

**NORTH DAKOTA STATE COMMISSION
ON NATIONAL AND COMMUNITY SERVICE**

**2014-2015 AMERICORPS*STATE FORMULA FUNDS
APPLICATION INSTRUCTIONS**



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Notice of Intent to Apply Due Date: Friday, January 17, 2014

AmeriCorps Application Due Date: Friday, February 21, 2014

Dear Applicant:

Thank you for your interest in applying for an AmeriCorps State grant through the North Dakota (ND) State Commission on National and Community Service. The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Over the past twenty years AmeriCorps has been positively impacting our most needy communities through the dedication and commitment of individuals willing to serve and lead others to serve. Through the sponsorship of various eligible organizations, community service is possible in six CNCS focus areas that include Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

Visit the Corporation for National and Community Service internet website and carefully read all the current notices, provisions, regulations and instructions to understand what type of funding application process your organization should follow, and is appropriate for your planned service area. Important documents to read include the Notice of Funding Opportunity or Notice of Funding Availability, and related application instructions for State and National Competitive New and Continuation funding. The North Dakota State Commission on National and Community Service application instructions are designed only for those applicants interested in receiving formula funding from the ND State Commission.

The eGrants system will be used to serve all the North Dakota Department of Commerce (hereinafter the Department of Commerce) – the State Commission on National Community Service (hereinafter the State Commission) applicants and future sub-grantees. The State Commission requires all applicants to use the eGrants system for submitting their application. If an applicant is unable to submit an application using eGrants, the applicant must notify the State Commission through the Intent to Apply process and receive written permission and additional instructions, prior to officially submitting an application for funding.

Please remember that all applicants are required to submit a **NOTICE OF INTENT TO APPLY by the due date** in order to be eligible to officially submit an AmeriCorps Grant Application for the current ND State Commission formula funding competition. The due dates are printed on the cover of this application instruction booklet.

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IMPORTANT NOTICES

AMERICORPS STATE FORMULA FUNDING: The instructions contained in this booklet are for AmeriCorps State Formula Funding Applicants only. These instructions conform to the Corporation for National and Community Service's (hereinafter the Corporation) online grant application system, <https://egrants.cns.gov/espan/main/login.jsp>. The eGrants system is designed to serve the Corporation's applicants and grantees. All funding announcements by the Corporation for National and Community Service (CNCS) are posted on www.nationalservice.gov and www.grants.gov.

Special Note -- Application Instructions for all NON-FORMULA FUNDS: If you intend to apply for funding directly from the Corporation you must first notify the State Commission of your intent to do so in writing then follow the application information found at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

Applicants Unable to Use Electronic Submission: If you are not able to submit an electronic application, you will follow the instructions in this booklet when completing the paper application. You can find the paper application documents by referring to the 2014-15 Formula Paper Application Documents on our website at: <http://www.americorpsnd.com>.

Public Burden Statement: Comments for this section may be sent to the Corporation, Attn: Amy Borgstrom, 1201 New York Avenue, NW, Washington, D.C. 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 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 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 may be published on the CNCS website as part of ongoing efforts to increase transparency in grant making. 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. The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients may be required to report at www.FSRS.gov on all sub-awards and may be required to report on executive compensation for recipients and sub-recipients.

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

NORTH DAKOTA
AMERICORPS*STATE FORMULA PROGRAM
Project Year 2014-2015

PRE-APPLICATION NOTICES, OVERVIEW, PROVISIONS AND REQUIREMENTS

If your organization is applying for AmeriCorps*State Formula funding through the North Dakota State Commission, your organization must be aware of the following pre-application notices, overviews, provisions and requirements.

Use these instructions in conjunction with the 2014 *Notice of Federal Funds Opportunity (Notice)* and the AmeriCorps Regulations, 45 CFR §§ 2520–2550, which are available online at <http://www.gpoaccess.gov/ecfr> Title 45 Public Welfare. The *Notice* can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The *Notice* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY), and other information that changes each year for all AmeriCorps grant programs.

Special Note: If you are an organization interested in applying for State Commission AmeriCorps State Competitive, State Commission AmeriCorps State Competitive Fixed Amount Grants, and/or State Commission Competitive Education Awards Program, and Planning funding, National Direct, National Education Award only, National Professional Corps, Indian Tribes, and National Planning funding, you will apply by using the Corporation's instructions at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2014/ameri-corps-state-and-national-grants-fy-2014>

AMERICORPS OVERVIEW

The Department of Commerce – State Commission is requesting proposals to operate projects under the AmeriCorps*State Formula funded grants. AmeriCorps is a national service program which offers Americans, regardless of their age, race, color, national origin, sex, political affiliation, religious affiliation or disability, the opportunity to engage in community service to meet critical needs in the areas of:

- Education
- Clean Energy and Environment
- Healthy Futures
- Veterans
- Economic Opportunity
- Disaster Services

AmeriCorps projects provide full and part-time opportunities for citizens, referred to as members, to provide service to their communities through community organizations and agencies. In exchange for their service, AmeriCorps members can receive a living allowance and an education award for post-secondary education expenses upon successful completion of their term of service.

AmeriCorps*State formula grant funded projects are federally funded with a local non-federal cash and / or in-kind match requirement. AmeriCorps*State formula grant funded projects must be equal opportunity projects. Proposals received by the State Commission will be reviewed by

State Commission staff for compliance, ranked by a peer review panel and subjected to State Commission approved scoring criteria. State Commission receives a total of \$600,000 for AmeriCorps*State Formula Grants each year.

AMERICORPS PROJECT REQUIREMENTS

The following table is a list of AmeriCorps project requirements and pertinent regulations as shown in the code of federal register (cfr, title 45). Before you even begin to apply for AmeriCorps*State formula grant funding please read the latest AmeriCorps Provisions which can be found at <http://www.americorpsnd.com>.

