



AmeriCorps Alabama

FY 2024 AmeriCorps State

Notice of Funding Opportunity

The Governor's Office of Volunteer Services
Alabama State Service Commission

Program Year: 2024/2025

**Cost Reimbursement, Fixed Amount, Professional Corps, and
Education Award Programs**

Governor's Office of Volunteer Services
401 Adams Avenue, Suite 312
Montgomery, AL 36104



Governor's Office of
Volunteer Services

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: Fiscal Year (FY) 2024 AmeriCorps State and National Grants
Announcement Type: Initial Announcement
Assistance Listing Number: 94.006

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps or the Governor’s Office of Volunteer Services to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

Important Dates

A Notice of Intent to Apply is required for all applicants. Access NOI [here](#).

Notifications of Intent must be submitted by **11:59PM CST on January 9, 2024**.

All Applications and required additional documents must be received no later than **11:59PM CST on February 20, 2024**.

Timeline for Formula Grant Applicants ([All New Applicants Apply as Formula](#))

	New Applicants	Recompete Applicants	Continuation Applicants
Jan. 9, 2024	<ul style="list-style-type: none"> • Notice of Intent • Program Readiness Assessment • Formula Operational and Financial Management Survey 	<ul style="list-style-type: none"> • Notice of Intent 	<ul style="list-style-type: none"> • Notice of Intent
Feb. 20, 2024	<ul style="list-style-type: none"> • eGrants Application • Program Design • Financial Audit (<i>most recent</i>) • Financial Review • Evaluation briefs, reports, studies, if applicable 	<ul style="list-style-type: none"> • eGrants Application • Program Design • Financial Audit (<i>most recent</i>) • Fiscal Assessment 1 & 2 • Evaluation briefs, reports, studies, if applicable 	<ul style="list-style-type: none"> • eGrants Application • Program Design • Financial Audit (<i>most recent</i>) • Fiscal Assessment 1 & 2 • Evaluation briefs, reports, studies, if applicable

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FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of AmeriCorps State and National Funding

The Governor's Office of Volunteer Services (GOVS) works to increase an ethic of service and volunteerism in the State of Alabama, strengthen the capacity of Alabama's faith and community-based organizations, and promote collaboration among individuals and organizations striving to meet some of the greatest needs in the state. The GOVS serves as the Alabama State Service Commission, providing AmeriCorps funding to AmeriCorps State programs through annual grant competitions. We provide grants management, oversight, training, and technical assistance to AmeriCorps State programs and encourage volunteerism in the state.

AmeriCorps, the federal agency, brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture.

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

2. Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress's intent and to maximize the impact of investment in national service, and to achieve the goals laid out in our Strategic Plan (2022-2026), AmeriCorps has the following Focus Areas:

Disaster Services: Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.

Economic Opportunity: Improving the economic well-being and security of underserved individuals.

Education: Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.

Environmental Stewardship: Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.

Healthy Futures: Supporting for health needs within communities, including mitigating the impacts of COVID- 19 and other public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

Veterans and Military Families: Improving the quality of life of veterans, military families, caregivers, and survivors.

3. Funding Priorities

AmeriCorps released its [2022-2026 Strategic Plan](#) which defines the agency's goals and objectives to advance the agency's mission to improve lives and strengthen communities. AmeriCorps will execute the following

goals to better position the agency to respond to national and local needs and help the communities it serves prosper:

1. Partner with communities to alleviate poverty and advance racial equity
2. Enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers
3. Unite Americans by bringing them together in service
4. Effectively steward federal resources
5. Make AmeriCorps one of the best and most equitable places to work in the federal government

AmeriCorps will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, and State Service Commissions, to get things done for America. The agency will prioritize investment in the most critical issues of our time — public health, climate and the environment, and education and economic opportunity — within AmeriCorps' Focus Areas and will increase its efforts to ensure AmeriCorps members, AmeriCorps Seniors volunteers, and community-based volunteers reflect the communities where they serve. We will target our investments toward communities where the need is greatest, particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

AmeriCorps' priorities for this funding opportunity are:

- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities;
- Evidence-based interventions on the [AmeriCorps Evidence Exchange](#) that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities;
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military and veteran families, caregivers, and survivors;
- Faith-based organizations;
- Programs that provide additional benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Environmental Stewardship, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities;
- Community-based programs that enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
- Programs that support civic bridgebuilding programs and projects to reduce polarization and community divisions; and providing training in civic bridgebuilding skills and techniques to AmeriCorps members;
- Programs focused on implementing or expanding access to high-quality early learning and those that prepare AmeriCorps members to enter early learning careers.

The Governor's Office of Volunteer Services will prioritize resources to align with Governor Kay Ivey's top priorities for Alabama. Special consideration will be given to applications that address critical identified areas of need. Governor's Office of Volunteer Services Funding Priorities are:

- Education - Interventions that address pre-kindergarten readiness; school readiness; grade level literacy and numeracy by age eight/3rd grade; computer science and STEM education; and college and career readiness, exploration, and discovery.
- Health - Interventions that address infant mortality, opioid abuse, obesity, food insecurity, homelessness, human sex trafficking, mental health, suicide prevention, elder care and abuse prevention, and disease self-management.
- Disaster Services - Interventions that address disaster preparedness and response readiness, support recovery readiness, and mitigation efforts.
- Economic Opportunity - Interventions that address high-speed broadband internet access statewide, specifically connecting rural communities with high-speed internet; workforce development activities such as pre-employment training and GED classes.
- Rural Communities – Interventions that address teacher shortages in public schools of the Black Belt region, rural areas, and high-need areas.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

4. Performance Goals / Expected Outcomes

National Performance Measures

AmeriCorps and GOVS expects applicants to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. For more information, please refer to the National Performance Measures Instructions found here.

5. Program Authority

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

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

AmeriCorps and GOVS expects a highly competitive AmeriCorps State grant competition. AmeriCorps and GOVS reserves the right to prioritize providing funding to existing awards over making new awards. GOVS also reserves the right to re-open competition and use funds for planning grants and other funding opportunities. The actual level of funding is subject to the availability of annual appropriations.

2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects.

