FY 2022 AmeriCorps State
Notice of Funding Opportunity

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

Program Year: 2022/2023

Governor’s Office of Volunteer Services
401 Adams Avenue, Suite 312
Montgomery, AL 36104
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Registration will be made available on the GOVs site by Nov. 5th.

- **Tuesday, November 16, 2021 - 10:30 am to 12:00 pm CST**
  - An Introduction to National Service and an Overview of the FY22 Notice of Funding Opportunity
- **Wednesday, November 17, 2021 - 9:30 am to 12:00 pm CST**
  - Getting Started and Application Overview
- **Thursday, November 18, 2021 - 10:00 am to 12:00 pm CST**
  - Budget Development

In November, the Governor's Office of Volunteer Services will host technical assistance webinars for the FY22 AmeriCorps State Funding Opportunity. **All New Applicants are REQUIRED to attend all three webinars to submit an application.**
**NOTICE OF FUNDING OPPORTUNITY**

Federal Agency Name: AmeriCorps  
Funding Opportunity Title: Fiscal Year (FY) 2022 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**

**Timeline for Competitive Grant Applicants**

<table>
<thead>
<tr>
<th>October 2021: Notice of Funding Released</th>
<th>Continuing &amp; Recompete Applicants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 20, 2021: New Applicants:</td>
<td>• Letter of Intent</td>
</tr>
<tr>
<td>• Letter of Intent</td>
<td></td>
</tr>
<tr>
<td>• Program Readiness Assessment</td>
<td></td>
</tr>
<tr>
<td>• New Competitive Operational and</td>
<td></td>
</tr>
<tr>
<td>Financial Management Survey</td>
<td></td>
</tr>
</tbody>
</table>

**November 15, 2021:** Application & Additional Documents for New Applicants:
- Application in eGrants
- Program Diagram
- Diversity Questionnaire
- Financial Audit (Most Recent)
- *Evaluation briefs, reports, studies, if applicable.
- *Letters of support
- Operational and Financial Management Survey
- Data Collection Plan
- Financial Review

**Continuing & Recompete Applicants:**
- Application in eGrants
- Program Diagram
- Diversity Questionnaire
- Financial Audit (Most Recent)
- Fiscal Assessment 1 & 2
- *Evaluation briefs, reports, studies, if applicable.

**Timeline for Formula Applicants (All New Applications)**

<table>
<thead>
<tr>
<th>October 2021: Notice of Funding Released</th>
<th>Continuing &amp; Recompete Applicants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10, 2022: New Applicants:</td>
<td>• Letter of Intent</td>
</tr>
<tr>
<td>• Letter of Intent</td>
<td></td>
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<tr>
<td>• Program Readiness Assessment</td>
<td></td>
</tr>
<tr>
<td>• New Formula Operational and</td>
<td></td>
</tr>
<tr>
<td>Financial Management Survey</td>
<td></td>
</tr>
</tbody>
</table>

**February 21, 2022:** Application & Additional Documents for New Applicants:
- Application in eGrants
- Program Diagram
- Diversity Questionnaire
- Financial Audit (Most Recent)
- *Evaluation briefs, reports, studies, if applicable.
- *Letters of support
- Data Collection Plan
- Financial Review – due March 14

**Continuing & Recompete Applicants:**
- Application in eGrants
- Program Diagram
- Diversity Questionnaire
- Fiscal Assessment 1 & 2
- Financial Audit (Most Recent)
- *Evaluation briefs, reports, studies, if applicable.
- *Letters of support

*See D.7.b. Submission of Additional Documents Bolded documents are found on the grants page of www.servealabama.gov
A. PROGRAM DESCRIPTION

A.1. Purpose of AmeriCorps Funding

The Governor’s Office of Volunteer Services 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. Our Office serves as the Alabama State Service Commission, providing AmeriCorps funding to AmeriCorps State programs through annual grant competitions. The Governor’s Office of Volunteer Services provides grants management, oversight, training, and technical assistance to AmeriCorps State programs and encourages 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 (See Section C.1 Eligible Applicants) 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 they can use to pay for higher education expenses or apply to qualified student loans.

AmeriCorps 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 maximize the impact of investment in national service, AmeriCorps has the following focus areas:

Disaster Services
Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

Economic Opportunity
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students’ preparation for success in post-secondary educational institutions.

Environmental Stewardship
Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire
mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

Healthy Futures
Grants will provide support for activities that will address the opioid crisis; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

Veterans and Military Families
Grants will improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

Although projects from all of the above focus areas are funded, these priority areas receive special attention.