Project Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Projects	§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

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

1. AmeriCorps regulations 45 CFR §§ 2520–2550 *which takes precedence over the*
2. Notice of Federal Funding Opportunity (NOFO) *which takes precedence over the*
3. Application Instructions

ELIGIBLE APPLICANTS

To implement, operate, or expand an AmeriCorps project in North Dakota, an applicant must be one of the following:

- State or local non-profit organizations
- Community or Faith-based organizations
- State, local, or higher education institutions
- State or local governments
- U.S. Territories

SPECIAL INSTRUCTIONS FOR NEW STATE FORMULA FUNDED SUB-GRANTEE AMERICORPS APPLICANTS

The State Commission does not offer Planning Grants but all new AmeriCorps State Formula Funded Sub-grantees are subject to the “Project Development Phase (PDP)”. If you are applying for AmeriCorps funding for the first time and your application is selected for funding, you will be asked at the start of your project year to submit a timeline for the PDP. The PDP is to be completed within 3 months from the start of a project contract. **Special Note:** The budget portion of your PDP must be included in the narrative section of your application outline under section 3 (b) 2) “Project Development Phase budget for new sub-grantees”. Your timeline and PDP plan must include the following actions 1 through 8:

1. Develop position descriptions for your AmeriCorps members that list and describe the essential and marginal functions of each position. Knowing the functions and expectations of each position will help you effectively begin to recruit your members.
2. Develop timesheets for AmeriCorps members to record and certify their time in three required categories that include service, training and fundraising activities.
3. Develop a recruiting process based upon your application and any changes that may have occurred since you first wrote the application. Once you know the expected duties of the members you then can begin to recruit them. The recruiting process will help you begin to determine who your likely target group will be. A target group or base is a section of your communities’ population that you feel would be best suited to fill the AmeriCorps member’s positions.
4. Develop community partnerships. As you begin to recruit the AmeriCorps members you will need to develop relationships with organizations that can help your organization’s AmeriCorps project accomplish its goals. Strategically, community partners who can help you meet your match requirements and/or host your AmeriCorps members are the best choices.
5. Develop applications and service agreements for AmeriCorps members. AmeriCorps has developed standard applications and contracts, but not all projects feel these documents meet their needs. You may develop your own documents, but you must remember to include the required AmeriCorps clauses in those documents.
6. If applicable, develop host site agreements. Not all AmeriCorps projects operate from one location, thus “host sites” are developed to help your organization and the AmeriCorps members deliver the service. Host site agreements should clearly list and describe the duties, responsibilities, limitations and any reasonable accommodations for the AmeriCorps member(s) and/or the assigned host site supervisor(s).
7. You must include in your application, performance measures that clearly relate to the identified primary community need/problem. All performance measures must include output measures and outcome measures.
8. Develop a project performance measurement plan. Your plan should identify the instruments and processes used to collect, analyze and aggregate data that clearly measures your project’s performance.

The project development phase (PDP) must be completed before advancing to the operating phase. If you are selected for funding and do not plan to complete this phase before the grant year starts, your application must detail the amount of funds budgeted for the project development phase in the project operating cost section. The budget for the PDP phase must stay within the costs per MSY limits. The PDP budget must be described in the “Amendment Justification” section of the application and the amounts must be included in the “Budget Narrative” section. All reimbursements can only be made based on actual costs incurred once the contract year starts.

OVERVIEW OF THE SELECTION PROCESS

The State Commission selects applications for funding using a multi-stage process that may include a review by experts (peer reviewers), State Commission staff, or their designees and approval by State Commission, as a whole. The review by panels of experts includes individuals such as community service practitioners, educators, administrators, former national service participants, and specialists in the areas such as the environment, independent senior living, public safety, education, and homeland security. Because the participants on these panels are outside experts, you should not assume that they are familiar with your grant project, even if you are a previously funded project. Please provide sufficient information in your application for a reviewer who is unfamiliar with your project.

The State Commission's selection process includes, but is not limited to, the following elements:

1. Determining whether your proposal complies with the application requirements, such as deadlines, eligibility requirements, aligned performance measures, etc.
2. Applying the basic selection criteria articulated in the AmeriCorps regulations.
3. Applying selection criteria announced by the State Commission.
4. Ensuring innovation and geographic, demographic, and project diversity across the State Commission portfolio.
5. Any other important factors the State Commission believes should be considered in determining who should receive funding.

The State Commission may conduct interviews to elicit more information concerning your application. These interviews may occur in person or through conference calls as needed on a case-by-case basis.

The State Commission reserves the right to not fund a proposal for any reason. Proposals with an average peer reviewer score below 65 will not be considered.

STATE COMMISSION APPLICATION SCORING CRITERIA

State Commission policy 1-17-06 sets forth the criteria the State Commission uses along with the AmeriCorps regulations. Those criteria include, but are not limited to:

1. Peer Reviewers score.
2. Member enrollment rate (previously funded applicants only).
3. Member retention rate (previously funded applicants only).
4. Member service hour completion rate (previously funded applicants only).
5. Exceeding match percentage rate for project costs.
6. Meeting past performance measurement goals (previously funded applicants only).

This and other State Commission policies can be found on-line at: <http://www.workforce.nd.gov/councils/state-commission-on-national-and-community-service/>.

SPECIAL PROVISIONS

1. **Department of Commerce – State Commission requires applicants to provide a Faxed, Mailed or E-mailed AmeriCorps Notice of Intent to Apply form** for AmeriCorps*State formula funding to the State Commission office by 4:00 p.m. CST on January 17, 2014. This form can be obtained from the following website: <http://www.americorpsnd.com>.
2. **Non-Award:** The Department of Commerce – State Commission reserves the right to not fund a proposal that exceeds the State's federal share of funding for cost per Member Service Year (MSY) set by the Corporation for National and Community Services. The current cost per Member Service Year for each state is set at **\$13,300**. One MSY is the equivalent of a full-time service term. Applicants will calculate their cost per MSY by dividing the Corporation's share of their budget request by the number of MSYs requested in the application.

Service Term	Hours	MSY
Full-time	1700	1.000
Half-time	900	.5000
Reduced Half-time	675	.3810
Quarter-time	450	.2646
Minimum-time	300	.2117

Example: One MSY is equivalent to 1700 service hours. Requesting 4 minimum-time members is .8468 MSY (.2117 times 4); requesting 4 quarter-time members is 1.0584 MSY; requesting 4 reduced half-time member is 1.5240 MSY.

3. The Corporation uses a grants management system called eGrants that includes on-line grant applications, awards, and reporting functions. The Department of Commerce – State Commission requires you to use the eGrants system to submit your application. The system offers a built-in budget and application compliance checks to ensure that you complete all parts of the application. To access eGrants, go to the <https://egrants.cns.gov/espan/main/login.jsp> website to get started. You'll need to create an eGrants account if you don't already have one. If your organization is unable to use the eGrants system to submit an application, you must notify the State Commission through the Notice of Intent to Apply process that you intend to apply by paper. Your organization must receive written permission from the State Commission in order to use an alternate application format other than eGrants.
4. The Department of Commerce – State Commission **will not accept** any AmeriCorps*State formula funded proposals that did not submit a Notice of Intent to Apply by the due date, and;
 - ▶ If submitted electronically...
 - ◆ did not submit a grant application on eGrants before **midnight CST on February 21, 2014. Proposals received after February 21, 2014, will be rejected and listed that way on the eGrants system. [Your computer problems are not a reason for an extension!](#)**
 - ▶ If submitted by paper...
 - ◆ you failed to properly notify the State Commission that you intended to file your application in a paper format on your Notice of Intent to Apply form.
 - ◆ if not delivered to the address indicated on the cover of this document by 4 p.m. CST on **February 21, 2014.**
 - ◆ is delivered to any address other than that provided on the cover page of this document; and

If the application is transmitted by facsimile; the State Commission nor the North Dakota Department of Commerce will not accept liability of a claim, demand, or other actions for any reason based on the faxed application.