3. Period of Performance

AmeriCorps and GOVS anticipates making three-year grant awards. AmeriCorps and GOVS generally makes an initial award for the first year of the period of performance, based on a one-year budget. Applicants must submit a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

This project period is 12 months. Applicants may propose any program start date that aligns with their

program design but within the timeframe of **September 1, 2024 to August 31, 2025** or **October 1, 2024, to September 30, 2025**. The program start date may not occur before the date AmeriCorps awards the. AmeriCorps members may not be enrolled before the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award.

4. Type of Award

Award recipients will be assigned to an AmeriCorps Program Officer, who will be responsible for assessing recipient performance, providing training and technical assistance, and serving as the agency's primary point of contact.

AmeriCorps State Operating Grants: AmeriCorps may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed Amount grant is limited to certain applicants.

Professional Corps applicants are ineligible to apply for Cost Reimbursement grants. See the Eligible Applicants section in this Notice and the Mandatory Supplemental Information document for more information, including definitions of terminology. AmeriCorps and GOVS will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full- Cost	Education Award Program (EAP)	Professional Corps <i>See MSI for requirements</i>	No Cost Slots
Maximum Cost per MSY*	\$27,000	\$27,000	\$800 or \$1,000**	\$1,000	\$0
Type of Slots in the National Service Trust***	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No	No	No	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes	Yes	Yes	No
Special Requirements	N/A	N/A	N/A	Must place qualified professionals in communities with an inadequate # of such professionals. Member salaries & benefits must be paid entirely by organization where member serves & not included in budget.	N/A
Financial Reporting Requirements	Yes	No	No	No	No
Available to new Applicants	Yes	Yes	Yes	Yes	Yes

*Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

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

*******FT = Full Time, TQT = Three Quarter Time, HT = Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

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

- Indian Tribes
- Institutions of higher education
- local governments
- nonprofit organizations
- state service commissions
- states and US Territories

New Applicants

AmeriCorps and GOVS encourages organizations that have not received prior funding from AmeriCorps to apply.

New applicants are eligible to apply for Cost Reimbursement, Education Award Program (EAP) and Full Cost Fixed Amount grants.

Type of Applicants

State and Territory Service Commissions (for Single-State Applicants)

Organizations that propose to operate in only one state must apply through the Governor's Office of Volunteer Services/Alabama State Service Commission. Each commission administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps. Single-State applicants must contact their Commissions to learn about their state or territory processes and deadlines.

A Single-State application from a State or Territory with a Commission that is submitted directly to AmeriCorps by the applicant rather than the Commission will be considered noncompliant and will not be reviewed. See the Mandatory Supplemental Information found GOVS website for descriptions of National Direct and Single-State applicants.

National Direct Applicants *Multi-State*: Organizations that propose to operate AmeriCorps programs in more than one State or Territory should apply directly to AmeriCorps. To do so, please click [here](#).

Threshold Issues

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

- GOVS requires that programs have a minimum of 5 MSY.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by the agency, AmeriCorps, must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications

and/or training (for example, tutoring programs: [45 CFR 2522.910-.940](#)), the applicant must describe how the program will meet these requirements.

- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

2. Cost Sharing or Matching

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

New applicants are eligible to apply for Cost Reimbursement, Education Award Program (EAP), and Full-Cost Fixed Amount grants.

Cost Reimbursement

A cost reimbursement grant provides funding to grantees after expenses have been incurred. The grantee must follow a certain procedure to obtain the reimbursement for program expenses. Reimbursements are provided on a set payment schedule determined by GOVS and after the organization has submitted sufficient documents to verify expenses.

Match: Cash and In-Kind

AmeriCorps State grants partially cover the expense of operating an AmeriCorps program and do not cover general organizational expenses. Additional cash and in-kind resources are required and, for cost-reimbursement grants, such as this grant, need to be reported as local share (match).

In-kind is restricted to non-cash resources provided to the program by partners, host sites, or supporters. Resources paid by the applicant organization from unrestricted funds (space, office supplies, etc.) are considered cash support for the program because these can be identified in the agency accounting system. Both in-kind and cash typically make up the local share (match).

AmeriCorps programs must raise some non-federal cash as part of the local share. State or municipal public funds as well as private donations from corporate, philanthropic, nonprofit, or individuals can be used as match.

Some federal agencies have agreed that their funds may be used as part of AmeriCorps match under certain conditions. Because the allowable funds vary by program within each agency (HUD, OJJDP, Interior, Education, FEMA, etc.) please discuss your desire to use other federal funds with the federal agency that awards those funds prior to submitting your AmeriCorps application. Have the agency document permission or concurrence in writing. Be sure that funds coming to you from state agencies using federal dollars to award contracts or grants are part of your conversation.

Note: Fixed-amount grants are not required to document or report local resources used to implement the program. Therefore, this section is not relevant.

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

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

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

Calculating For Federal Share - Example

AmeriCorps annually sets a maximum cost per Member Service Year (MSY = 1700 hours). This amount is, in essence, a formula for determining the maximum amount of funds that can be awarded.

Maximum Cost per MSY **\$27,000**

If a competitive applicant wants to request 10 MSY, their maximum federal share is \$270,000 (= 10 x \$27,000). \$270,000 is the 76% Federal Share of your total budget. (See the Maximum Cost per MSY Table on page 19). The applicant is required to match the 76% with 24%. To find the 24% match, do the following.

To find the Budget Total: $\$270,000 \div 0.76 = \underline{\$355,263}$ **This is your total budget (100%)**

To find your 24% match: $\$355,263 - \$270,000 = \underline{\$85,263}$ **This is your match share (24%)**

Law requires that grantees that use other Federal Funds as matching funds for an AmeriCorps grant to report those amounts and sources to GOVS on a Federal Financial Report [found in 42 U.S.C. §12571\(e\)](#). Grantees must track and be prepared to report on that match separately each year and at closeout.

Match Waiver

Please see the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps website's [Manage Your Grant](#) webpage. Match Waiver requests must be submitted to GOVS. GOVS will review and, if appropriate, submit the request to AmeriCorps.

Alternative Match

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

3. Other Eligibility Requirements

Under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this Notice.

