings, Training & Technical Assistance meetings, AmeriCorps RI Summer Retreat,



meetings on evaluation, the inclusion of people with disabilities, and other essential matters is required. Key program staff are defined as staff who meet one or more of the following conditions: individuals directly responsible for supervising AmeriCorps members, individuals responsible for implementing or operating the AmeriCorps program, or individuals whose position is funded with monies from the grant award.

- i) The agency shall have AmeriCorps members participate in service or reflection events commemorating September 11th National Day of Service and Remembrance and/or Martin Luther King Jr. Day of Service.
- j) The agency shall participate in Commission-sponsored service events, including:
 - AmeriCorps Opening Day (early October)
 - Justice Talks (between late January – early March)
 - National AmeriCorps Week (early March)
- k) The agency will adhere to the awarded Grant Period – no member costs or hours will be incurred before the start date in the approved application. Upon prior approval from RIDE, pre-award non-member costs are allowed for recruitment and program preparation.
- l) The agency must meet budgeted match percentages, as documented in the approved application budget. Progress toward meeting match amounts will be monitored by the Commission on a monthly basis through review of monthly Periodic Expense Reports.
- m) As allowed by federal regulations, RIDE will retain two (2) percent of the total federal share of the budget for grant administration expenses. This will reduce the percentage of the federal share that can be used by the grantee for administrative expenses from five percent to three percent. The RIDE will automatically deduct this amount from reimbursement requests.

AMERICORPS STATE - SPECIFIC AMERICORPS MEMBER ASSURANCES

The agency agrees to:

- a) Ensure that each member's file has required paperwork as it pertains to ServeRI required forms and program-specific forms. The agency will keep appropriate documentation secure, including paperwork with original signatures in locked cabinets or protected digital files.
- b) *Member eligibility requirements* -- Ensure all members meet citizenship, age, and education eligibility requirements, as outlined in Participant Eligibility, Requirements, and Benefits §2522.200. The grantee will ensure citizenship and eligibility is verified and documented appropriately before any member commences service. Further, if a program enrolls or hires an individual who should have been deemed ineligible, CNCS will disallow costs attributable to the ineligible individual, including the Education Award, and the program will be responsible to repay any disallowed costs.
- c) *National Service Criminal History Checks (NSCHC)* -- All employees, participants, and others who receive a salary, national service education award, living allowance, or stipend under Corporation grants, even if the activities don't involve service with vulnerable populations, must receive the checks prior to beginning employment or service. Additionally, any staff responsible for reviewing NSCHC must complete a CNCS Required Annual NSCHC eCourse.



- The Rhode Island Commission presumes all individuals have recurring access to vulnerable populations (defined below), and as such the National Service Criminal History Check consists of three parts: (1) A nationwide check of the National Sex Offender Public Registry or NSOPW; (2) a search of the state criminal registr(ies) in the state in which the individual in a covered position will be primarily serving or working and the state in which the individual resides at the time of application; and (3) an FBI fingerprint-based criminal history check. National Service Criminal History Checks for each member must be initiated before or no later than the first day of service. Programs that do not comply with the CNCS Check requirements risk loss of funding and disallowed costs regarding the individuals on whom checks were not performed. Further, if a program enrolls or hires an individual who should have been deemed ineligible, CNCS will disallow costs attributable to the ineligible individual, including the Education Award, and the program will be responsible to repay any disallowed costs. This policy exceeds requirements in Rhode Island General Laws §16-2-18.1 *et seq.*
 - Vulnerable populations include children age 17 or younger, persons age 60 and older, and/or people with disabilities. People with disabilities are defined as having a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- d) Further, volunteers who may have direct and unmonitored contact with children and/or students, shall, at a minimum, undergo a state criminal background check per RIGL §16-2-18.4.
 - e) Ensure 100% compliance with AmeriCorps member enrollment procedures in eGrants, including the requirement that enrollment be completed within 5-days of the member's start date.
 - f) Ensure 100% compliance with AmeriCorps member exit procedures in eGrants, including the requirement that exit be completed within 30 days of the member's exit date.
 - g) Provide adequate pre-service orientation and training as well as on-going in-service training to members not to exceed 20% of any member's total service hours. Pre-service orientation must include training on the history and purpose of AmeriCorps and on what activities are prohibited during AmeriCorps service hours (See Attachment B: Prohibited Activities).
 - h) Program staff must provide adequate supervision and support to each AmeriCorps member with a minimum of individual monthly meetings to review service performance and address individual needs. The program must provide weekly or bi-weekly team meetings of AmeriCorps members to review service work, reflect and plan.
 - i) Program staff must employ a site visit schedule to ensure that all service sites will be visited monthly with all members receiving feedback following such visits.
 - j) Program staff assures that all members are productively engaged in appropriate activities throughout the service day and reviews work activity results on a weekly basis. The grantee is responsible for ensuring that the positions do not include or put the member in a situation in which the member is at risk for engaging in any prohibited activity (see 45 CFR § 2520.65), activity that would violate the non-duplication and non-displacement requirements (see Attachment C: 45 CFR § 2540.100), or prohibited fundraising activity (see 45 CFR §§ 2520.40-45). The grantee must accurately and completely describe the activities to be performed by each member in a site-specific position description.



