



# **2021-2022 AmeriCorps State Application Instructions and Attachments**

Released in conjunction with the  
Wisconsin National and Community Service Board **Request for  
Proposals #2122WNCBSB-AC**

Questions about these Instructions and Attachments will be  
accepted until 12:00 Midnight CT, November 2, 2020. Contact the  
RFP Manager at [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov)

# IMPORTANT NOTICE

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These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All funding announcements by the Corporation for National and Community Service (CNCS) are posted on [www.nationalservice.gov](http://www.nationalservice.gov) and [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Arminda Pappas, 250 E Street, SW, Suite 300, Washington, DC 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed below are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the *Notice of Federal Funding Opportunity*. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR, Part 170 for more information and to determine how these requirements apply.

**Indirect Cost Rates:** CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% *de minimis* rate must enter that information in the Organization section in eGrants (see Attachment H).

**Universal Identifier:** Applicants must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and/or a Unique Entity Identifier (UEI) depending on which field(s) are required in eGrants at the time of submission. Applicants must obtain their UEI and register their entity through the System for Award Management (SAM.gov). All grant recipients are required to maintain a valid registration, which must be renewed annually.

**Based on Corporation for National and Community Service Application Instructions:**

OMB Control #: 3045-0047

Expiration Date: 09/30/2023

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# APPLICATION RESOURCES

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**Notification of Intent to Apply:** All applicants must have submitted a Notification of Intent to Apply by 12:00 Midnight Central Time, Friday, October 26, 2020.

**The deadline for this application is Thursday, November 9, 2020, by 4:30 PM Central Time.** Applications are submitted using eGrants (<https://egrants.cns.gov>), CNCS's integrated, secure, web-based system for applications. In addition to completing an online application, you must submit all additional documents specified in the *Request For Proposals (RFP)*, these *Application Instruction and Attachments*, and the AmeriCorps regulations.

Serve Wisconsin recommends that applicants create an eGrants account and begin entering the application into eGrants no later than ten days before the deadline. It is also recommended that applicants submit the application early to leave enough time to troubleshoot technical issues prior to the deadline.

Contact the National Service Hotline at 800-942-2677 (talk to an associate or leave a detailed message) or [https://questions.nationalservice.gov/app/ask\\_eg](https://questions.nationalservice.gov/app/ask_eg) immediately if a problem arises while you are creating your account, preparing, or submitting your application. Be prepared to provide your application ID. If technical issues are preventing you from submitting your application in eGrants, you must contact the National Service Hotline prior to the deadline to explain your technical issue and get a ticket number. If your issue cannot be resolved by the deadline, you must continue working with the National Service Hotline to submit your application.

Use these instructions in conjunction with the *RFP*, and the AmeriCorps Regulations, 45 C.F.R. §§ 2520–2550. **The *RFP* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),<sup>1</sup> and other information that is specific to the grant competition.** The *RFP* can be found online at [www.servewisconsin.wi.gov](http://www.servewisconsin.wi.gov) under Grants > Funding Opportunities. The AmeriCorps regulations in Table 1 include pertinent information. The full regulations are available online at <https://www.govinfo.gov/app/collection/cfr/>.

**Table 1: Requirements in the AmeriCorps Regulations**

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

If there is any inconsistency between the AmeriCorps regulations, the *RFP*, and the *Application Instructions and Attachments*, the order of precedence is as follows:

1. AmeriCorps Regulations 45 C.F.R. §§ 2520–2550 take precedence over the
2. *Request for Proposals*, which takes precedence over the
3. *Application Instructions and Attachments*.

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<sup>1</sup> One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

# NEW AND RECOMPETING APPLICANTS

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## SUBMITTING YOUR APPLICATION IN EGRANTS

Please use these application instructions if you are a new or re-competing applicant to CNCS. If you are submitting a request for continuation funding, please see the Continuation Instructions in this document.

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

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

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA
  - o Select **NOFA FY 2021 AmeriCorps State and Territory Commission (New and Continuation)**
  - o Serve Wisconsin’s Cost-Reimbursement Grant Application ID is: 21AC230137; cost-reimbursement subapplications submitted in response to the *RFP* and *Application Instructions and Attachments* will be submitted under this application.
  - o Serve Wisconsin’s Fixed Prime Grant is #20ESHWI001; Grant Application ID: 21ES230110; fixed grant subapplications submitted in response to the *RFP* and *Application Instructions and Attachments* will be submitted under this Prime application.