When notifying the Department of Commerce – State Commission of the process you will use to file your application, you must submit your application according to that process, via paper or eGrants.

5. First-time Applicant are required to provide a 24% match each year for the first three-year funding period; subsequent match requirements determined according to 45 CFR 2521.60. NCSA 121(e)(5) (42 USC) requires that other federal funds used to match a grant awarded under this notice must receive prior approval to be used as match for this funding source and report the amount and source of these funds to the State Commission.
6. Applicants may not amend their proposal after the closing date and time but may withdraw their proposal at any time. The State Commission reserves the right to negotiate with an applicant which will allow the applicant to amend their proposal.
7. Do not submit other supplementary materials such as annual reports, videos, brochures, letters of support, or any supplementary material not requested in the application. The information will not be used to score your application.
8. The State Commission reserves the right to negotiate with the applicants or re-invite proposals from the applicants without going through a new public proposal process.
9. All questions or inquires concerning this Request for Proposal must be made in written form and be submitted to the addresses provided, on the cover page, no later than (5) calendar days prior to the proposal deadline. All answers to written questions received in proper time will be posted on the <http://www.americorpsnd.com> website. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.
10. If a contract is to be awarded as a result of this Request for Proposal, it shall be awarded to the legal name on the application. “Responsible” means the capacity in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
11. Notice in writing to an applicant and the subsequent execution of a written agreement shall constitute the making of a contract.
12. The contract will contain the relevant provisions of this Request for Proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior to or subsequent thereto.
13. In the event of any inconsistency between the Request for Proposal and the ensuing contract, the contract shall govern.
14. The Department of Commerce – State Commission has the right to refuse an application.
15. Any amendments by the Department of Commerce – State Commission to the Request for Proposal will be issued in writing and sent to those that have filed an application or the request of an amendment.

16. The Department of Commerce – State Commission is not liable for any costs of the preparation of a proposal.
17. A Peer Review Committee will review each proposal. The awarding of grant funds does not rest solely with the Peer Review Committee's ratings or remarks. The State Commission reserves the exclusive right to determine the qualitative aspects of the proposals relative to the evaluation criteria.
18. It should be noted that all information, including documents, submitted to the Department of Commerce – State Commission are in the custody and control of the Department of Commerce and thus subject to the protection and disclosure provisions of the Access to Information and Protection of Privacy Act. This Act allows any person a right of access to records in the custody or under the control of a public body subject to limited and specific exemptions.
19. The Proposal and accompanying documents submitted by an applicant become the property of the State Department of Commerce – State Commission, are public record, and will not be returned.
20. Any applicant applying for AmeriCorps competitive or tribal funding will be considered for formula funding provided the applicant notifies the State Commission of their intent to apply for competitive or tribal funding, and subsequently applies for the funding and makes their application available to the Department of Commerce – State Commission. The notice of intent to apply and applications must be made available to the State Commission by the formula funding deadlines.

ADDITIONAL REQUIRED INFORMATION

All applications submitted on eGrants or by paper must also submit the following documents by the application due dates:

A. SF 424 Facesheet

You can print out this report from eGrants.

1. Completed Evaluation Report of Your Organization

If your organization has had an evaluation completed on the organization itself or any part of the organization within the last 3 years you must submit a copy of that report for a State Commission review.

2. Completed Evaluation Report of Your Project / Services

If your organization has had an evaluation completed of the proposed project or, if you are a current sub-grantee, of the project you are currently running you must submit a copy of that report for a State Commission review.

3. 501(c)(3) / 990 Form / any official form that shows the organization is eligible to receive AmeriCorps funds

These documents will support your eligibility to receive AmeriCorps funding. The documents must certify that your organization is a public or private nonprofit organization; including labor organizations; a faith-based and other community organization; an institution of higher education; a government entity within states, territories (e.g., cities, counties); or Indian Tribes status.

4. Audit

All applicants must provide their most recent A-133 audit, your organization's financial audit, or your most recent financial statements if you have not had a formal audit.

5. Financial Management Survey

This document requires you to answer some basic questions about your organization's financial structure. This survey can be found at <http://www.americorpsnd.com>.

6. Budget Checklist

This document requires you to answer questions concerning the budget you are proposing to run your AmeriCorps project. You can find this on our website at <http://www.americorpsnd.com>.

7. Schedule of Federal Funds Award Form

If your organization is not required to have an A-133 audit conducted you must submit a report that details any other federal funds your organization has received the last two years. This form can be found at <http://www.americorpsnd.com>. Only certain cells in the form are available for input.

8. Grievance Procedure Policy

Submit your organizations grievance policy for review. This policy must be in compliance with 45 CFR §§ 2540.230. This policy must be included in the member's contract.

9. Assurances and Certifications Form

You can print this out when you complete the form in eGrants or you can find it at our website at <http://www.americorpsnd.com>.

Review, Authorization, Assurances, and Certifications (Authorize and Submit Section): to submit your application you must read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. The person who authorizes the application must be the applicant's authorized representative.

10. Survey on Ensuring Equal Opportunity for Applicants

You can print this out when you complete the form in eGrants or you can find it at our website at <http://www.americorpsnd.com>.

Survey on Ensuring Equal Opportunity for Applicants: The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization. Information provided on your form will not be considered in any way in making funding decisions.

11. Labor Union Concurrence

If a program applicant:

- (1) Proposes to serve as the placement site for AmeriCorps members; and
- (2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- (3) Those employees are represented by a local labor organization, and then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- (4) 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.
- (5) 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 the Corporation or a State Commission, as well as any entity applying for assistance or approved national service positions through a Corporation grantee or sub-grantee.

SUBMISSION INSTRUCTIONS FOR ADDITIONAL REQUIRED INFORMATION ITEMS 1 THROUGH 11

These documents *must be* submitted to the Department of Commerce – State Commission. **The deadline for submitting these materials is the same as the deadline for submitting your application.** The Department of Commerce – State Commission reserves the right to not fund a proposal if any one of these documents is not submitted on time.