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

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

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

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

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

D. AMERICORPS PROGRAM INFORMATION

1. Which Program is Right for My Organization?

AmeriCorps programs and grants ASN – AmeriCorps State & National AV – AmeriCorps VISTA AN – AmeriCorps NCCC	ASN		AV	AN
	CR	FA		
AC State/National Grant types: CR= Cost Reimbursement Grant; FA= Fixed-amount Grant;				
Grant dollars are awarded to local or national agencies				
Grants consist of 1) authorization of AmeriCorps positions at levels needed to achieve targets set in performance measures and 2) federal funds to support members in the positions	X	X		
Grant requires that local cash and in-kind resources used to carry out program services be reported as match in order to qualify for and receive the funds.	X			
Grant relieves program of financial reporting requirements, ties reimbursement to enrollment, and limits AmeriCorps member terms to full-time (40 hours/week) no matter what the duration of the term		X		
Program is required to use at least one of the standardized national performance measures.	X	X		
Members can serve terms of less than 1700 hours over a 12-month period *Members serving less than 1700 hours must do so at the rate of 40 hours/week for consecutive weeks.	X	*X		
Members who successfully complete service always qualify for an education award **May choose end of term cash stipend	X	**X		X
Members may have other employment or be in college if it does not interfere with their service	X	X	X	
Members must be at least 17 years of age and out of school. No upper age limit.	X	X		
Members who are 55 years of age or older and successfully complete a term of service may transfer the use of the Education Award to a child, grandchild, or foster child.	X	X		
Grants include only authorization (allocation) of AmeriCorps positions at levels needed to achieve targets set in performance measures. Grantees may be required to reimburse the federal agency for living allowance expense of several AmeriCorps positions.			X	
Payment of AmeriCorps member stipends and benefits is handled directly by the federal agency			X	X
Primary mission is poverty alleviation			X	
Primary mission is disaster response and recovery				X
Members must be between 18 and 24 years of age				X
Members generally need some college or a degree			X	

For more information on AmeriCorps [Vista](#) and [NCCC](#), please click on the links.

2. National Reference Materials

The **Code of Federal Regulations** sections on AmeriCorps (<https://ecfr.federalregister.gov/>). The table below highlights sections that are useful in designing a program; however, applicants are urged to review the full text of 45 CFR §2520, §2521, §2522 to acquire a full understanding of AmeriCorps regulations.

AmeriCorps Program Regulations

Requirements and Selection: Citation in the AmeriCorps Regulations

- **Member Service Activities:** §2520.20 - §2520.55
- **Prohibited Activities:** §2520.65
- **Minimum Requirements for Every AmeriCorps Program Type:** §2522.100
- **Types of AmeriCorps Programs:** §2522.110
- **Tutoring Programs:** §2522.900-2522.950
- **Matching Funds:** §2521.35-2521.90
- **Member Benefits:** §2522.240-2522.250
- **Calculating Cost Per Member Service Year (MSY):** §2522.485
- **Performance Measures:** §2522.500-2522.650
- **Evaluation:** §2522.500-2522.540 and §2522.700-2522.740
- **Selection Criteria and Selection Process:** §2522.400-2522.475
- **Standards for Financial Management Systems:** §2541.200

3. AmeriCorps State Components

Organizations that awarded AmeriCorps State grants are responsible for recruiting, training, and managing their AmeriCorps members to serve in their program. Programs are required to develop AmeriCorps member position descriptions for each service position in the organization's program design (e.g., tutor, mentor, health educator, coach) so applicants understand what their duties will be, what is expected of them, and what training as well as supervision they will receive.

Member Term of Service / Slot Type and Member Service Year (MSY)

There are seven types of service terms. These terms of service must be completed within 12 months. The duration and intensity of the member's effort, a few hours a week or 40 hours per week, is determined by the program's amount and type of activity needed to meet the organization's/program's identified need. Some programs have a few members who serve 9-12 months and bring on half-time members for a "high activity" period. Examples would be summer service activities supporting K-12 students in summer learning programs.

A single Member Service Year (MSY) is at least 1700 hours which a person serving in a full-time capacity completes within 12 months (52 weeks). Many programs do not have sufficient work to keep 8 members fully occupied for 1700 hours each year. That is where the other levels of service (terms of service) become useful. See the table below.

Table: Member Term of Service, MSY Value, and Weeks to Serve

Member Term of Service	Service Term Minimum Hours	MSY Value	# of weeks needed to complete term if serving 40 hrs./wk.	# hours/week required if term of service is 1 yr. (52 wks.)
FT	1700	1.00	42.5 weeks	33 hrs./wk.
TQT	1200	0.70	30.0 weeks	23. hrs./wk.
HT	900	0.50	22.5 weeks	17.5 hrs./wk.
RHT	675	0.3809524	17 weeks	13 hrs./wk.
QT	450	0.26455027	11.25 weeks	9 hrs./wk.
MT	300	0.21164022	7.25 weeks	6 hrs./wk.
AT	100	0.05627705	2.5 weeks	not recommended

FT = Full Time, TQT = Three Quarter Time, HT = Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

Determining the MSY and Slot Counts for your Organization - Example

If your organization determines it needs **3 FT, 3 TQT, 8 HT, and 12 QT** positions, then your MSY is **12.27 with 26 slots.**

3 FT (3 X 1 MSY Value) = **3 MSY**

3 TQT (3 X .70 MSY Value) = **2.1 MSY**

8 HT (8 X .50 MSY Value) = **4 MSY**

12 QT (12 X 0.26455027 MSY Value) = **3.17460324 MSY Rounded to 3.17 MSY**

3 MSY + 2.1 MSY + 4 MSY + 3.17 MSY = **12.27MSY**

3 FT + 3 TQT + 8 HT + 12 QT = **26 Slots (Members)**

Reporting and Compliance Requirements

Every program must develop policies and a system for collecting, organizing, and analyzing data on an ongoing basis. The categories of data include member records, service activities and impact, identities of partners, as well as financial (in-kind and cash). The most common reporting mechanisms are fiscal reports, monthly progress reports, and final reports.

All grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing GOVS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

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

In addition, the program must cooperate with state or national program evaluation studies the funders may undertake. These studies do not supplant the evaluation requirements of each grantee. Also, if selected you must compile data on civil rights compliance, as detailed in the AmeriCorps Grant Provisions that are part of your grant award.