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

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

### I. Applicant Info

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

- If you are re-competing (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**<sup>2</sup>
- If you are a current planning grantee applying for an implementation grant, select **New**

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

### II. Application Info

**In the Application Info Section enter:**

- Areas affected by your proposed program. Please include the city and/or county name for each host site location, separated with a comma. Include the two-letter capitalized state abbreviation (WI). If there is not enough space to list

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<sup>2</sup> Previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements; see RFP for more details, or contact RFP Manager at [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov).

all cities/counties, note the number of cities/counties, the two-letter capitalized state abbreviation (WI), and ensure to list all of the locations in your grant narrative.

- Requested project period start and end dates. The length of the project period is specified in the *RFP*. Projects start on August 15, 2021 or September 1, 2021, and complete on August 14, 2022 or August 31, 2022, respectively.
- 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.
- State Application Identifier: Enter N/A.

### III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *RFP*. It is strongly recommended that you create your narrative in a word processing document prior to entering into eGrants. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

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

In eGrants, you will enter text for

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

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

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *RFP* and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

#### A. Executive Summary

Please complete the Executive Summary per the guidance in the *RFP*.

#### B. Selection Criteria

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

##### 1. Program Design (50 percent)

In assessing Rationale and Approach/Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the identified community problem.

##### 2. Organizational Capability (25 percent)

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.

### **3. Cost Effectiveness and Budget Adequacy (25 percent)**

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed. Enter N/A in the narrative as the assessment will be of the budget submitted in eGrants.

### **C. Evaluation Summary or Plan**

If you are competing for the first time, please provide your data collection plan in the Evaluation Summary or Plan field. If you have previously received three or more years of competitive funding for the same project, please provide your Evaluation Plan, follow the guidance in the *RFP*.

### **D. Amendment Justification**

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

### **E. Clarification Information**

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

### **F. Continuation Changes**

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

## **IV. Logic Model**

Complete the logic model using the guidance provided in the *RFP*.

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, your Logic Model may not exceed three pages as it prints from eGrants. Reviewers will not consider any information that is over the page limit, even if eGrants allows you to submit it.

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

## **V. Performance Measures**

All applicants must submit performance measures with their application. See Attachment A for instructions for entering performance measures, and see the *National Performance Measures Instructions* for details about the number and type of performance measures required.

## **VI. Program Information**

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

### **AmeriCorps Funding Priorities**

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

- Efforts to help local communities recover from the COVID-19 pandemic. Applicants may propose programming in any CNCS focus area to aid communities as they recover from the COVID-19 pandemic.
- Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.
- Economic Opportunity – a program model that increases economic opportunities for communities by preparing people for the workforce.

- Education – see sixth bullet.
- Healthy Futures – a program model that reduces and/or prevents prescription drug and opioid abuse.
- Evidence-based interventions on the CNCS Evidence Exchange (<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>) that are assessed as having Moderate or Strong evidence.
- Veterans and Military families – a program model that positively impacts the quality of life of veterans and improves military family strength.
- Rural intermediaries – organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.
- Programs that reduce child poverty.
- Environmental stewardship.
- Economic Mobility Corps – a joint initiative with the Community Development Financial Institutions Fund to place national service members at Certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas (See Attachment A in *RFP*)

### Grant Characteristics

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

### VII. Additional Documents

In addition to the application submitted in eGrants, you are required to submit **all** additional documents as part of your application. After you have submitted the documents, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS” **for A, B, C, and D below.**

#### A. Audit

A copy of the most recent single audit for your organization, your organization’s most recent financial audit or other financial statements if you have not had an audit. **If a management letter was provided as part of your audit, it must be included with the audit you submit.** Wisconsin state agencies and universities do not need to provide the State audit.

#### B. Evaluation Report (if applicable)

Submit any completed evaluation report as described in the *RFP*. Select Evaluation and select “Sent” once you have submitted a completed evaluation report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS may already have it on file.

#### C. Evaluation briefs, reports, studies

Applicants who have evaluation reports of the same intervention described in the application may submit up to 2 of those reports, to qualify for the Preliminary, Moderate, or Strong evidence tier. See the *RFP* for more information.

#### D. Labor Union Concurrence (if applicable)

- 1) If a program applicant:
  - a) Proposes to serve as the placement site for AmeriCorps members; and
  - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
  - c) Those employees are represented by a local labor organization,
    - then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or email from the local union leadership.
- 2) If a program applicant:
  - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
    - a) AmeriCorps members won’t be placed in positions that were recently occupied by paid staff.
    - b) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

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

#### **E. Federally-approved Indirect Cost Agreement**

Applicants that include a federally approved indirect cost rate amount in their budget must enter the current approved indirect cost rate agreement in eGrants at the same time they submit their application. See **Attachment H**, eGrants Indirect Cost Rate User Instructions.