Submit required attachments to the address on the cover page of this document, attention to Jerry Houn.

In eGrants, change the status of the evaluation from the default “Not Sent” to the applicable status (Sent or Not Applicable). Then add the Titles for each of the other documents and provide its status (Sent or Not Applicable). All 11 documents must be sent, in paper form to the Department of Commerce – State Commission, via mail, fax or e-mail by the due date. If an item is “Not Applicable” you must indicate so in eGrants and notify the Department of Commerce – State Commission as such. When submitting this information to the State Commission, if any of the items do not apply to your organization you must indicate this by submitting a written document attesting to the fact it does not apply. You may submit one written document that attests to multiple items not applying to your organization. This can be done in Memo form.

APPLICATION INSTRUCTIONS:

For AmeriCorps*State Formula Funds *in eGrants*

The following application instructions contain the information that AmeriCorps*State Formula Funded applicants must provide in their application. The eGrants system will be used to serve all the Department of Commerce – the State Commission) applicants and future sub-grantees. The State Commission requires all applicants to use the eGrants system for submitting their application. **Review the instructions in the Important Notices and Special Provisions section if your organization is unable to submit an application using eGrants. Your organization must receive written permission from the State Commission prior to submitting an application for funding.**

The Department of Commerce – State Commission reserves the right to reject any application that is not completed as instructed.

SUBMITTING YOUR APPLICATION INFORMATION

Your application must consist of the following components. Please make sure to complete each one.

- I. Applicant Information
- II. Application Information
- III. Narratives
- IV. Performance Measures
- V. Documents
- VI. Budget
- VII. Demographics
- VIII. Review, Authorize, and Submit

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

- Start a new Grant Application
- Select a Project Area (from the drop down box select “AmeriCorps”)
- Select a NOFA (from the list select – Commission AmeriCorps State FY 2014)

Since you will be an AmeriCorps*State Formula Funded applicant, at this point, you will select your State Prime ID number, before moving on to the next section. **Note:** Your organization’s State Prime ID number was assigned by the State Commission and released to your organization after the receipt of your Notice of Intent to Apply form.

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. If you are submitting your application in hard copy, you will find a copy of the SF 424 on our website at <http://www.americorpsnd.com>.

I. APPLICANT INFORMATION

In this section you will have to complete the following:

- All applicants will select “New” for application type.
- Program area: select “AmeriCorps” and click go
- Select a NOFA: select “Commission AmeriCorps State FY2014 (new & continuation)
- Choose a state: select “North Dakota”
- Prime app. ID#: select “Your assigned prime ID#”
- New Program: create a program profile

II. APPLICATION INFORMATION

In this section you will complete the following:

- Areas affected by your proposed program. Please input “ND” as the state where you plan to operate. For city or county information, please follow each one with “ND”.
- Requested project period start and end dates. These dates will be October 1, 2014, the start date, and September 30, 2015, the end date.
- Funding type: Select State Formula
- Review by State Executive order 12372 process: Answer NO
- Indicate Yes or No if you are delinquent on any federal debt. If the answer is yes you can stop here.
- For the State Application Identifier: Leave blank or Enter N/A.
- You cannot request a waiver of the volunteer leveraging.

III. NARRATIVES

The narrative portion of the application is your opportunity to convince reviewers that your project is needed in your community. You will make the case that you have a well-designed project plan with a clear and compelling justification for the requested funds. Below are some suggested guidelines to help you develop and present your project in a way the reviewers will find compelling and persuasive.

- **Begin your grant proposal development early.** Current AmeriCorps program should apply best practices by accumulating need based data and performance data **throughout the project year** in preparation for the next grant proposal period.
- **Review all related AmeriCorps regulations.** The strength of your grant proposal and the design of your program must align with the intent and purpose of the AmeriCorps program
- **Involve key personnel/programs in your grant proposal development:** Pre-application meetings with related programs, planned host sites, staff and AmeriCorps members will provide you valuable input that will help you develop a grant proposal that operates efficiently.
- **Lead from your project strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the criteria presented below.
- **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 the Corporation in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms, reviewers may not be familiar with them and may have difficulty remembering what they stand for and it could confuse them.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

SELECTION CRITERIA: SECTIONS AND ASSIGNED POINT VALUES

In eGrants, you must enter your narrative responses for the **Executive Summary, the Rationale and Approach section, the Organizational Capability section and the Cost Effectiveness/Budget Adequacy section**. Each of these major sections includes sub-sections as shown in the Selection Criteria and Assigned Point Value Table. Peer reviewers will be reviewing and scoring your narratives based upon the section and subsection order shown in the table below.

Applicants must make sure their application narrative is clearly labeled according to all major sections and subsections as show in the table below and as broken down in eGrants:

Selection Criteria and Assigned Point Value Table

Required Sections and Sub-sections	Points
Executive Summary	
1. Rationale and Approach (Project Design):	
a. Problem(s)	9
b. Solution(s)	17
c. AmeriCorps Member: Selection, Training and Supervision	16
d. Outcomes: Performance Measures	7
e. Sustainability	8
2. Organizational Capability:	
a. Organizational Capacity	14
b. Staffing	4
3. Cost Effectiveness and Budget Adequacy:	
a. Cost-Effectiveness	13
b. Budget Adequacy	12
Total Points	100

You may not exceed 50,000 characters (or about 25 pages) in these sections combined. The character count includes spaces and punctuation.

SPECIAL NOTE-- In eGrants please note that the Narrative portion also includes fields for Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes. **These are not required fields. Please enter N/A in these fields.** They may be used at a later date.

PRESENTATION OF NARRATIVE CONTENT

The following section criteria outline will guide you in providing the information that is most important for the peer reviewers to read in relation to a proposed AmeriCorps program. We strongly suggest that you review the current AmeriCorps provisions, regulations, the official Notice of Federal Funding Opportunity and these instructions before preparing your narrative.

Your application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Peer reviewers will use the selection criteria outline shown below to review the narrative portion of your application. Points will be awarded for adequately addressing each section and subsection. You may use the same outline numbering system listed under the Selection Criteria Outline. You should use the question/statements under the sub-sections to aid you in formulating responses that are pertinent to the subsection topic. Each subsection topic has an assigned point value so please be certain to clearly and succinctly address each topic according to the selection criteria outline.