Member Childcare and Health Care

Childcare. For full-time members who need childcare in order to participate, grantees must assist members in accessing the AmeriCorps childcare benefit (either childcare through an eligible provider or a childcare allowance in an amount determined by AmeriCorps). AmeriCorps makes direct payments to childcare providers. Therefore, this benefit is not paid from the grantee budget and should not be included as an expense. For more information click [here](#).

Health Care. The grantee must provide, or make available, healthcare insurance to those members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the member begins his/her term of service. The grantee must also provide, or make available, healthcare insurance to members serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. CNCS will not cover healthcare costs for dependent coverage.

Less-than-full-time members serving in a full-time capacity for a sustained period of time (e.g. a full-time summer program) are eligible for healthcare benefits. Programs may provide health insurance to less-than-full-time members serving in a full-time capacity, but they are not required to do so. For purposes of this provision, a member is serving in a full-time capacity when his/her regular term of service will involve performing service on a normal full-time schedule for a period of six weeks or more. A member may be serving in a full-time capacity without regard to whether his/her agreed term of service will result in a full-time Segal AmeriCorps Education Award.

Manage Your Grant

For more helpful resources and information, please click [here](#). This webpage will provide a wealth of information on properly managing an AmeriCorps grant. It includes resources you need to effectively manage your grant, including eGrants instructions, terms and conditions, individual match waiver, pre-award requirements, financial reporting requirements, and training and technical assistance.

E. APPLICATION AND SUBMISSION INFORMATION

This Notice should be read together with the AmeriCorps [regulations](#), Application Instructions, Performance Measure Instructions, Mandatory Supplemental Information, and Other Required Documents for Submission. These documents are available online at Alabama AmeriCorps State Notice of Funding Opportunity.

1. Address to Request an Application Package

All information associated with this funding opportunity is available through the GOVS AL AmeriCorps Funding Opportunities webpage. Applicants should refer to GOVS Alabama AmeriCorps State Notice of Funding Opportunity for more information and instructions on how to fully respond to this Notice.

2. Content and Form of Application Submission

Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
 - Executive Summary: This is a brief description of the proposed program.
 - Program Design

- Organizational Capability
- Cost-Effectiveness & Budget Adequacy
- Evaluation Summary/Plan
- Logic Model
- Performance Measures
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, [Assurances](#), and [Certifications](#)

Page Limits

There are page limits for the Narratives and Logic Model:

- Narratives
 - Applications must not exceed 10 double-spaced pages for the narratives.
 - The application sections that count towards the page limit are the:
 - SF-424 Face Sheet
 - Executive Summary
 - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
 - The application page limit does not include Evaluation Summary/Plan, Clarification Summary, Continuation Changes, Budget, Performance Measures, or any required additional documents.
- Logic Model
 - The Logic Model may not exceed eight pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **AmeriCorps and GOVS strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

AmeriCorps and GOVS will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

3. Unique Entity Identifier and System for Award Management (SAM)

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See [SAM Quick Guide for Grantees and Align Your Organization’s eGrants and SAM.gov Information](#)

SAM registration must be renewed annually. AmeriCorps and GOVS suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM- registered legal name and physical address on all grant applications. The legal applicant’s name and physical address in eGrants must match exactly the applicant’s SAM-registered information.**

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

another applicant.

Applications must include an Employer Identification Number.

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process.

4. Submission Dates and Times

Letter of Intent Notification and Assessments (Program Readiness and Financial)

Applicants intending to apply for a New, Recompete, or Continuation program are **REQUIRED** to send an e-mail by **11:59 p.m. CT on January 9, 2024**, to info.americorps@servealabama.gov with a Notice of Intent to Apply and Assessments.

The subject of the e-mail must read: Alabama AmeriCorps Formula Notice of Intent. In the body of the e-mail, include organization name, mailing address, contact person, and phone number. Applicants should state the type of grant for which they intend to apply (cost reimbursement or fixed amount) and the focus area the application will address. **Failure to submit a Notice of Intent to Apply will render an applicant ineligible to apply.** All Notices of Intent to Apply will receive an e-mail response acknowledging receipt. Submission of a Notice of Intent to Apply is not an obligation to apply, but it does mean the applicant may move forward and begin the application process.

For the complete timeline, go to page 2 of this Notice.

Application Submission Deadline

AmeriCorps and GOVS will not consider applications submitted after the deadline, except as noted in the Late Applications section below. AmeriCorps and GOVS reserves the right to extend the submission deadline. AmeriCorps and GOVS will post a notification in the event of an extended deadline on the GOVS AmeriCorps' funding opportunities webpage.

See the complete timeline for the submission dates on page 2. The GOVS will not consider applications received after the due date, except as noted in the *Late Applications* section below. The GOVS reserves the right to extend the submission due date, and any notice of such extended due date(s) will be posted on the GOVS' website. These due dates apply to continuation grantees, as well as new and recompeting applicants.

Additional Documents Deadline

Additional documents are due by the application submission deadline. See the complete timeline for the submission dates on page 2.

Late Applications

All applications received after the submission deadline published in the Notice are presumed to be non-compliant. To overcome this presumption, the applicant must:

- Submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - Timing and specific cause(s) of the delay;
 - Ticket number if a request for assistance was submitted to the National Service Hotline;
 - Any information provided to the applicant by the AmeriCorps Hotline; and
 - Any other documentation or evidence that supports the justification;
- Ensure that GOVS receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to info.americorps@servealabama.gov no later than one business day after the application deadline stated in the Notice.

Communication with GOVS staff is not a substitute for the written explanation or justification of the extenuating circumstance that caused the delay as outlined above.

Applicants are also required to continue working in eGrants, [AmeriCorps' web-based application system](#), and with the AmeriCorps Hotline to submit the application as soon possible after the deadline. The GOVS will determine whether to accept a late application on a case-by-case basis. **Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed or selected for award.**

Please note: GOVS will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you are experiencing technical difficulties, please carefully review and follow the guidance listed above.