- k) The Agency shall comply with the Drug Free Workplace Act for all employees and AmeriCorps members covered by the grant. Per federal code of regulations 41 U.S.C. §701 et seq.(AC V.B.8), AmeriCorps staff and members are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance while conducting the program. AmeriCorps Members participation in the program is conditioned upon compliance with the terms of this prohibition and the Member must notify the Program of any criminal drug statute conviction for a violation occurring in the workplace in writing not later than five days after such conviction. Violation of the prohibition must lead to suspension or termination from the program, depending on satisfactory participation in a drug abuse assistance or rehabilitation program.
- l) All disciplinary actions towards AmeriCorps members must be documented and followed in strict accordance with member contracts signed by the members.
- m) Agency shall adopt, disseminate, and follow a grievance policy in accordance with CNCS requirements (Attachment D: Grievance Policy) for AmeriCorps members and employees.
- n) Agency shall ensure that member timelogs are updated monthly by the 5th of each month to accurately reflect Members' current number of service and training hours.

AMERICORPS STATE - COMMUNICATIONS PROTOCOL

The agency agrees to:

- a) Identify "Serve RI" and the Rhode Island Department of Education as a sponsor in the same capacity as all other sponsors (corporate or otherwise). This includes, but is not limited to: printing AmeriCorps and "Serve RI" name and logo on all AmeriCorps brochures, t-shirts, event invitations, programs, and newsletters; displaying a Serve RI banner at all events where other sponsors' banners are displayed; and verbally cite "Serve RI" as a sponsor whenever other sponsors are so identified.
- b) Provide ServeRI with timely information about AmeriCorps activities and events by sending notification of all events. This includes, but is not limited to, graduations, dedications, openings, groundbreaking, and special service projects, sending copies of all organizational newsletters mentioning AmeriCorps initiatives/members at the time of publication. Submitting periodic program highlights as requested by the Commission.
- c) Include mention of the Commission and the Corporation for National and Community Service in all press releases about the AmeriCorps program. Provide copies of all press advisories, releases and news articles and stories related to AmeriCorps.
- d) Identify the program as an AmeriCorps program and eligible members as AmeriCorps members in all partnership agreements and MOUs. All agreements must explicitly state that the program is an AmeriCorps program and AmeriCorps members are the resource being provided.
- e) All grantees' websites must clearly state that they are an AmeriCorps program and display the AmeriCorps logo with prominence.
- f) All grantees must ensure that AmeriCorps signage is posted prominently at all service site locations.



- g) Grantee agrees to make every reasonable effort to ensure that AmeriCorps members wear AmeriCorps Gear, defined at minimum as a badge with the AmeriCorps logo, at all times for which they record service hours on timesheets.

As a legal authorized representative of the applicant agency, I hereby certify that to the best of my knowledge that the agency will comply with all assurances as stated above.

Name of Agency (Fiscal Agent)

Name of Authorized Agent (Please Print)

Signature of Authorized Agent

Date

Assurances Attachment AmeriCorps Member Eligibility

Subpart B—Participant Eligibility, Requirements, and Benefits § 2522.200

What are the eligibility requirements for an AmeriCorps participant?

(a) *Eligibility.* An AmeriCorps participant must—

- (1) (i) Be at least 17 years of age at the commencement of service; or
(ii) Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in §2522.110(b)(3) or (g);
- (2) (i) Have a high school diploma or its equivalent; or
(ii) Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
(iii) Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
(iv) Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);
- (3) Be a citizen, national, or lawful permanent resident alien of the United States.

(b) *Written declaration regarding high school diploma sufficient for enrollment.* For purposes of enrollment, if an individual provides a written declaration under penalty of law that he or she meets the requirements in paragraph (a) of this section relating to high school education, a program need not obtain additional documentation of that fact.

(c) *Primary documentation of status as a U.S. citizen or national.* The following are acceptable forms of certifying status as a U.S. citizen or national:

- (1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;
- (2) A United States passport;
- (3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;
- (4) A certificate of birth-foreign service (FS 545) issued by the State Department;
- (5) A certification of report of birth (DS-1350) issued by the State Department;
- (6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or,
- (7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

(d) *Primary documentation of status as a lawful permanent resident alien of the United States.* The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:

- (1) Permanent Resident Card, INS Form I-551;
- (2) Alien Registration Receipt Card, INS Form I-551;
- (3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
- (4) A Departure Record (INS Form I-94) indicating that the INS has approved it as



temporary evidence of lawful admission for permanent residence.