#### **F. Delinquent on Federal Debt**

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in Word or PDF format.

#### **G. Organizational Chart**

**H. IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status** (if applicable)

**I. Cost Allocation Plan** (if applicable)

**J. Permission to use federal funds as match (if applicable):** If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match on an AmeriCorps grant

#### **K. Alignment with Wisconsin State Service Plan**

This is a separate document posted on the Serve Wisconsin website under Grants > Funding Opportunities. Complete each of these checklists electronically or in hard copy and submit with the rest of your additional documents.

#### **L. Additional Checklists**

Each of these additional checklists is a separate document posted on the Serve Wisconsin website under Grants > Funding Opportunities. Complete each of these checklists electronically or in hard copy and submit with the rest of your additional documents.

**Additional Checklist A:** Additional Document Submission Checklist\*

**Additional Checklist B:** Budget Checklist (N/A for Fixed-Amount and EAP applicants)\*

*\*Though we expect you to submit these two checklists (A & B) with your documents, failure to include them will not disqualify an application.*

**M. Financial Management Surveys (FMS)** – New and Recompete applicants must submit both versions of the FMS and any associated additional documents as required. The FMS are named: 1) CNCS's *Applicant Operational and Financial Management Survey*, and, 2) *Serve Wisconsin – Financial Management Survey*. Continuation applicants are not required to submit either survey.

#### **N. Priority-Specific Required Additional Documents:**

**Rural Intermediaries** – Letters of support from the consortium members

#### **Submission Instructions for Additional Documents**

For each document you submit, please (1) clearly title each document, and (2) include a header or title that includes the legal applicant name on each document.

Additional documents should be submitted via email. Submit all additional required documents as an attachment via email to [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov). Submit all additional documents together with the following email subject line: 2021-2022 AmeriCorps Proposal – [Organization Name] [AmeriCorps Program Name]. For staff and peer review reasons, electronic submission is the preferred option for your submission. If an alternate submission method is required, please contact [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov) by November 2, 2020.

Applications and additional documents submitted by fax will not be accepted.

Regardless of the method of submission, all additional documents must be **received** by Serve Wisconsin by the deadline in the *RFP*. Timely submission of emailed document packets will be determined by the date and time the email was received by Serve Wisconsin and will determine if all required documents have been submitted. If time allows, staff will notify the applicant of any missing or incomplete additional documents via email. It is the responsibility of the applicant, not the Board, to ensure that all documents are submitted on time. **Not submitting all of the required grant application documents by the deadline will result in disqualification of the application.** Upon review of the documents, if

additional information and/or clarifications are needed, it is the applicant's responsibility to reply in a timely manner to Serve Wisconsin staff. More information about the required additional documents can be found in the *RFP*.

## VIII. Budget Instructions

These instructions are for cost reimbursement applicants. Fixed-Amount grants, including EAPs, should use the Detailed Budget Instructions for Fixed-Amount Grants (Attachment D) and the Budget Worksheet for Fixed Amount Grants (Attachment E) to prepare the budget.

### A. Match Requirements

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

**Table 2: Match Requirements in the AmeriCorps Regulations**

Grant Type	Match Requirement
Cost Reimbursement including Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in year four to 50% by the tenth year of funding and any year thereafter.
EAP Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 or \$1,000* per MSY provided by CNCS.
Professional Corps Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the maximum \$1,000 per MSY provided by CNCS.
Stipended Fixed-Amount Grants	There are no specific match requirements for full-cost fixed-amount grants. Grantees pay all program costs over the maximum \$16,300 per MSY provided by CNCS.

\*Per 42 U.S.C. § 12581a, the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. [See 45 CFR §§ 2521.35–2521.90](#) for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are reapplying, please see [45 CFR §§ 2521.40-2521.95](#) for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. **Identify if the match is secured or proposed.** Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. The total amount in the Source of Funds field should exactly match the total amount in the budget narrative. Define all acronyms the first time they are used.
- Any edits to information to this section will have to be made by deleting the line in eGrants and creating a new one. Even though there is an edit button, it does not save properly after editing the information.

See Attachment F for instructions for applying for the Alternative Match Schedule.

*Note:* CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. This information will be reported to Serve Wisconsin in Aggregate Financial Reports (AFRs).

### B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criteria.

Follow the detailed budget instructions in Attachment B to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheet in Attachment C.