SELECTION CRITERIA OUTLINE

A. EXECUTIVE SUMMARY (Required)

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

The **[Name of the organization]** will have **[Number of]** AmeriCorps members who will **[what the members will be doing]** in **[the locations the AmeriCorps members will be]**. At the end of the 1st program year, the AmeriCorps members will be responsible for **[anticipated outcome of project]**. In addition, the AmeriCorps members will leverage an additional **[number of leveraged volunteers, if applicable]** that will be engaged in **[what the leveraged volunteers will be doing.]**
This program will focus on the CNCS focus area of **[Focus Area(s)]**. * The CNCS investment of **[\$[amount of request]** will be matched with **[\$[amount of projected match], \$[amount of local, state, and federal funds]** in public funding and **[\$[amount of non-governmental funds]** in private funding.

*If the program is not focused on CNCS' focus area, omit this sentence.

Fixed amount grant applicants should list their leveraged resources as they are not required to match.

CNCS may post these summaries on www.nationalservice.gov in the interest of transparency and Open Government.

1. **RATIONALE AND APPROACH (Program Design)**

a) **PROBLEM(S) (9 total points):**

- 1) **2 pts:** State the primary problem to be addressed in the community(ies) you plan to serve and describe the targeted population and their relationship to the problem. (secondary problem(s) may also be presented)
- 2) **2 pts:** What is the extent/severity of the primary problem in your targeted community(ies)? Why is this problem compelling? What is the cause and will it get worse?
- 3) **2 pts:** Cite current socioeconomic data specific to your targeted community(ies) that is related to the primary problem and your targeted population? Who and how many are affected? How is the problem perpetuated?
- 4) **1 pt:** What is the rationale for your particular organization to assume responsibility for addressing this community problem?
- 5) **2 pts:** What is your organization's general approach (design) toward resolving or minimizing the identified problem?

b) SOLUTION(S): AmeriCorps Member Roles and Responsibilities (17 total points):

- 1) **1 pt:** How many service sites will your AmeriCorps members be available to provide direct services? Where are your operating site(s) and service site(s) located?
- 2) **2 pts:** How many AmeriCorps members will be delivering a planned intervention(s) for addressing the primary problem?
- 3) **4 pts:** What are the core activities that define the project's intervention(s) and will they be implemented /delivered strictly by AmeriCorps members?
- 4) **4 pts:** How will the planned intervention(s) help the project effectively address the primary problem?
- 5) **2 pts:** What is the planned duration and frequency of the intervention(s) (e.g., number of sessions for how many weeks, or months)?
- 6) **2 pts:** What is the dosage/intensity of each intervention (e.g., the amount of time for each session/activity that is defined as an intervention)?
- 7) **2 pts:** What indicators and data assessment tools will your organization use to measure/track program outcomes?

c) AMERICORPS MEMBER: Selection, Training and Supervision (16 total points):

- 1) **1 pt:** What is your plan for disseminating information to the target community(ies) regarding AmeriCorps available positions and qualifications?
- 2) **2 pts:** What are your recruitment plans for creating a pool of diverse qualified applicants from your target community(ies)?
- 3) **1 pt:** What is your hiring criteria and explain how it is fair and non-discriminatory and complies with required recruitment and selection regulations?
- 4) **2 pts:** What is your planned training timeline for AmeriCorps members?
- 5) **3 pts:** What anticipated AmeriCorps member training topics are planned and how will they result in direct services that are effective for the target population. How will the training and direct services enhance professional career development for the members?
- 6) **2 pts:** How will the training of your AmeriCorps member(s) and generated volunteers ensure awareness and adherence to the rules and regulations relating to prohibited activities?
- 7) **2 pts:** What is your plan for selecting and training host site supervisors who will be aware, accountable and will adhere to AmeriCorps rules and regulations and will model a professional work environment for your AmeriCorps members?
- 8) **2 pts:** How will your chosen AmeriCorps host site supervisors provide adequate support and guidance for AmeriCorps members?
- 9) **1 pt:** How will your AmeriCorps members use AmeriCorps apparel and logos?

d) OUTCOMES: PERFORMANCE MEASURES (7 total points):

- 1) **2 pts:** What are your proposed performance measures as they relate to the identified primary problem (and any optional secondary problems), and are these performance measures based upon established benchmark measure(s)?
 - ▶ What are your proposed output measures and are they ambitious and yet attainable (i.e., number of community beneficiaries (people) to be served, or units of service that members have completed – what defines “being served or units of service”)?
 - ▶ What are your proposed outcome measures and are they ambitious, attainable and aligned with output measures (i.e., the degree of improvement toward resolving the primary problem(s))?
- 2) **2 pts:** What are your proposed performance measures in the areas of AmeriCorps member development and volunteer recruitment?
 - ▶ What are your proposed output and outcome measures for AmeriCorps member development and are they ambitious and yet attainable (i.e. how training, supervision, and participation in AmeriCorps will be measured in relation to personal/professional development for AmeriCorps members and their future interest in volunteerism)?
 - ▶ What are your proposed output and outcome measures for volunteer recruitment and are they ambitious and yet attainable (i.e. how will the recruitment, training, and supervision help volunteers be adequately prepared to have a meaningful experience serving others, and will they volunteer again in the future)?
- 3) **3 pts:** How will your primary service intervention(s) help you meet your performance measures?
 - ▶ **If applicable**, describe how secondary service intervention(s) will help you meet your secondary performance measure.
 - ▶ What qualitative changes do you expect to observe in the community/clients where interventions will occur?
- 4) **0 pts: Previous AmeriCorps Sub-Grantees Only**

What were your AmeriCorps performance measures in previous years and explain their achievement or underachievement rates?

 - ▶ Explain how you have used the results from your past performance measures to evaluate your approach, project design and set future performance measures.

e) SUSTAINABILITY (8 total points):

- 1) **1 pt:** How will AmeriCorps member capacity building activities lead to greater independence /sustainability in your organization in the future?
- 2) **3 pts:** How sustainable is your program based upon relationships with your target community(ies) / local organizations, federal/state entities. How will these partners/stakeholders help solve the primary problem(s)?
- 3) **2 pts:** How will your AmeriCorps members strengthen the concept of volunteerism and collaborative relationships in your target community(ies)?
- 4) **2 pts:** How will your AmeriCorps members enhance services; develop processes and resources that support service activities in the target community(ies) (i.e. in addition to direct service and volunteer recruitment what other expertise can members contribute)?