(e) *Secondary documentation of citizenship or immigration status.* If primary documentation is not available, the program must obtain written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident alien. [64 FR 37413, July 12, 1999, as amended at 67 FR 45360, July 9, 2002]

Assurances Attachment AmeriCorps Prohibited Activities

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

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to:
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

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

The grantee must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by the Corporation.

Assurances Attachment Restrictions of CNCS Assistance

Requirements Concerning the Distribution and Use of Corporation Assistance

§ 2540.100 What restrictions govern the use of Corporation assistance?

(a) *Supplantation.* Corporation assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.

(b) *Religious use.* Corporation assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

(c) *Political activity.* Corporation assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State or local election to public office.

(d) *Contracts or collective bargaining agreements.* Corporation assistance may not be used to impair existing contracts for services or collective bargaining agreements.

(e) *Nonduplication.* Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(f) *Nondisplacement.*

(1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

(2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

(3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

(4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

(5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—

(i) Will supplant the hiring of employed workers; or

(ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—

(i) Presently employed worker;

(ii) Employee who recently resigned or was discharged;



- (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- (v) Employee who is on strike or who is being locked out.

[59 FR 13808, Mar. 23, 1994, as amended at 70 FR 39607, July 8, 2005]



Assurances Attachment Grievance Policy Requirements

§ 2540.230 What grievance procedures must recipients of Corporation assistance establish?

State and local applicants that receive assistance from the Corporation must establish and maintain a procedure for the filing and adjudication of grievances from participants, labor organizations, and other interested individuals concerning programs that receive assistance from the Corporation. A grievance procedure may include dispute resolution programs such as mediation, facilitation, assisted negotiation and neutral evaluation. If the grievance alleges fraud or criminal activity, it must immediately be brought to the attention of the Corporation's inspector general.

(a) *Alternative dispute resolution.*

(1) The aggrieved party may seek resolution through alternative means of dispute resolution such as mediation or facilitation. Dispute resolution proceedings must be initiated within 45 calendar days from the date of the alleged occurrence. At the initial session of the dispute resolution proceedings, the party must be advised in writing of his or her right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.

(2) If mediation, facilitation, or other dispute resolution processes are selected, the process must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed upon dispute resolution agreement, the proceeding must be confidential.

(b) *Grievance procedure for unresolved complaints.* If the matter is not resolved within 30 calendar days from the date the informal dispute resolution process began, the neutral party must again inform the aggrieving party of his or her right to file a formal grievance. In the event an aggrieving party files a grievance, the neutral may not participate in the formal complaint process. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence at the grievance and arbitration hearing. Any decision by the neutral party is advisory and is not binding unless both parties agree.

I Time limitations. Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than 30 calendar days after the filing of such grievance. A decision on any such grievance must be made no later than 60 calendar days after the filing of the grievance.

(d) *Arbitration –*

(1) *Arbitrator –*

(i) **Joint selection by parties.** If there is an adverse decision against the party who filed the grievance, or 60 calendar days after the filing of a grievance no decision has been reached, the filing party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties.

(ii) **Appointment by Corporation.** If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the grievance parties, the Corporations Chief Executive Officer will appoint an arbitrator from a list of qualified arbitrators.

(2) *Time Limits –*



(i) Proceedings. An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration, or, if the arbitrator is appointed by the Chief Executive Officer, the proceeding must occur no later than 30 calendar days after the arbitrator’s appointment.

(ii) Decision. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceeding begins.

(3) The cost. The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, a participant, labor organization, or other interested individual prevails under a binding arbitration proceeding, the State or local applicant that is a party to the grievance must pay the total cost of the proceeding and the attorney’s fees of the prevailing party.

I Suspension of placement. If a grievance is filed regarding a proposed placement of a participant in a program that receives assistance under this chapter, such placement must not be made unless the placement is consistent with the resolution of the grievance.

(f) Remedies. Remedies for a grievance filed under a procedure established by a recipient of Corporation assistance may include –

(1) Prohibition of a placement of a participant; and

(2) In grievance cases where there is a violation of nonduplication or nondisplacement requirements and the employer of the displaced employee is the recipient of Corporation assistance –

(i) Reinstatement of the employee to the position he or she held prior to the displacement;

(ii) Payment of lost wages and benefits;

(iii) Re-establishment of other relevant terms, conditions and privileges of employment; and

(iv) Any other equitable relief that is necessary to correct any violation of the nonduplication or nondisplacement requirements or to make the displaced employee whole.

(g) Suspension or termination of assistance. The Corporation may suspend or terminate payments for assistance under this chapter.

(h) Effect of noncompliance with arbitration. A suit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the parties’ citizenship.

END.