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

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Understand the required budget items to be included, as described in the Required Additional Checklist B – Budget Checklist. This includes travel to an AmeriCorps program/staff development training approved by Serve Wisconsin, AmeriCorps Member Service Gear, National Service Criminal History Checks, and OnCorps Online Reporting System.
- Itemize each cost and present the basis for all calculations in the form of an equation.
  - o For example: OnCorps Online Reporting System for 30 Members x \$1.40 x 12 months = \$504; Program Director: 1 person at \$60,000 each x 80 % usage = \$48,000.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Please include the cost of the Truescreen, NSOPW, state check and/or Fieldprint FBI check for criminal history checks for each covered position in the CNCS share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds, as required in the Uniform Guidance. The Uniform Guidance can be found online at [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

#### **IX. In the Funding/Demographics Section enter:**

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. **This amount should not include the CNCS or grantee share amounts in the budget.** Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.
- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

#### **X. Operating Sites**

Not applicable—for multi-state applicants only.

#### **XI. Review, Authorize, and Submit**

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review; Authorize; Assurances; Certifications; Verify; and Submit.

Read the Authorization, Assurances, and Certifications carefully (<https://espan.cns.gov/cnsmisc/ECERTS.HTM>, and <https://espan.cns.gov/cnsmisc/EASSUR.HTM>). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents

electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. **A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.**

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

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

Please direct all questions about these Application Instructions and Attachments in writing to the RFP Manager at [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov).

## CONTINUATION REQUESTS

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The following instructions for submitting a competitive continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its competitive grant cycle, you must apply using the application instructions for new and re-competing programs. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount. CNCS reserves the right to consider your continuation request if your fixed-amount application is not funded. If you are applying for continuation Formula funding, actual submission of the Continuation Formula application will not occur until spring 2021.

The following programs are eligible to apply for competitive continuation funding: Boys and Girls Clubs of Greater Milwaukee-Academic & Career Planning; Boys & Girls Clubs of Greater Milwaukee-Club Corps; College Possible; Easter Seals Wisconsin; Marshfield Clinic Volunteer Wisconsin; North Central Community Action Program; Public Allies, Inc.; Renewal Unlimited, Inc.; United Way of Dane County-Achievement Connections; United Way of Dane County-Schools of Hope; Western Dairyland Economic Opportunity Council; and Wisconsin Department of Public Instruction.

**The submission deadline for continuation requests is November 9, 2020, by 4:30 PM Central Time.** Applications are submitted using eGrants (<https://egrants.cns.gov>) CNCS's integrated, secure, web-based system for applications. In addition to completing an online application, you must submit all additional documents specified in the *RFP*, these application instructions, and the AmeriCorps regulations.

### How to Submit Your Continuation Request:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure to also review the *RFP* when preparing your request. If you have questions about the content of your continuation request, please contact the RFP Manager.

### What to Include in Your Continuation Request:

#### I. Applicant Info and Application Info

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

#### II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

CNCS expects that programs will maintain a consistent program design for the duration of the three-year project period; however, CNCS recognizes that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the **Continuation Changes** narrative field as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VII).

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

**Any continuation applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. CNCS expects that most continuation applications will not be requesting changes.**

Evaluation plans are approved by CNCS when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) along with the other required additional documents for your application. CNCS will notify you if the changes are approved.

### III. Logic Model

Continuation applicants do not need to enter content into these fields.

### IV. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the 2021 Performance Measure Instructions must also revise their measures to conform with the 2021 instructions. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Attachment A for instructions). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

### V. Program Information

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

#### AmeriCorps Funding Priorities

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

CNCS seeks to prioritize the investment of national service resources in the following areas:

- Efforts to help local communities recover from the COVID-19 pandemic. Applicants may propose programming in any CNCS focus area to aid communities as they recover from the COVID-19 pandemic.
- Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.
- Economic Opportunity – a program model that increases economic opportunities for communities by preparing people for the workforce.
- Education – see sixth bullet.
- Healthy Futures – a program model that reduces and/or prevents prescription drug and opioid abuse.
- Evidence-based interventions on the CNCS Evidence Exchange (<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>) that are assessed as having Moderate or Strong evidence.
- Veterans and Military families – a program model that positively impacts the quality of life of veterans and improves military family strength.
- Rural intermediaries – organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.
- Programs that reduce child poverty.
- Environmental stewardship.
- Economic Mobility Corps – a joint initiative with the Community Development Financial Institutions Fund to place national service members at Certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas (See Attachment A in RFP)

#### Grant Characteristics

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

### VI. Additional Documents

In addition to the application submitted in eGrants, you are required to submit **all** additional documents as part of your application. After you have submitted the documents, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at CNCS" **for A, B, C, and D below.**

## **A. Audit**

A copy of the most recent single audit for your organization, your organization's most recent financial audit or other financial statements if you have not had an audit. If a management letter was provided as part of your audit, it must be included with the audit you provide. Wisconsin state agencies and universities do not need to provide the State audit.