Communication with GOVS staff, including an applicant's program officer, is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in [eGrants, AmeriCorps' web-based application system](#), and with the AmeriCorps Hotline to submit the application. GOVS will determine whether or not to accept a late application on a case- by-case basis.

Applicants that do not meet the application submission deadline and do not submit a written explanation or justification or any other evidence to overcome the presumption of non- compliance within the published timeframe will be deemed noncompliant. If AmeriCorps sustains a noncompliant determination, the application will not be reviewed or selected for award.

AmeriCorps will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

5. Intergovernmental Review

This Notice is not subject to [Executive Order 12372](#), "Intergovernmental Review of Federal Programs."

6. Funding Restrictions

Member Living Allowance

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

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants should indicate that amount in the application.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$18,700	\$37,400
Three Quarter-time	1,200	n/a	\$26,180
Half-time	900	n/a	\$18,700
Reduced Half-time	675	n/a	\$14,212
Quarter-time	450	n/a	\$9,724
Minimum-time	300	n/a	\$7,854
Abbreviated-time	100	n/a	\$2,244

Exception to the Living Allowance Requirements

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

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

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

Maximum Cost per Member Service Year (MSY)

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

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

Table: Maximum Cost per MSY

Grant Program	Maximum
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	\$800 or \$1,000**
All non-EAP formula subgrants	\$27,000***

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

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

***\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers (As of April 2023 CPI was 0.5 percent).

AmeriCorps reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after their term of service to use the Education Award. For more information on the Segal AmeriCorps Education Award, please click [here](#).

Indirect Costs

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

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

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

Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps and GOVS.

7. Other Submission Requirements

Electronic Application Submission in eGrants

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

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

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. [AmeriCorps Hotline hours](#) are posted.

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

If circumstances make it impossible for an applicant to submit in eGrants, applicants may submit an electronic copy of the application via e-mail to info.americorps@servealabama.gov. Applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically. **Requests to e-mail applications must be approved in advance by GOVS staff.** All deadlines and requirements in this *Notice* also apply to e-mailed applications. E-mailed applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants.

Submission of Additional Documents

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

All applicants:

- Evaluation briefs, reports, studies. Please refer to the Evidence Base section and Attachment A: Mandatory Supplemental Information for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed. **Please note:** All applications submitted in response to the 2024 Alabama NOFO are Formula applications. This means that applicants are not required to submit an evaluation plan or report. However, if an applicant has conducted an evaluation of the same intervention that they are proposing in this application, they may submit the evaluation report as an additional document.
- Labor union concurrence (if applicable).
- All applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS). Please submit the OFMS as a Word document. Forms submitted as a PDF, or any other document format may not be accepted.

Recompete applicants who have previously received three or more years of **competitive funding** for the same project being proposed must submit:

- **Evaluation plan.** Please use the evaluation plan template available on the GOVS website. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

Recompete applicants who have previously received six or more years of **competitive funding** for the same project being proposed:

- **Evaluation report.** Please submit in Microsoft Word. The evaluation report should include a title page with the AmeriCorps grant number for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

Additional documents must be emailed to info.americorps@servealabama.gov with the labels as outlined below:

Emails should include the following information:

- **Subject line:** [Legal Applicant Name] – Application ID Number
 - If the size of the file requires multiple emails, include an ordering system in the subject line, such as 1 of 3.
- **Body of the email should include:**
 - The legal applicant name and the point of contact information
 - The application ID number
 - A list of documents that are attached to the email
- **Attachments to emails should include:**
 - Individually saved files that are clearly labeled.
 - **Do NOT send documents as one combined file.**
 - The legal applicant name and application ID Number within the file name and heading of each document.

Failure to submit the required additional documents, following the email instructions in this section, by the deadline may have a negative effect on the assessment of your application.

Do NOT submit any items that are not requested in this Notice or Application Instructions. The GOVS will not review or return them.

F. APPLICATION REVIEW INFORMATION

1. Guidance on Narrative Form

The application narrative section is your opportunity to demonstrate to reviewers your program meets the selection criteria. Below are some recommendations and requirements for writing your application.

General Guidance on Narrative Form (*Recommended*)

- Lead from the organization's strengths and be explicit, and do not attempt to stretch the program concept to fit every strategic initiative, special consideration, and priority articulated in the regulations in this Notice. Focus on the considerations and priorities that apply to the organization's program idea.
- Be clear and succinct. Answer the questions/Respond to the statements. Do not include information that is not necessary. Refrain from including jargon, boilerplate, rhetoric, or exaggeration. Reviewers are interested in learning precisely what the program intends to have members do, and how the program will respond to the selection criteria. Answer the questions in the order they are asked, and without distracting stories or unrelated data. Reviewers want to understand the severity or prevalence of the need in the identified target demographic and geographic area not a national description of the problem. Therefore, use local not national data.
- Avoid circular reasoning. The problem that to be addressed should not be described as the lack of the program you are proposing.
- Explain how. Provide detail. Avoid simply stating that the criteria will be met. Describe what AmeriCorps members will do, how often, for how many, for what length of time, with what impact or change or outcome.
- Don't make assumptions. Do not assume proposal reviewers know anything about your organization, its programs, the geographic area you intend to serve, the local issues, your partners, or your beneficiaries. Avoid overuse of acronyms.
- Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read the selection criteria and critique your narrative.
- Prepare and save your application first as a word processing document prior to uploading it into eGrants. Then, copy and paste the document into eGrants.
- Enter narrative text into eGrants at least one week before the submission deadline. All applicants are strongly urged to leave plenty of time for entering narrative and budget into the eGrants system. Because it is web-based, it does not recognize text formatting.

General Guidance on Narrative Form *(Required)*

- When using acronyms, spell out the original word at least once in the narrative.
- Use headings for the Program Design and Organizational Capability sections and subsections. Use only uppercase letters for all section headings. Bold face, bullets, underlines, or other types of text formatting as well as charts, diagrams, and tables DO NOT copy into eGrants. Do not use any of these in your application.
- Continuation Applicants ONLY. Do NOT remove any part of the original grant application.

2. Selection Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. AmeriCorps urges applicants to submit high quality applications that carefully follow the guidance in this Notice and in the Application Instructions found here. The quality of an application will be an important factor in determining whether an organization will receive funding.

