



2021 Minnesota AmeriCorps State Formula Supplemental Information

Below is ServeMinnesota’s Formula Supplemental Guidance. In addition to the AmeriCorps requirements, ServeMinnesota applications must submit Stage 1: Need/Capacity documentation, State 2: Theory of Change, a ServeMinnesota Budget Form and a ServeMinnesota Financial Management Survey.

SUBMISSION CHECKLIST

Done	Documentation required	Due Date
	STAGE 1: Critical need and capacity for statewide reach – email grants@serveminnesota.org	February 11, 2021 (5:00 pm)
	STAGE 2: Theory of Change description (by invitation only) – email grants@serveminnesota.org	March 5, 2021 (5:00 pm)
	STAGE 3: Completed application in eGrants (by invitation only)	April 16, 2021 (5:00 pm)
	Completed ServeMinnesota Budget form – email grants@serveminnesota.org	
	ServeMinnesota Financial Management Survey – email grants@serveminnesota.org	
	A-133 audit or standard financial audit – email grants@serveminnesota.org	
	STAGE 3: Final application in eGrants (all revisions must be complete)	May 14, 2021 (5:00 pm)
	Evaluation Report (if applicable) – email grants@serveminnesota.org	
	Labor Union Concurrence (if applicable) – email grants@serveminnesota.org	
	Rural Intermediaries: Letters of Support form the Consortium Members (if applicable) - email grants@serveminnesota.org	
	Federally Debt Delinquency (if applicable) – email grants@serveminnesota.org	
	Entities Applying on Behalf of a Federally Recongized Tribe (if applicable): Sanctioning Resolution Adobpted by the Tribal Council of each Indian Tribe - email grants@serveminnesota.org	

AmeriCorps (formerly The Corporation for National and Community Service)

The Corporation for National and Community Service, now AmeriCorps, was established in 1993 to engage Americans of all ages and backgrounds in community-based service. AmeriCorps is an independent federal agency headquartered in Washington D.C.; has a Board of Directors and Chief Executive Officer appointed by the President and confirmed by the Senate. It is the nation’s largest grant maker supporting service and volunteering through AmeriCorps, AmeriCorps Seniors, and the Volunteer Generation Fund. ServeMinnesota is a grantee of AmeriCorps. (For more information visit <http://www.nationalservice.gov>)

ServeMinnesota

ServeMinnesota is an independent, non-profit organization charged with administering federal AmeriCorps State grants in Minnesota. ServeMinnesota provides AmeriCorps programs with training and ongoing technical assistance to support the development of high quality AmeriCorps programs.

Minimum Program Size

In order to provide member positions in quantities that make an impact on identified community needs ServeMinnesota highly recommends that applicants request at least 20 Member Service Years (MSYs). One MSY is equivalent to one full-time member.

ServeMinnesota Priorities for Funding

Criteria	Explanation	Indicators
Targeted at solving a critical challenge facing Minnesota	While there are a large number of issues that are identified as “challenges,” we will be most interested in those that have been publicly labeled as threats to Minnesota’s long-term quality of life by state government leaders as well as key civic institutions, especially for marginalized communities. While we will generally view programs and initiatives addressing statewide challenges as more compelling, we will also give consideration to those that are designed to tackle problems faced by a particular region of the state.	Programs utilize persuasive evidence that the identified problem is a critical challenge facing Minnesota. Examples could include state demographer reports, research studies, analysis from respected thought leaders, etc.
Unique, compelling role for AmeriCorps members and other community volunteers	We will expect a proposed program to outline how individuals providing a year or two of service can be particularly effective at addressing the identified challenge and how serving in this program/initiative will create a meaningful experience for diverse AmeriCorps members. We will also want to see how the program will create more	Programs demonstrate how AmeriCorps service makes a difference. Programs should: <ul style="list-style-type: none">• Recruit and retain diverse members that reflect the communities being served• Align member activities and program goals