## **B. Evaluation Report (if applicable)**

Submit any completed evaluation report as described in the *RFP*. Select Evaluation and select "Sent" once you have submitted a completed evaluation report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS may already have it on file.

## **C. Labor Union Concurrence (if applicable)**

- 1) If a program applicant:
  - a) Proposes to serve as the placement site for AmeriCorps members; and
  - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
  - c) Those employees are represented by a local labor organization,  
- then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or email from the local union leadership.
- 2) If a program applicant:
  - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
    - i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff.
    - ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

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

## **D. Federally-approved Indirect Cost Rate Agreement (if applicable)**

Applicants that include a federally approved indirect cost rate amount in their budget must submit the current approved indirect cost rate agreement in eGrants at the same time they submit their application. See **Attachment H**, eGrants Indirect Cost Rate User Instructions.

## **E. Delinquent on Federal Debt (if applicable)**

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in Word or PDF format.

## **F. Cost Allocation Plan (if applicable)**

**G. Permission to use federal funds as match (if applicable):** If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match on an AmeriCorps grant.

## **H. Alignment with Wisconsin State Service Plan**

This is a separate document posted on the Serve Wisconsin website under Grants > Funding Opportunities. Complete this form electronically or in hard copy and submit with the rest of your additional documents.

## **I. Additional Checklists**

Each of these additional checklists is a separate document posted on the Serve Wisconsin website under Grants > Funding Opportunities. Complete each of these checklists electronically or in hard copy and submit with the rest of your additional documents.

**Additional Checklist A:** Additional Document Submission Checklist\*

**Additional Checklist B:** Budget Checklist (N/A for Fixed-Amount and EAP applicants)\*

*\*Though we expect you to submit these two checklists (A & B) with your documents, failure to include them will not disqualify an application.*

## Submission Instructions for Additional Documents

For each document you submit, please (1) clearly title each document, and (2) include a header or title that includes the legal applicant name in each document.

Additional documents should be submitted via email. Submit all additional required documents as an attachment via email to [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov). Submit all additional documents together with the following email subject line: 2021-2022 AmeriCorps Proposal – [Organization Name] [AmeriCorps Program Name]. For staff review reasons, electronic submission is the preferred option for your submission. If an alternate submission method is required, please contact [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov) by November 2, 2020.

Applications and additional documents submitted by fax will not be accepted.

Regardless of the method of submission, all additional documents must be **received** by Serve Wisconsin by the deadline in the *RFP*. Timely submission of emailed document packets will be determined by the date and time the email was received by Serve Wisconsin and will determine if all required documents have been submitted. If time allows, staff will notify the applicant of any missing or incomplete additional documents via email. It is the responsibility of the applicant, not the Board, to ensure that all documents are submitted on time. **Not submitting all of the required grant application documents by the deadline will result in disqualification of the application.** Upon review of the documents, if additional information and/or clarifications are needed, it is the applicant's responsibility to reply in a timely manner to Serve Wisconsin staff. More information about the required additional documents can be found in the *RFP*.

## VII. Budget (Budget Section)

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS increases, such as an increase to the member living allowance, into your budget. Continuation applicants may apply for expansions – dollars, MSY, and/or members.

### Source of Funds (Match)

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. **Identify if the match is secured or proposed.** Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. The total amount in the Source of Funds field should exactly match the total amount in the budget narrative. Define all acronyms the first time they are used.

Any edits to information to this section will have to be made by deleting the line in eGrants and creating a new one. Even though there is an edit button, it does not save properly after editing the information.

### Multi-Year Funded Grantees

Multi-year funded grantees may request up to the dollar and MSY amounts they were granted for the continuation year for which they are applying. Multi-year funded grantees may not request funds or MSY in excess of the amounts they were awarded for each year (year two or year three) of their multi-year funded grants.

## VIII. Increasing Grantee Overall Share of Total Budgeted Costs

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

## IX. In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. **This amount should not include the CNCS or grantee share amounts in the budget.**
- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

## X. Operating Sites

Not applicable—for multi-state applicants only.

## XI. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review; Authorize; Assurances; Certifications; Verify; and Submit.

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

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

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

Please direct all questions about these Application Instructions and Attachments in writing to the RFP Manager at [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov).