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly. They will also consider the weights assigned to each criterion.

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
• Community Need and Logic Model	24
• Evidence Base	10
• Notice Priority	0
• GOVS Funding Priority	3
• Service Activities	10
• Member Experience	3
Organizational Capability	25
• Organizational Background and Staffing	20
• Member Supervision	5
Cost-Effectiveness and Budget Adequacy	25
• Member Recruitment	7
• Member Retention	8
• Data Collection	7
• Budget Alignment to Program Design	3

EXECUTIVE SUMMARY (Required – 0 percent):

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

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

The AmeriCorps investment 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.

Fixed-Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory

Supplemental Information found [here](#)) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

*If the program is not leveraging volunteers in the proposed AmeriCorps program, omit this sentence.

PROGRAM DESIGN (50 percent)

Reviewers will consider the quality of the application's response to the criteria below.

1. Community Need and Logic Model (24 percent)

The Logic Model and Application Narrative. In the application narrative, the applicant will provide a detailed summary of the community problem, including:

- The role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The community need as it relates to the [CDC's Social Vulnerability Index](#) and to communicate the severity and prevalence of the problem.

The applicant's intervention is likely to lead to the outcomes identified in the organization's Logic Model. Other than what is outlined above, no additional narrative is needed other than what is contained within the logic model. Applicants must complete one Logic Model chart which incorporates each intervention. Logic Model content that exceeds eight pages will not be reviewed. The Logic Model may not exceed eight pages when printed with the application from the "Review" tab in AmeriCorps' web-based management system.

Note: The Logic Model is a visual representation of the applicant's Theory of Change. Programs should include short, medium, or long-term outcomes in the Logic Model. Applicants are not required to measure all components of their Logic Model. The applicant's performance measures should be consistent with the program's application narrative and should represent significant program activities.

The Logic Model shall include:

- Brief summary (1-2 short sentences) of the community problem.
- Inputs or resources necessary to deliver the intervention (program), including but not limited to:
 - Locations or sites where members will provide services
 - Number of AmeriCorps members who will deliver the intervention
 - Funding, program staff, volunteers, training, and research
- Core activities of the intervention or program model the members will implement or deliver, including:
 - Activities are the processes, tools, events, and actions used to bring about the intervention's (program's) intended changes or results.
 - Duration of the intervention (e.g., the total number of weeks, sessions, or months of the intervention (program))
 - Dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- Outputs (measurable) that result from delivering the intervention
 - Outputs are the direct product of an intervention's (program's) activities and may include types, levels, and targets of services to be delivered by the intervention (program)
 - Examples: # of individuals attending workshops, # of individuals receiving services, # of individuals receiving referrals
 - If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

- Outcomes are the expected changes in the population served that result from the program’s activities and fall along a continuum, ranging from short to long-term results.
 - Short-term: Changes in knowledge, skills, and/or attitudes. Example: Increased knowledge of community food programs and resources
 - Medium-term: Changes in behavior or action. Example: Increased access to more food options
 - Long-term: Changes in condition of status in life. Example: Increase in food security
- If applicable, identify which National Performance Measures will be used as outcome indicators.

AMERICORPS AND AMERICORPS STATE MEMBER REMINDERS

- AmeriCorps – Capitalize the C in the middle of AmeriCorps
- AmeriCorps members are not employees, volunteers, or staff
- AmeriCorps members serve, they do not work, or volunteer; and they are enrolled, not hired
- AmeriCorps members DO NOT displace staff or volunteers at your organization
- AmeriCorps members DO NOT perform any services or duties that would replace the hiring of employed workers
- AmeriCorps State members provide direct service to beneficiaries and/or perform capacity building activities. For examples, please click [here](#) and [here](#).
- A term of service is the length of time an AmeriCorps member has agreed to serve. There are seven AmeriCorps member terms or slots: full-time (1700hrs./yr.), three-quarter-time (1200hrs./yr.), half-time (900hrs./yr.), reduced half-time (675hrs./yr.), quarter-time (450hrs./yr.), minimum-time (300hrs./yr.), abbreviated-time (100hrs./yr.). AmeriCorps members serve within a 12-month period, October 1, 2024, to September 30, 2025. The term of service depends on the needs of the organization and can be as short as a month (abbreviated-time (100hrs./yr.)) or as long as a year (full-time (1700hrs./yr.)).

2. Evidence Base (10 points)

Evidence is information from performance measurement results or evaluation/research findings that inform your understanding of why the intervention you have selected will result in the change identified as the outcome.

For new applicants, evidence provides the basis to choose an intervention to meet a specific community need. If you are a new applicant, please describe the evidence for your proposed intervention.

For existing applicants, evidence assists you in understanding if your intervention is producing the intended outcomes. If you are applying for continuation or recompeting, please describe the evidence for your intervention. This can include performance data, evaluation(s) of your program, and/or evaluations of other programs that use the same intervention.

3. Notice Priority (0 points)

The applicant proposed program fits within one or more of the AmeriCorps funding priorities and meets all of the requirements within that bullet/section as outlined in the A.2 Funding priorities section and more fully described in the Mandatory Supplemental Information.

4. Governor’s Office of Volunteer Services/Alabama State Service Commission Funding Priority (3 points)

Does your proposed program fall within any of the Governor’s Office of Volunteer Services Funding Priorities? If so, please list them here.

5. Service Activities (10 points)

- Where will your members serve? This may be one or more counties, municipalities, neighborhoods, as well as specific organizations where they will be based (we refer to such places as service sites or host sites).
- Describe the role(s) of the AmeriCorps members. What services will they provide and to whom? What will an average day or week look like for an AmeriCorps member? What is the term type and length of term; and what is the rationale for the term selection(s)?
- How do you expect member service to impact those who are served? Please describe these benefits in terms of short, medium, and long-term outcomes. Please be sure to focus in this section on benefits to those who receive services, including the natural environment if applicable to your program design. You will be able to describe benefits to the AmeriCorps members themselves in another section of the narrative.
- Representation of the Community to be served. How have you engaged the community to be served in determining AmeriCorps member service activities? How will you obtain community feedback throughout the program year? Describe the demographics of the community the members will serve.
- Describe the plans to recruit AmeriCorps members from geographic or demographic communities in which the program operates. This may include historically underserved, under-represented, and disadvantaged populations including but not limited to communities of color, veterans as volunteers, or individuals with disabilities.
- Describe how the organization will ensure its project engages a diverse and inclusive group of members.
- The applicant details how the program creates a supportive and safe environment for members and stakeholders of diverse backgrounds

If proposing to add or expand an AmeriCorps component to an existing program or initiative, explain how the addition/expansion of AmeriCorps will enable the organization to better meet the community need; and clearly describe the difference in scope and/or program design.