	<p>high-quality volunteer opportunities for other members of the community.</p>	<ul style="list-style-type: none"> • Develop and deliver quality professional training for members • Build site capacity through improved results and/or value-added supplemental support • Create meaningful volunteer opportunities that contribute to program goals
<p>Focus on measurable outcomes</p>	<p>Programs seeking an investment of ServeMinnesota resources must be committed to and capable of quantifiably measuring and reporting on the outcomes their program will produce. In particular, we will be most interested in programs that can show a direct connection between the outcomes they generate and the public challenge that needs to be addressed.</p>	<p>Programs create performance measures that:</p> <ul style="list-style-type: none"> • Are consistent with state/federal government and/or research/academic organizations measurement outcomes • Document the degree to which implementation mirrors the elements described in its program design. These include, but are not limited, to evidence of transfer of knowledge during training and fidelity of implementation of the program framework across all sites (not site by site variations) • Align with the identified challenge the program seeks to address. In cases where relevant outcomes are assumed to be related to one another (i.e., changes in A produce changes in B), a framework should exist to formerly evaluate those associations. • Measure specific results that the AmeriCorps program – not the entire organization – is delivering.

<p>Application of evidence-based approaches</p>	<p>We will expect those seeking an investment from us to demonstrate that the efficacy of their model or intervention is supported by documented and independent research. We are particularly interested in programs that directly involve leading experts from the relevant subject area in the design and/or evaluation of the program including experts from the communities being served.</p>	<p>Programs document evidence that they are using “state-of-the-art” or “best” practices in their program design and implementation. Programs should:</p> <ul style="list-style-type: none"> • Evidence-based practices should be culturally relevant to the communities being serve. • Point to studies of similar programs that are considered “best” practice • Document precise elements of its program that are acknowledged as “best” practice
<p>Broad base of support</p>	<p>We will prioritize programs that will leverage our investment with resources provided by the government, philanthropic, and business sectors. As such, we prefer to invest our resources in programs and initiatives that can demonstrate strong support from policy makers, as well as business/corporate and philanthropic communities.</p>	<p>Programs demonstrate how they have built a large network of support. Programs should:</p> <ul style="list-style-type: none"> • Increase diverse sources of funding • Cultivate Interest and recognition from philanthropic and public sector investors, who see and communicate the value
<p>Dedication to Quality</p>	<p>We will expect programs and initiatives seeking our investment to clearly outline how they plan to incorporate quality management practices, such as regularly measuring and reporting on performance, surveying the customers of their service, and engaging in organization-wide learning and improvement strategies.</p>	<p>Programs regularly measure and report on program performance. Program should:</p> <ul style="list-style-type: none"> • Assess internal operations for quality management • Assess external outreach and member satisfaction • Create feedback loops for service recipients • Engage in program learning and improvement strategies • Solicit feedback from established experts in the field to guide program implementation and ensure it is consistent with best practices and current research

<p>Return on investment</p>	<p>While we recognize that many “start-up” investments may not generate an immediate positive return, we will expect those seeking such investments to outline how longer-term investments in their program or initiative will produce such a return in the future. We will favor those investment opportunities that are most likely to produce societal benefits and reduce racial inequities, whose value far exceeds the dollars invested.</p>	<p>Programs document their return on investment (ROI) and can:</p> <ul style="list-style-type: none"> • Point to studies of similar programs that have demonstrated ROI • Document a quantifiable, societal ROI for specific outcomes • Show the actual amount of return for their program that is X times more than the amount of funding
<p>Potential for scale and replication</p>	<p>Programs we consider to invest in may propose to start off small in size or scope; however, we plan to select those that have the potential and willingness to expand substantially in the future so that our investment can have an even greater impact on solving social challenges. This growth can come in the form of the program itself getting larger and/or by other organizations – either in Minnesota or elsewhere – implementing the program in their area.</p>	<p>Programs demonstrate potential for replication and scale. Programs should:</p> <ul style="list-style-type: none"> • Create high quality, easily replicable documentation (training manuals, etc.) • Demonstrate breadth of need and/or population served • Deliver cost-effective results • Develop unique models that are not duplicative of other programs
<p>Intentional and explicit design to Advance Social Justice and Equity</p>	<p>Programs we consider must align with ServeMinnesota’s priorities to reduce and eliminate racial and social inequities in and beyond Minnesota. Further, they must enact that alignment in ways that will directly lead to reduction of inequities and leverage the assets of a diverse and representative set of program stakeholders.</p>	<p>Programs must:</p> <ol style="list-style-type: none"> 1.) have an explicit and direct goal of reducing societal and racial inequities (e.g., healthcare, educational, environmental, etc.); 2.) be accessible to all potential AmeriCorps members; and/or 3.) have a clear plan to incorporate feedback from an inclusive and representative set of program stakeholders, particularly those with high levels of burden and low access to resources

PROGRAM DESCRIPTION

Purpose of AmeriCorps Funding

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

Performance Goals or Expected Outcomes

National Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. AmeriCorps does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. AmeriCorps values the quality of performance measures over the quantity of performance measures.