# APPLICATION INSTRUCTIONS ATTACHMENTS

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## ATTACHMENT A: Performance Measures Instructions (eGrants Performance Measures Section)

### eGrants Performance Measures Module Instructions

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#### About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies 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 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 Measure Instructions at [https://www.nationalservice.gov/sites/default/files/documents/3%20ASN\\_FY2021\\_PerformanceMeasuresInstructions\\_FINAL\\_508.pdf](https://www.nationalservice.gov/sites/default/files/documents/3%20ASN_FY2021_PerformanceMeasuresInstructions_FINAL_508.pdf).

Next, select all interventions that are part of your program design. Interventions are the activities that members and/or 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. Note that your primary intervention, and the performance measure associated with your primary intervention, must be focused on the community impact of the program, not on AmeriCorps member development.

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 must 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 the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 MSY for that objective.

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 that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member performs service 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 the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 members for that objective.

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 Measure Tab**

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 corresponds to 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 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 an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives, since these are member-focused objectives. Member-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports.

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. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries

counted under the measure. If you selected “other” as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click “add user intervention” and enter a one or two word description of the intervention. Do not enter a user-defined intervention that duplicates an intervention already available in the system.

Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, and if the objective you have selected permits applicant-determined outputs, 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 correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measure output that has a corresponding National Performance Measure outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure 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 Measure output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box.

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

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.

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.

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 beneficiary 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 Performance Measure Instructions to self-assess your measure(s) prior to submission.

## **ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants (eGrants Budget Section)**

Fixed Amount and Education Award Program Grants refer to Attachment D

### **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

#### **A. Personnel Expenses**

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

#### **B. Personnel Fringe Benefits**

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

#### **C. 1. Staff Travel**

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

**You must include at least \$2,000 in this line item for staff to travel to attend an AmeriCorps program/staff development training approved by Serve Wisconsin.**

Please itemize the costs. For example: Two staff members will attend AmeriCorps program/staff development training approved by Serve Wisconsin: 2 staff x (\$750 airfare + \$50 ground transportation + \$400 lodging (1 night) + \$35 per diem) = \$2,470.

#### **C. 2. Member Travel**

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information.

#### **D. Equipment**

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

#### **E. Supplies**

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

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

#### **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H. There is not a maximum daily rate.

##### **G. 1. Staff Training**

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

##### **G. 2. Member Training**

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

#### **H. Evaluation**

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

#### **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the Truescreen NSOPW, state check and/or Fieldprint FBI check for criminal history checks for all covered positions. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

**In addition, all programs are required to budget funds for payment of fees for the OnCorps online reporting system at the following rates:**

- All programs except EAP and Professional Corps: \$1.40 per awarded FT, TQT HT, RHT, and QT member per month for 12 months, plus \$1.00 per awarded MT member per month for 12 months. OnCorps Reports, Inc. has not yet determined the fee for the new Abbreviated-Time position; budget \$1,00 per awarded AT member per month for 12 months; this can be revised if applicable prior to submission of applications to CNCS in January 2021. Add this specific line item in your budget for this expense.
- All EAP and Professional Corps: \$1.00 per awarded member per month for 12 months. Though this expense will not appear in the application budget, EAP and Fixed-Amount Professional Corps applicants must plan to pay this expense.

#### **Section II. Member Costs**

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

## A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time, abbreviated-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share and Grantee Share (match).

The minimum and maximum living allowance amounts are provided in the *RFP*.

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

## B. Member Support Costs

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

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker's Compensation.** Although under federal law members are not considered to be "employees" for purposes of the program, federal law appears to provide an exception for workers' compensation purposes. Wisconsin requires that all AmeriCorps members are covered by the agency workers' compensation plan for service-related injuries. Costs incurred providing workers' compensation for members is an allowable cost to the grant. Wisconsin state government applicants whose agency is covered under the state's self-funded insurance can insert a related comment in the description for this budget item as an explanation for why no expenses are being entered for this item.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage. If health care is not budgeted for all full-time members, please confirm all full-time members will have access to coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other member support costs here. According to WI State Statute 1.8.02(15)(j)7., AmeriCorps members are not considered employees for the purposes of unemployment insurance coverage, with the exception of Professional Corps members; therefore, members should not be listed on the agency/organization quarterly employee listing for the purposes of unemployment insurance coverage. If you do include the members on your unemployment report, you run the risk of losing an unemployment ruling and being forced to pay unemployment to a former member. Federal funds cannot be used for any member unemployment claims.