2. ORGANIZATIONAL CAPABILITY

a) ORGANIZATIONAL BACKGROUND (14 total points):

- 1) **3 pts:** What is your organization's mission and strategic plan?
 - ▶ How capable is your organization's fiscal/management systems in implementing, supporting, and evaluating the proposed program?
- 2) **3 pts:** What is your organization's past performance with federal funding, including AmeriCorps funding if applicable?
 - ▶ How will your organization ensure compliance with AmeriCorps rules and regulations including those related prohibited activities?
 - ▶ How will your organization prevent and detect compliance issues?
 - ▶ How will your organization hold itself and host sites accountable if instances of risk and noncompliance are identified?
- 3) **1 pt:** Where is your organization generating its revenue from and what revenue it will use to support this project?
 - ▶ Disclose the amounts & sources of any federal funds, donations, and fundraising, etc.
 - ▶ Fees charged for services/activities offered by this project cannot be used as cash match.
 - ▶ If you use an in-kind match, describe where the match came from, the amount of the in-kind match and how the value of the in-kind match was determined.
- 4) **1 pt:** What quality initiatives does your proposed program possess that will support the feasibility of replicating the program to meet community needs?
- 5) **2 pts:** What strategies are planned to enhance program effectiveness by recruiting members from among the residents of in the target communities?
- 6) **3 pts:** What strategies are planned to ensure that your program is open to participants of all ages, races, genders, ethnicities, abilities/disabilities, and economic statuses?
 - ▶ What strategies are planned to enhance program effectiveness by involving members & community residents in the design, leadership, and operation of the program?
- 7) **1 pt:** What is the quality of your host site(s) for this project and the role(s) they will play in facilitating services/activities that will create a positive impact?

b) STAFFING (4 total points):

- 1) **4 pts:** What are the minimum qualifications and summary of duties and responsibilities for the project coordinator position?
 - ▶ What are the minimum qualifications and summary of duties and responsibilities for the host site supervisor position(s)?
 - ▶ What are the minimum qualifications for the selected AmeriCorps members and their summary of duties and responsibilities?
 - ▶ Current Grantees only, detail the number of AmeriCorps slots requested in the past and how many were filled, and your strategy to ensure that all the AmeriCorps member slots requested will complete their term of service.
- 2) **0 pts: (Required for AmeriCorps program providing tutorial services):** How will your organization ensure compliance with related AmeriCorps regulations concerning tutoring projects, and the selection of AmeriCorps tutors, training required, etc.?

3. COST EFFECTIVENESS AND BUDGET ADEQUACY

a) COST EFFECTIVENESS (13 total points):

- 1) **5 pts:** Explain why you believe the cost per MSY is adequate to support a successful project.
 - ▶ If you will be paying the members a living allowance, explain how you determined the living allowance amount.
 - ▶ Remember not to exceed the allowable cost per MSY of \$13,300.
- 2) **5 pts:** How much of the required match will be used for this project and if cash is a portion included in the required match, what is the origin of the cash?
 - ▶ If you plan to use other federal funds you must explain which agency is supplying the funds and how you obtained their approval to use the funds as a match for the AmeriCorps funding.
- 3) **3 pts:** How much of the match used for this project will come from in-kind items, and how did you determine the value of the in-kind items?
 - ▶ For current sub-grantees, describe how you are increasing your organization's share of the costs of the project.

b) BUDGET ADEQUACY (12 total points):

- 1) **12 pts:** Narratively detail your budget in the following categories and state why you believe the amount(s) are adequate to support your program design and achieve the proposed performance objectives
 - ▶ Personnel time and benefits
 - ◆ Give a description for each position that will be paid under this project and any time allocations between your organization and the AmeriCorps program.
 - ▶ Supplies
 - ▶ Travel (member and staff)
 - ▶ Training (member and staff)
 - ▶ Contractual and Consultant Services
 - ▶ Evaluation
 - ▶ Other program costs
 - ◆ If applicable, describe your organization's policies and per diem rates concerning each of these categories.
 - ▶ What are your plans for securing potential supplemental resources and commitments from other community agencies/organizations?
- 2) **0 pts:** Project Development Phase (PDP) for new sub-grantees
 - ▶ Narrative detail of your budget during the PDP

Note: There are four other narrative sections –

- | | | | |
|---|--|---|-----------------------|
| – | Evaluation Summary or Plan | – | Clarification Summary |
| – | Amendment Justification | – | Continuation Changes |
| * | Just enter "N/A" for the narrative in these sections | | |

IV. PERFORMANCE MEASURES

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

Applications must include the following three performance measures:

- One aligned performance measure that captures the results of your program's primary activity addressing a **primary problem**. (You may include a secondary problems)
- Volunteer recruitment performance measure (Capacity building)
- Member development performance measure. (Capacity building)

Performance measures are indicators of performance that include an output and outcome. The term **output** refers to the quantity of community beneficiaries (people) who will be served, or units of service completed by AmeriCorps members. The term **outcome** refers to the degree of change in communities or lives of community beneficiaries as a result of an intervention(s).

In the Performance Measure tab section, you will begin by aligning elements from the Rationale and Approach section of your narrative that includes the identified primary problem (and any secondary problems), related interventions and related output and outcome performance measures. Note: each problem level and any additional performance measures that you present must have separate output and outcome performance measures.

The following two paragraphs explain the necessary structure when completing the **volunteer recruitment and member development performance measures** (note: some text windows in the Performance Measure tab have a limit on characters).

The **volunteer recruitment measure** will be as follows (replace the "X" with actual numbers):

Output: a minimum of "X" number of volunteers will be recruited by the AmeriCorps members.

Outcome: X% of volunteers recruited will report that they had a meaningful experience and will volunteer again in the future.

The **member development measure** will be as follows: (replace the "X" with actual numbers)

Output: X number of enrolled AmeriCorps members who complete their term of service will have received training and practical experience in (your narrative should include a list of the training and practical experience that will be acquired through your project).

Outcome: X% of AmeriCorps members who complete their term of service will be able to demonstrate an improved level of knowledge and volunteerism (your narrative should explain who will rate the members and the measurement tool that will verify the overall change from pre-AmeriCorps involvement to the completion of a service contract).

The narrative sections of your applications should clearly describe the types of training and practical experience AmeriCorps members and volunteers will receive/acquire.

For more information about National Performance measures go to:

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2014/ameri-corps-state-and-national-grants-fy-2014>

About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and slot allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

Home Page

To start the module, click the “Begin” button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking “Continue Working” will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and slot allocations for your application, click the “Edit Objectives/MSYs/Slots” button.

After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete.” To create a new performance measure, click the “Add New Performance Measure” button.

Objectives Tab

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

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, go to: http://learning.nationalserviceresources.org/file.php/1/eGrants_AC_module/AmeriCorps_NPM_Chart.docx

Next, select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select “other” if one of your program’s interventions does not appear on the list. Repeat these actions for each of your program’s focus areas. Select “other” for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.