AmeriCorps expects applicants to use National Performance Measures as part of their comprehensive performance management strategy if the National Performance Measures are part of the applicant's Theory of Change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the [National Performance Measure Instructions](#).

Program Authority

Awards under this Notice are authorized by the National and Community Service Act of 1990, as amended, ([42 U.S.C. § 12501 et seq.](#))

FEDERAL AWARD INFORMATION

Period of Performance

ServeMinnesota anticipates making one-year grants.

The project start date may not occur prior to the date AmeriCorps awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

Type of Award

AmeriCorps Operating Grants: AmeriCorps may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed Amount grant is limited to certain applicants. Professional Corps are not eligible to apply for Cost Reimbursement grants. See the *Eligible Applicants* section and the Mandatory Supplemental Information for more information. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$16,300	\$16,300	\$800 or \$1,000*	\$1,000	\$0
Type of Slots in the National Service Trust	Full-Time, Three Quarter-Time, Half-time, Reduced Half-Time, Quarter-Time, Minimum-Time, Abbreviated-Time	Full-Time, Three Quarter-Time, Half-Time, Reduced Half-Time, Quarter-Time, Minimum-Time, Abbreviated-Time	Full-Time, Three Quarter-Time, Half-Time, Reduced Half-Time, Quarter-Time, Minimum-Time, Abbreviated-Time	Full-Time only	Full-Time, Three Quarter-Time, Half-Time, Reduced Half-Time, Quarter-Time, Minimum-Time, Abbreviated-Time
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A

Financial Reporting Requirements	Yes	No	
Available to new Applicants	Yes	No	Yes

*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.

ELIGIBILITY INFORMATION

Eligible Applicants

The following non-federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Entities must have a valid SAM registration and [DUNS and/or Unique Entity Identifier] to receive an award. See Unique entity identifier and System for Award Management (SAM) for more information.

New Applicants

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full-Cost Fixed Amount grants.

Threshold Issues

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

- Professional Corps applicants and/or applicants determined to be a Professional Corps by AmeriCorps must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

Cost Sharing or Matching

Fixed Amount Grants

There is no match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non- AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See *Funding Restrictions* for more information.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to AmeriCorps on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Information) does not count toward the matching requirement.

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR 2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf.

Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this Notice.

Applications that propose to engage in activities that are prohibited under AmeriCorps's statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability—

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

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

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

APPLICATION AND SUBMISSION INFORMATION

If invited to submit a full application, this guidance should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on <https://www.serveminnesota.org/how-we-create-change/grants-grant-competition/> . The full Regulations are available online at www.ecfr.gov.

Unique entity identifier and System for Award Management (SAM)

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick Guide for Grants Registrations.pdf](https://sam.gov/SAM/transcript/Quick%20Guide%20for%20Grants%20Registrations.pdf).

SAM registration must be renewed annually. A Commission is responsible for ensuring its state applicants have compliant registrations. AMERICORPS suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to AMERICORPS.**

AmeriCorps will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier (UEI). If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a Federal award, AMERICORPS may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. AmeriCorps may ask applicants to add the UEI to their application as part of the clarification or pre-award process. AmeriCorps is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). AmeriCorps recommends registering at least 30 days before the application due date, if applicants do not yet have their UEI.

Funding Restrictions

Award Funding Requirements

1. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$15,100	\$30,200
Three Quarter-time	1,200	n/a	\$21,318
Half-time	900	n/a	\$15,988
Reduced Half-time	675	n/a	\$11,991
Quarter-time	450	n/a	\$7,994
Minimum-time	300	n/a	\$5,329
Abbreviated-time	100	n/a	\$1,776

Exceptions to the Living Allowance Requirements

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

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

c. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (federal or matching share).

2. Maximum Cost per Member Service Year (MSY)

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis.