## Section III. Administrative/Indirect Costs

### Definitions

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

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

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a *de minimis* method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

## A. CNCS-Fixed Percentage Method

### Five/Ten Percent Fixed Administrative Costs Option

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

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.
2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the CNCS and grantee shares under Total Amount. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

Example: CNCS Section I (\$250,000) + CNCS Section II (\$100,000) = \$350,000 x 0.0526 = \$18,410.  
Total Section I (\$400,000) + Total Section II (\$200,000) = \$600,000 x 0.10 = \$60,000.  
CNCS Share of Administrative Costs = \$18,410. Grantee Share of Administrative Costs = \$60,000.

## B. Federally Approved Indirect Cost Rate

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). CNCS does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

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

Organizations that have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and that receive less than \$35 million in direct federal funding may indefinitely use a *de minimis* rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

## Source of Funds

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. **Identify if the match is secured or proposed.** Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. The total amount in the Source of Funds field should exactly match the total amount in the budget narrative. Define all acronyms the first time they are used.

Any edits to information to this section will have to be made by deleting the line in eGrants and creating a new one. Even though there is an edit button, it does not save properly after editing the information.

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

**ATTACHMENT C: Budget Worksheet (eGrants Budget Section)**

**Section I. Program Operating Costs**

**A. Personnel Expenses**

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

**B. Personnel Fringe Benefits**

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C.1. Staff Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C.2. Member Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**D. Equipment**

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

**E. Supplies**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

**Section II. Member Costs**

**A. Living Allowance**

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full-time (1700 hrs)						
Three-quarter-time (1200 hrs)						
Half-time (900 hrs)						
Reduced half-time (675 hrs)						
Quarter-time (450 hrs)						
Minimum-time (300 hrs)						
Abbreviated-time (100 hrs)						
Totals						

**B. Member Support Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

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

**Section III. Administrative/Indirect Costs** (choose one)

**A. Corporation-fixed Percentage Rate**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

OR

**B. Federally Approved Indirect Cost Rate Or De Minimis Rate of 10% of Modified Total Direct Costs**

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

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

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

**Source of Funds**

Match Description (Note whether Secured or Proposed)	Amount	Match Classification (Cash or In Kind)	Match Source (Federal, State/Local, Private)

**ATTACHMENT D: Detailed Budget Instructions for Fixed Amount Grants (eGrants Budget Section)**

**These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs). Do not use if you are a Professional Corps applicant**

EAP and 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. If you are applying for a Stipended fixed-amount grant, you must pay at least the minimum living allowance listed in the RFP for each type of position you are proposing.

Note: While Fixed Amount and EAP applicants are not required to provide a detailed budget, they must have a plan to cover the expenses of required National Service Criminal History Checks for all AmeriCorps members and grant-funded staff, \$2,000 to attend an AmeriCorps program/staff development training approved by Serve Wisconsin, and \$1.00 per member per month for 12 months for the cost of the OnCorps online reporting system.

**Budget Section II. AmeriCorps Member Positions**

**Member Positions**

Identify the number of members you are requesting by category (i.e. full-time, three-quarter-time, half-time, reduced half-time, quarter-time, minimum-time, abbreviated-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.) **Leave all other columns blank.** The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	=
_____ Three-quarter-time (1200 hours)	(_____ members x 0.7000)	=
_____ Half-time (900 hours)	(_____ members x 0.500)	=
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	=
_____ Quarter-time (450 hours)	(_____ members x 0.26455027)	=
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	=
_____ Abbreviated-time (100 hours)	(_____ members x 0.07054674)	=
	<b>Total MSY</b>	

Total # of MSY \_\_\_\_\_ x MSY amount (see RFP) \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

Type the total amount requested in the "Total Amount" and "CNCS Share" columns. Leave the "Grantee Share" blank. See example below (applies to a Stipended fixed-amount grant):

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

**Source of Funds**

Match Description (Note whether Secured or Proposed)	Amount	Match Classification (Cash or In Kind)	Match Source (Federal, State/Local, Private)

**ATTACHMENT E: Budget Worksheet for Fixed Amount Grants (eGrants Budget Section)**

Complete the fields for the # w/o Allowance only.

**Member Positions**

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full-time (1700 hrs)								
Three quarter-time (1200 hrs)								
Half-time (900 hrs)								
Reduced Half-time (675 hrs)								
Quarter-time (450 hrs)								
Minimum-time (300 hrs)								
Abbreviated-time (100 hrs)								
<b>Subtotal</b>							<b>MSY</b>	<b>Cost/MSY</b>

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

**Source of Funds**

Match Description (Note whether Secured or Proposed)	Amount	Match Classification (Cash or In Kind)	Match Source (Federal, State/Local, Private)

## ATTACHMENT F: Alternative Match Instructions

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

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

**A. Rural County:** In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment G for the Table of Beale codes.

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

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

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

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule per the information contained in the *RFP*. CNCS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

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

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

Submit your request via email to [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov) by the deadline in the *RFP*.