Choose your program’s primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention. You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

MSYs/Slots Tab

On this tab, you will enter information about the allocation of MSYs and slots across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

In the slots column, enter the number of members who will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members' slots to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one slot to each of these objectives. It is acceptable for slots in this table to exceed total slots requested in the application due to double counting members' service across multiple objectives.

Performance Measure Tab

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention.

Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking "Add User Output."

Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant-determined outcome by clicking "Add User Outcome."

For Capacity Building National Performance Measures, you may select optional end outcomes. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click "Add new focus area." To select more than one beneficiary population,

click “Add new beneficiary.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected to your capacity building activities, check the “Focus Area Outcome” box. To select more than one focus area outcome, select “Add new outcome.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down.

Enter the number of MSYs and slots your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Slots tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Slots may be double-counted across performance measures, but MSYs may not. Note that MSYs and slots cannot be entered for member development performance measures.

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

Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. 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.

Enter the target number for your output or outcome. Targets must be numbers, not percentages.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percentages or member hours as units of measure.

After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

Summary Tab

The summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click “Print PDF for all Performance Measures.”

To print one performance measure, expand the measure and click “Print This Measure.” Click “Edit Performance Measure” to return to the Performance Measure tab.

Click “Edit Data Collection” to return to the Data Collection tab.

“Click Validate Performance Measures” to validate this module prior to submitting your application.

V. DOCUMENTS

1. Completed Evaluation Report of Your Organization
2. Completed Evaluation Report of Your Project / Services
3. 501(c)(3) / 990 Form / any official form that shows the organization is eligible to receive AmeriCorps funds
4. Audit
5. Financial Management Survey
6. Budget Checklist
7. Schedule of Federal Funds Award Form
8. Grievance Procedure Policy
9. Assurances and Certifications Form
10. Survey on Ensuring Equal Opportunity for Applicants
11. Labor Union Concurrence

VI. BUDGET

How to Begin: You will enter detailed budget information in eGrants. Your detailed information creates the summary budget form. Your budget must provide a full explanation of all proposed costs including their purpose, justification, and the basis of your calculations. Where appropriate, present calculations in an equation format, e.g., two (2) staff traveling @ \$350/trip for 2 trips = \$1400; or, salary \$60,000 @ 20% devoted to project = \$12,000.

A. Overview of Key Statutory and Regulatory Budget Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations. The single overall minimum match of 24% applies for the first three years of funding. Starting with the fourth year of funding, match gradually increases every year to 50% by year ten.

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested. The grantee share cannot exceed 10% if you elected to use the Corporation Fixed amount (see page 34).
- 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 applying for your fourth year of funding your Department of Commerce – State Commission can tell you where you are in the match schedule.

- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements. If you plan to use other federal funds as a match, that federal funding source ***MUST*** give special permission to be used as a match for another federal funding source.
- In each section of the budget, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support.

Note: Most federal funds are not authorized to be used as match for another federal grant. While the Corporation’s legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency’s funds as match for this national service project grant is permitted by the other agency.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative.

Follow the detailed budget instructions, below, to prepare your detailed budget. eGrants will automatically populate a budget summary and budget narrative report. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for limited errors. Prior to submission be sure to review the budget checklist to ensure your budget is compliant.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose and the basis of your calculation.
- For the Staffing, Travel, and Evaluation line items, and wherever else it may increase clarity, present your calculations in the form of an equation, e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1400; or, Salary \$60,000 @ 20% devoted to project = \$12,000.
- 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 refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

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

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

C. Source of Match

In the “Source of Match” field that appears at the beginning of Section III, enter a brief description of the each Source of Match, the amount, the match classification (Cash or In-kind) and Match Source (State/Local, Federal, Private, Other or Not Available).

You will enter a match description that details where the match is coming from, the amount of the match, the match classification (cash or in-kind) and the match source (State, Local, Federal, Private, or Other). Any internal cash match must be listed under Private. The source match total must agree to the total grantee share costs. Your application can be rejected if the match detailed here does not agree with the total grantee share of costs.

Note: All costs recorded in the project operating section must be direct costs associated with project and the services it offers. Sub-grantees are required to meet the overall match they budgeted.

D. Budget Section I: Program Operating Costs

Complete this section of the Budget Worksheet by entering the “Total Amount”, “CNCS Share” (federal) and “Grantee Share” as follows:

- 1. Personnel Expenses:** Under “Position/Title Description,” list each staff position’s title separately, who will be paid using these funds or match funds. The staffs’ time listed here is only an estimate. All staffs’ time claimed for reimbursement must be based on an actual time logs kept by each staff member. Each time log must be signed and dated, appropriately, by both the staff member and their immediate supervisor. 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 that pertains to the AmeriCorps project for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.
- 2. 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 reported under #1 above. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. The benefits listed here are only estimates, Benefits claimed for reimbursement will actual cost based on actual time worked on the project. The actual time will be based on the time log outline in section #1 above.

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.

- 3a. Staff Travel:** Describe the purpose for which program staff member will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information. Only domestic travel is allowable.

All travel reimbursement must be based on your organization's travel policies. 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.

- 3b. Member Travel:** Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

All travel reimbursement must be based on your organization's travel policies. 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.

- 4. 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 #5, Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

The State Commission reserves the right to collect all equipment that remains unexpired at the end of the contract period if future funding is discontinued for any reason.

- 5. Supplies:** Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Most computers and office equipment purchases will be listed in this section. You must individually list any single item costing \$1,000 or more. The maximum cost of member service gear, inclusive of any standard packages which may be offered, is \$35 per member. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-federal funds.

The State Commission reserves the right to collect all supplies that remains unused or unexpired at the end of the contract period if future funding is discontinued for any reason.

- 6. 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 7 & 8, below, respectively. Payments to individuals for consultant services under this grant may not exceed \$750 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$750 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services. Daily rates over the maximum amount should be justified in the narrative. If the consultant does not

charge you their full daily rate and wishes to contribute the amount they do not charge as in-kind match you must provide proof of the consultant's daily rate.

7a. Staff Training: Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the maximum daily rate limit of \$750.

7b. Member Training: Include the costs associated with member training to support them in carrying out their service activities or AmeriCorps duties. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the maximum daily rate limit of \$750.

8. Evaluation: Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. These costs **do 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. All time reported must be based on an actual time logs kept by each evaluator, if applicable. If using a consultant(s) for evaluation, indicate the estimated daily rate, not to exceed the maximum daily rate limit of \$750.

9. Other Program Operating Costs: Allowable costs in this budget category should include when applicable:

- Criminal history background checks of members and federally and non-federally funded staff who work on the AmeriCorps project.
- 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. Any allocations must be made on a tangible basis.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Do not report costs associated with your organization's support staff unless they are directly chargeable to this project. If not directly chargeable to the project these costs would be considered administrative costs.