New and recompeting Commission subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$16,300*
Multi-state (cost reimbursement)	\$16,300*
Professional Corps Fixed Amount Applicants/Grantees	\$1,000**
Education Award Program Fixed Amount Grant	\$800 or \$1,000***
Full-cost Fixed Amount Grant	\$16,300
State/Territory Commission Formula Prime	\$18,000
Individual State/Territory Formula Program	\$20,000
State/Territory Commission Average (of all its subgrants)	\$16,300

*Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Information) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$16,800 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth.

** AmeriCorps requires **Professional Corps** programs to cover the operating expenses associated with the AmeriCorps program through non AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.

*** 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.

For purposes of fundamental fairness, AmeriCorps may review an application which meets the statutory characteristics of a professional corps as a professional corps, regardless of whether the organization applied as a professional corps program. AmeriCorps reserves the right to determine whether an applicant (whether or not the applicant has applied as a **Professional Corps**) has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving AmeriCorps operating funds. There may be specific circumstances where AmeriCorps determines that a legal applicant has not demonstrated the need for operational grant funds due to other funding resources. Where AmeriCorps's due diligence review of an application shows that the applicant has a historically high level of support from non- AmeriCorps sources, and as a result has levels of unrestricted funding that is in excess of the requested level of AmeriCorps funding, AmeriCorps may choose to not provide operational grant funding.

3. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the time of grant award.

Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.413](#). States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps's regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

The instructions for how to enter the organization's indirect cost rate are located here: [eGrants Indirect Cost Rate User Instructions](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: *To request a Federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to IndirectCostRate@cns.gov. The applicant may also obtain instructions and additional information by contacting the email address above.*

Other Submission Requirements

Electronic Application Submission in eGrants

Applicants, if invited to apply, must submit applications electronically via [eGrants, AmeriCorps's web-based application system](#). AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the National Service Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. National Service Hotline hours are posted at <https://questions.nationalservice.gov/>

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadlines:

All applicants

- Labor union concurrence (if applicable)

Recompeting applications

- Evaluation report, if required. Please submit in Word. The evaluation report should include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements. Please see the *Evidence Tiers* definitions in the Mandatory Supplemental Information and Section E. Evaluation Plan for further information.

Rural Intermediaries (New and recompeting)

- Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and recompeting)

- Tribal organization eligibility documentation.

Administrative and National Policy Requirements

Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in 2 CFR Parts 200 and 2205.

Requests for Improper Payment Information

AmeriCorps may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2021 AmeriCorps General Terms and Conditions, and the FY 2021 AmeriCorps Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-AmeriCorps-grants>.

National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such AMERICORPS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Grantees should utilize the two vendors AmeriCorps has engaged to conduct the required NSCHCs. Information regarding use of these two vendors can be found at <https://www.nationalservice.gov/documents/2018/nschc-using-fieldprint-and-truescreen-manual>.

Failure to conduct compliant NSCHC may result in significant disallowed costs.

Unless AmeriCorps has provided a grant recipient with a written exemption or written approval of an alternative search procedure, recipients ***must*** perform the following checks:

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

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

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

- A nationwide name-based check of the NSOPW; and
- Both
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
 - A fingerprint-based FBI criminal history check.

See 45 CFR 2540.200–2540.207 and AMERICORPS Criminal History Check Resources for complete information and FAQs.

Official Guidance

All AmeriCorps active Guidance is available on the agency's Guidance webpage: <https://www.nationalservice.gov/resources/official-guidance>. *The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

Use of Material

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

Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide annual progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR 2522.500-2522.540 and 2522.700-2522.740. Final financial and progress reports are due 90 days after the end of the agreement.

Fixed Amount grantees are required to provide annual and final progress reports and an internal or external evaluation report.

All grantees, including Fixed Amount grantees, must submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

Award recipients will be required to report at www.FSRS.gov on all subawards over \$30,000, and may be required to report on executive compensation for the recipient organization and its 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.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

In addition to annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional performance data and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AMERICORPS funding.

IMPORTANT NOTICES

Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AMERICORPS informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are

current valid. (See 5 C.F.R. 1320.5(b)(2)(i).) The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C § 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. §§12592 and 12615 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 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 contractors that have a need to know the information for the purpose of assisting the government 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. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.