**ATTACHMENT G: Beale Codes and County-Level Economic Data for Alternative Match Requests**

**Rural Community**

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

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

**Severely Economically Distressed Community**

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

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a>	<b>Bureau of Economic Analysis' Regional Economic Information System (REIS):</b> Provides data on per capita income by county for all states except Puerto Rico.
<a href="https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml">https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml</a>	<b>Census Bureau's American Fact-finder:</b> Provides census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
<a href="http://www.bls.gov">www.bls.gov</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes:</b> Provides urban rural code for all counties in U.S.

## ATTACHMENT H: eGrants Indirect Cost Rate (IDCR) User Instructions

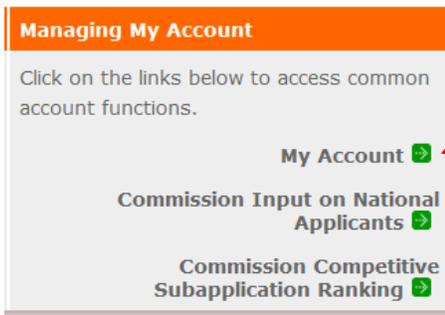
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A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming indirect costs on CNCS awards are required to enter the following indirect cost rates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

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

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

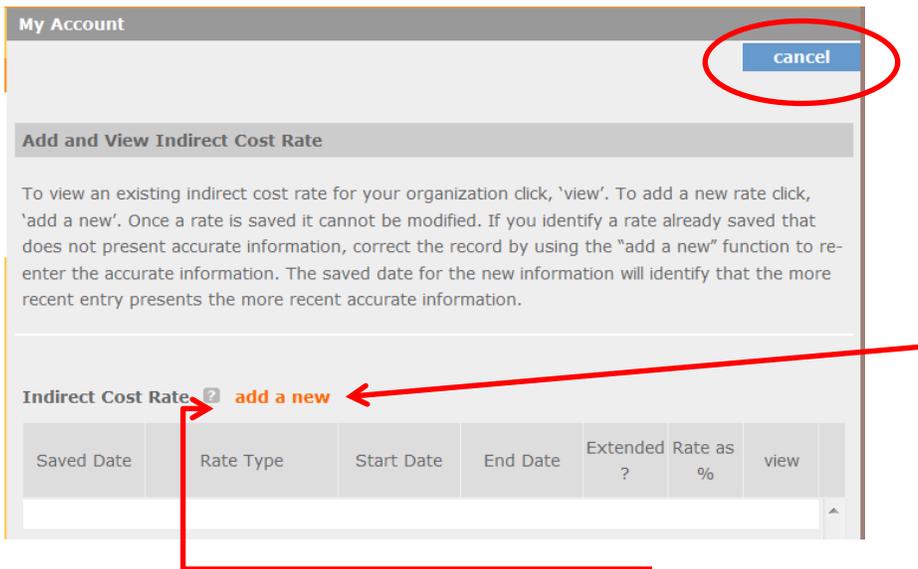
- 1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **My Account**



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



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



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

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

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

If your organization will be claiming a current, approved indirect cost rate on any CNCS award, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it

is superseded by a new approved rate, or expires. Applicants will have the opportunity to identify, in application submissions, if they elect to use a lesser percentage of an approved rate.

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

**Rates must be used consistently across ALL federal awards.**

- 6) **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**. Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify your grants officer. Other federal agencies may be added as needed.
- 7) **Acceptance Date.** Enter a valid date.  
The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.
- 8) **Rate Status.** Select one of the following options: **Final, Provisional, Predetermined, Fixed, Other, or Other – 10%**. Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here select **Other** and notify your grants officer. Additional rate status options may be added as needed.
- 9) **Effective From.** Enter a valid date.  
The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.
- 10) **Effective To.** Enter a valid date.  
The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.
- 11) **No Expiration.** Check or leave unchecked.  
If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.
- 12) **Extended?** Respond Yes or No.  
If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.
- 13) **Rate Base.** Enter up to 500 characters including spaces.  
Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.

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

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces.

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

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



- If you would like to cancel your entry, click the "**cancel**" button and the entry will be cancelled.
- **Once a rate is saved it cannot be modified.**
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

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

If you have any questions or concerns, please contact the *RFP* Manager.