6. Member Experience (3 points)

Member Professional Development/Leadership Opportunities

- How will AmeriCorps members be provided an opportunity to be leaders? Describe the skills, knowledge, and experience that AmeriCorps members will gain during service. How will service prepare AmeriCorps members for careers or post-secondary education? For AmeriCorps members who have already completed post-secondary education and/or those who have retired, what support do you provide in transitioning from service to their next opportunity (e.g. workforce pathways, increasing levels of responsibility and leadership roles of members)?
- Describe how AmeriCorps members will be provided a high-quality orientation to the community they will serve in that is from an asset-based frame and guided and informed by the community.
- Describe any additional benefits the member may receive not identified above.

ORGANIZATIONAL CAPABILITY (25 percent):

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (20 points)

- The applicant details the roles, responsibilities, and structure of the staff that will be implementing, providing oversight, and monitoring the program.
- The applicant has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.)

- The applicant describes their organization’s mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.

2. Member Supervision (5 points)

- Who will supervise the AmeriCorps members? Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service. The applicant details how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service (e.g., structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.).
- Describe your plan for training and preparing AmeriCorps supervisors to follow AmeriCorps and program regulations, priorities, and expectations. The applicant details how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations (e.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.).

COST-EFFECTIVENESS AND BUDGET ADEQUACY (25 POINTS)

Reviewers will assess the quality of the application’s response to the following criteria below

1. Member Recruitment (7 points)

- The applicant provides a description of budget expenses to support successful recruitment of AmeriCorps members best suited to serve the community, for example from geographic or demographic communities in which the program operates.

2. Member Retention (8 points)

- The applicant provides a description of budget expense to support retention of AmeriCorps members (e.g. additional member benefits such as increasing above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.)

3. Data Collection (7 points)

- The applicant provides a description of budget expenses to support data collection, continuous improvement activities, and evaluation in service to evaluating the interventions and impact on the community and the member experience.

4. Budget Alignment to Program Design (3 points)

The applicant’s budget is aligned to the program design outlined in the narrative, meaning activities discussed in the narrative are incorporated in the budget in the agency or applicant share.

Evaluation Plan (Required for recompeting applicants - 0 percent)

Enter N/A.

Amendment Justification (0 percent)

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

Clarification Information (0 percent)

Enter N/A.

Continuation Changes (0 percent)

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

3. Review and Selection Process

AmeriCorps and GOVS will engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process are intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by reviewers may be different from what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

Initial Application Compliance and Eligibility Review

AmeriCorps and GOVS staff will conduct a Compliance Review to determine if an application meets the compliance requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- Is an eligible organization;
- Submits an application by the submission deadline; and
- Submits an application that is complete, in that it contains all required elements and follows the instructions provided in this Notice.

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, a determination of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and ineligible will not receive an award.

Application Review

Reviewers will evaluate applications based on applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria.

Upon submission to AmeriCorps by GOVS, **Competitive applications** will be assessed by AmeriCorps staff. External reviewers will review and assess the evidence criteria in the Notice. Formula applications will be reviewed by GOVS staff and possibly peer reviewers. All reviewers will be screened for conflicts of interest.

Applicant Clarification

AmeriCorps and GOVS may ask an applicant for clarifying information after notification of completed results. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from the award process.

Pre-Award Risk Assessment

AmeriCorps and GOVS staff will assess the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This assessment is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. If AmeriCorps and/or GOVS determine that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Additionally, if AmeriCorps or GOVS conclude that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In assessing risks, AmeriCorps and GOVS may consider the following criteria:

Due Diligence:

- federal debt delinquency
- suspension and debarment
- information available through Office of Management and Budget (OMB) - designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#)
 - [U.S. Treasury Bureau of Fiscal Services](#)
 - [System for Award Management \(SAM\)](#)
 - "Do Not Pay"
- reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- [Oversight.gov](#)
- Public Litigation Records

Operational and Financial Management:

- financial stability
- Operational and Financial Management Survey (OFMS)

Past Performance:

- applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - timeliness of compliance with applicable reporting requirements
 - accuracy of data reported
 - conformance to the terms and conditions of previous federal awards
 - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
 - timely closeout of other awards
 - meeting matching requirements
 - the extent to which any previously awarded amounts will be expended prior to future awards
 - Grant progress reports – attainment of Performance Measures
 - Enrollment and retention
 - Monitoring findings
 - national service criminal history check (NSCHC) compliance. See section F.2.d. National Criminal History Check Requirements and the NSCHC webpage for more information

Other Programmatic Risks:

- publicly available information, including information from the applicant organization's website

Additionally, AmeriCorps and GOVS may use the results of the review of the risk assessment evaluation in determining which applications to fund.

Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$250,000, AmeriCorps is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (See [41 U.S.C. 2313](#)). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

Any applicant, at its option, may review information in the designated integrity and performance systems

accessible through FAPIIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

AmeriCorps may consider any comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the E.2.d Pre-Award Risk Assessment section of this Notice.

Selection for Funding

The review and selection process is designed to:

- Identify how well eligible applications are aligned with the E.1 Application Selection Criteria
- Build a diversified portfolio based on the following strategic considerations:
 - AmeriCorps and GOVS Funding Priorities
 - Meaningful representation of rural communities, innovative community strategies

AmeriCorps and GOVS will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps' web-based management system. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

AmeriCorps and GOVS reserve the right to prioritize funding existing awards over making new awards.

AmeriCorps and GOVS reserve the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

AmeriCorps and GOVS reserve the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria (E.1.) that will be used to assess applications submitted in response to this Notice.