E. Budget 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.

- 1. Living Allowance:** The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, 1st year half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive in total, allocating appropriate portions between the Corporation's share (CNCS Share) and grantee match (Grantee Share). You must pay a living allowance to full-time members.

Enter the total number of members you are requesting in each category / slot. Enter the amount of the living allowance for each type of member. The living allowance must be within the maximum and minimum amounts. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Minimum and Maximum Living Allowance

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1700	\$12,100	\$24,200
1st year half-time	900	N/A	\$12,800
Reduced Half-Time	675	N/A	\$9,600
Quarter-Time	450	N/A	\$6,400
Minimum-Time	300	N/A	\$4,300

Notes: There is no requirement to pay a living allowance to less than full-time members, and, the living allowance for full-time members cannot be less than \$12,100.

- 2. Member Support Costs:** Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.
 - FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. If exempted or if you do not which to budget for FICA you must indicate as such 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.** The state of North Dakota requires worker's compensation for AmeriCorps members. If you are not required to pay worker's compensation you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.
 - Health Care and Child Care.** You must offer health care and child care benefits, in accordance to AmeriCorps requirements, to full-time members. You may choose to provide health care benefits and child care to less-than-full-time members from other sources (i.e. non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as in a full-time summer project) are eligible for health care benefits. However, you must obtain prior written approval from the State Commission to be able to offer this benefit. CNCS funds cannot be used to cover dependents. Documentation must be retained for those applicable members who elect not to accept health care coverage from your project.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. The state of North Dakota does not require unemployment insurance coverage of AmeriCorps members. Projects are responsible for determining the requirements of state law by consulting their state commissions, legal counsel, or the applicable state agencies. North Dakota does not require unemployment insurance for AmeriCorps members.

F. Budget Section III. Administrative/Indirect Costs

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

Any project wanting to use an indirect rate plan or cost allocation plan must receive prior approval from the State Commission to do so. Otherwise, if you wish to collect funding to support your administrative costs you must elect to use the Corporation's Fixed Percentage Method.

Administrative costs include:

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

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

1. Allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training, and travel.
2. Costs for staff (including salary, benefits, training, and travel) who recruit, train, place, or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.

3. Costs for independent evaluations and any internal evaluations of the project that are related specifically to quality improvement.
4. Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate and implement Corporation guidance and policies directly relating to a project.
5. Space, facility, and communications costs allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization's indirect costs rate.
6. Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a project.

Options for Calculating Administrative/Indirect Costs (choose either 1. OR 2.)

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

1. Corporation Fixed Percentage Method – Five Percent Fixed Administrative cost

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

To determine the Corporation share of Section III (administrative costs):

- a. Multiply the sum of the CNCS (federal) funding share of Sections I (program operating costs) and II (member costs) by 0.0526. This is the maximum amount you can request as Corporation share of Administrative Costs. Enter this amount as the Corporation share.
- b. Then add up the CNCS (federal) funding share of Sections I, II and III.
- c. To determine compliance with the 5% CNCS (federal) funding share take the amount determined in "a" divided by the amount determined in "b." If you get more or less than 5.000%, try adjusting the amount in "a" by \$1. Making sure your final CNCS (federal) funding is 5.00000% or less.

To determine the Grantee share of Section III (administrative costs):

- d. Total together the costs of Section I (program operating costs) and Section II (member costs) including the CNCS (federal) funding share and the grantee share.
- e. Multiply your answer from "d" times 10% and enter this amount as the grantee share of Section IIIA.

- 2. Federally Approved Indirect Cost Rate Method:** If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC

rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

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

The State Commission requires sub-grantees to meet the Administrative funding percentages and the overall match percentages at the end of each quarter. These matching requirements may be waived in limited circumstances by contacting the State Commission.

VII. DEMOGRAPHICS

- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Total Private Match. Enter the dollar amount of private match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Total Match. Enter the total dollar amount of match being proposed.
- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- My organization has never received an AmeriCorps State and National Grant. Please insert "1" if applicable to applicant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should insert "1."
- Percentage of MSYs in Tier 1 Performance Measures. Please enter the percentage of MSY in the Tier 1 Performance Measures. **(Leave the response at zero since this question is not applicable to formula funded programs)**
- Percentage of MSYs in Tier 2 Performance Measures. Please enter the percentage of MSY in the Tier 2 Performance Measures. **(Leave the response at zero since this question is not applicable to formula funded programs)**

- Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process by inserting the number “1” if applicable to the applicant.
- AmeriCorps Identity/Co-branding Questions. Insert the number “1” if applicable to the applicant.
- Population Served: Individuals who are homeless. Insert the number “1” if applicable to the program being proposed.
- Population Served: Adult ESL participants. Insert the number “1” if applicable to the program being proposed.
- Population Served: Youth ESL participants. Insert the number “1” if applicable to the program being proposed.
- Population Served: Disadvantaged youth (K-12). Insert the number “1” if applicable to the program being proposed.
- Population Served: Head Start participants. Insert the number “1” if applicable to the program being proposed.
- Population Served: Immigrants and refugees. Insert the number “1” if applicable to the program being proposed.
- Population Served: Individuals receiving hospice or other care for terminal illness. Insert the number “1” if applicable to the program being proposed.
- Population Served: Individuals receiving mental health services. Insert the number “1” if applicable to the program being proposed.
- Population Served: Individuals receiving substance abuse services. Insert the number “1” if applicable to the program being proposed.
- Population Served: Individuals with HIV/AIDS. Insert the number “1” if applicable to the program being proposed.
- Population Served: Individuals with physical or developmental disabilities. Insert the number “1” if applicable to the program being proposed.
- Population Served: Senior Citizens. Insert the number “1” if applicable to the program being proposed.
- Population Served: Victims/Survivors of violence and abuse. Insert the number “1” if applicable to the program being proposed.
- Population Served: Veterans. Insert the number “1” if applicable to the program being proposed.
- Population Served: Veteran family members. Insert the number “1” if applicable to the program being proposed.
- Population Served: Caregivers. Insert the number “1” if applicable to the program being proposed.

VIII. REVIEW, AUTHORIZE, AND SUBMIT

eGrants requires that you validate your budget. Once that validation returns no errors you will need to verify your entire application before submitting. If there are any errors, eGrants will generate an error list that will need to be corrected after each verification. If there are **any** errors you will not be allowed to submit the application.

Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. The person who authorizes the assurances, certifications and the application must be the applicant’s Authorized Representative who can authorize, accept and commit funds on behalf of the organization.