4. Feedback to Applicants

Each compliant applicant will receive feedback from the External Review of its application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to applicant clarification, if any.

5. Transparency in Grantmaking

AmeriCorps and GOVS are committed to transparency in grant-making. A list of all approved applications for new and re-competing applications will be published on [AmeriCorps Funded Grants](#) and/or GOVS' website.

Submitted program narratives, executive summaries, a blank template of the external review worksheet, a list of all external reviewers who completed the review process, and a summary of external reviewer comments for successful applications will be available upon request via email to info.americorps@servealabama.gov.

G. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

AmeriCorps will make Competitive awards following the grant selection announcement. AmeriCorps anticipates announcing the results of the competitive funding competition by notifying applicants **by mid-April 2024**, contingent on the availability of congressional appropriations. Applicants will be notified of funding decisions via email. Notification of an award is not an authorization to begin grant activities.

An executed subgrant agreement with GOVS is the only document authorizing awardees to commence grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

The GOVS anticipates announcing the results of the Formula competition by notifying applicants **by mid-to late June**, contingent on timely full year appropriations and notification of Competitive grant selections. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin grant activities. The executed subgrant agreement with GOVS is the authorizing document for grant activities. Unsuccessful Formula applicants will also receive a notification that their application was not approved for funding.

An awardee may not obligate or expend federal funds until the start of the Project Period identified on the executed subgrant agreement. Govs will make an award for one year of operation.

2. Administrative and National Policy Requirements

Uniform Guidance

All awards under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR [Parts 200 and 2205](#).

Requests for Monitoring or Payment Integrity Information

AmeriCorps will request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2024 AmeriCorps General Terms and Conditions, and the FY 2024 AmeriCorps Specific Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Specific Terms and Conditions for each of its programs are available on the [AmeriCorps Manage Your Grant](#) webpage.

National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps and GOVS strongly encourage applicants to:
 - Review the regulations and additional guidance to fully understand how to comply with the requirements. See the NSCHC regulations and guidance: <https://americorps.gov/grantees-sponsors/history-check>.
 - Use the two AmeriCorps-approved vendors to conduct the required NSCHCs. Two pre-approved NSCHC vendors: <https://americorps.gov/grantees-sponsors/history-check>.
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

The NSCHC consists of a check of the:

- National Sex Offender Public website through NSOPW.gov (nationwide check);
- State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and
- Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder

See [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

Official Guidance

All AmeriCorps active Guidance is available on the agency's [Guidance webpage](#). The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

3. Use of Material

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

4. Reporting

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

The GOVS grantees are required to provide monthly progress reports, quarterly financial reports, and an evaluation report as required by the AmeriCorps regulations [45 CFR §§2522.500-2522.540](#) and [§§2522.700-2522.740](#). A final report is due at the end of the grant.

Award recipients will be required to report at [Federal Funding Accountability and Transparency Act Subaward Reporting System \(FSRS\)](#) on all subawards over \$30,000 and may be required to report on executive compensation for your organization and for your subgrantees. Recipients and subrecipients

must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices in place that provide reasonable assurance that they are providing AmeriCorps and GOVS with high quality programmatic and financial data. At a minimum, sub-grantees should have policies and practices that address the following five aspects of data quality for themselves and for sub-sites (if applicable):

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

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

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

5. Continuation Funding Information and Requirements

Organizations that have current AmeriCorps State awards that will be in program Year 2 or Year 3 in FY 2024 are considered continuation applicants. Continuation applicants must submit an application in order to be eligible to receive funding for the FY 2024 program year. Continuation applicants must follow the requirements for continuation application content as outlined in the Application Instructions.

Please see the Application Instructions for how to request Match Replacement funds and/or use of unexpended funds.

Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the selection criteria published in this Notice.

Continuation application review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps and GOVS staff's knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

AmeriCorps and GOVS reserve the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

H. CONTACT INFORMATION

This Notice is available at <https://www.servealabama.gov/funding-opportunities>. For further information or for a printed copy of this Notice, send an email to info.americorps@servealabama.gov or call (334) 242-1549

Governor's Office of Volunteer Services mailing address is:

Governor's Office of Volunteer Services
401 Adams Avenue, Suite 312
Montgomery, AL 36104

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/>. Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

I. OTHER INFORMATION

Technical Assistance

GOVS will host a workshop and technical assistance calls to answer questions about the funding opportunity and eGrants and/or the grant management system used for funding. In addition to consulting the Application Instructions, Mandatory Supplemental Information, Performance Measure Instructions, and AmeriCorps regulations as directed in this Notice, applicants are encouraged also to consult the GOVS' website <https://www.servealabama.gov/funding-opportunities> for additional resources.

Re-focusing of Funding

AmeriCorps and GOVS reserve the right to reallocate funding in the event of disaster or other compelling need for service.

J. IMPORTANT NOTICES

Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#).) This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2023.

Privacy Act Statement: The Privacy Act of 1974 ([5 U.S.C 552a](#)) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to [42 U.S.C. 12592](#) and [12615](#) of the National and Community Service Act of 1990 as amended, and [42 U.S.C. 4953](#) of the Domestic Volunteer Service Act of 1973 as amended.

- Purposes and Uses
 - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. o Routine uses may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to Federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions.
 - The information may also be provided to appropriate Federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance.
- Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive Federal benefits.

K. ADDITIONAL DOCUMENTS

REQUIRED APPLICATION DOCUMENTS

Read this Notice along with documents listed below. These documents are available online on [the GOVS' webpage](#).

First document submission

- Notice of Intent [*Required - ALL Applicants*]
- Program Readiness Assessment [*Required – ALL NEW Applicants*]
- Operational and Financial Management Survey [*Required – ALL NEW COST REIMBURSEMENT Applicants*]

Second document submission with eGrants Application

- Program Design [*Required - ALL Applicants*]
- Financial Audit (most recent) [*Required - ALL Applicants*]
- Financial Review [*Required – ALL NEW Applicants*]
- Fiscal Assessment 1 & 2 [*Required – ALL CONTINUATION & RECOMPETE Applicants*]

See the timeline on page 2 for due dates and breakdowns for each type of applicant.