A.2. Funding Priorities
AmeriCorps’ priorities for this grant competition are:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Programs that prioritize civic engagement and social cohesion.
- 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 families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Faith-based organizations.
- Economic Mobility Corps (See Attachment A).

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

In 2022, 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.

A.3. Performance Goals or Expected Outcomes

Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. See the Performance Measure Instructions for details about performance measure requirements and selection rules.

A.4. 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

B.1. Estimated Available Funds

AmeriCorps and the Governor’s Office of Volunteer Services expects a highly competitive AmeriCorps grant competition. AmeriCorps and the Governor’s Office of Volunteer Services reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

B.2. Estimated Award Amount

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

B.3. Period of Performance

The Governor’s Office of Volunteer Services anticipates making three-year grants. The Governor’s Office of Volunteer Services generally makes an initial award for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend on availability of appropriations and satisfactory performance.

This project period is 12 months, with a start date not prior to October 1, 2022. The project start date may not occur prior to the date AmeriCorps awards the grant and the Governor’s Office of Volunteer Services executes a Subgrant Agreement. AmeriCorps members may not enroll prior to the start date of the award or Subgrant Agreement. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours an applicant performs prior to the applicant becoming a member in the system of record and the beginning of the member enrollment period.
B.4. Type of Award
AmeriCorps Operating Grants: The Governor’s Office of Volunteer Services 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 C.1. Eligible Applicants section and the Mandatory Supplemental Information for more information. The Governor’s Office of Volunteer Services will not provide both types of grants for the same project in one fiscal year.

<table>
<thead>
<tr>
<th>Grant Types</th>
<th>Cost Reimbursement</th>
<th>Fixed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Subtypes</td>
<td>Traditional</td>
<td>Education Award Program (EAP)</td>
</tr>
<tr>
<td></td>
<td>Full-Cost</td>
<td>Professional Corps See Sec. D.6.a.2 for further requirements</td>
</tr>
<tr>
<td>Maximum Cost per MSY</td>
<td>$21,600 Comp. $28,800 Form.</td>
<td>$800 or $1,000*</td>
</tr>
<tr>
<td></td>
<td>$21,600</td>
<td>$1,000</td>
</tr>
<tr>
<td>Type of Slots in the National Service Trust</td>
<td>FT, TQT, HT, RHT, QT, MT, AT</td>
<td>FT, TQT, HT, RHT, QT, MT, AT</td>
</tr>
<tr>
<td>Budget Submission Required</td>
<td>Yes</td>
<td>Yes, if requesting operating funds</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Availability of Funds linked to enrollment and retention of awarded MSYs</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Requirements</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Reporting Requirements</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Available to new Applicants</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*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 (1700hrs.)

**TQT** = Three Quarter Time (1200hrs.)

**HT** = Half Time (900hrs.)

**RHT** = Reduced Half Time (675hrs.)

**QT** = Quarter Time (450hrs.)

**MT** = Minimum Time (300hrs.)

**AT** = Abbreviated Time (100hrs.)
C. ELIGIBILITY INFORMATION

C.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
- States

Applicants must have a valid SAM registration and DUNS and/or Unique Entity Identifier to receive an award. See Section D.3. Unique Entity Identifier and System for Award Management (SAM) for more information.

Applicants that propose to operate solely within Alabama must apply through The Governor’s Office of Volunteer Services. A single-state application submitted directly to AmeriCorps by the applicant rather than through the Governor’s Office of Volunteer Services will be considered noncompliant and will not be reviewed. Applicants that propose to operate in more than one state may apply directly to AmeriCorps. See the Mandatory Supplemental Information for descriptions of National Direct and Single-State applicants.

New Applicants
The Governor’s Office of Volunteer Services encourages organizations that have not received prior funding from AmeriCorps to apply. The general practice of the Governor’s Office of Volunteer Services is not to award more than 20 member positions (slots) to organizations receiving an AmeriCorps grant for the first time.

New applicants are eligible to apply for Cost Reimbursement, Education Award Program (EAP), and Full Cost Fixed Amount grants. See the Mandatory Supplemental Information for descriptions of Cost Reimbursement, Education Award Program (EAP), and Full Cost Fixed Amount grants.

Types of Applicants
1. Single State Applicants (State Service Commissions)
Organizations that propose to operate only in Alabama must apply through the Governor’s Office of Volunteer Services, also known as the Alabama State Service Commission. The Governor’s Office of Volunteer Services administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps.

A Single-State application from Alabama 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 for descriptions of National Direct and Single-State applicants.

2. National Direct Applicants
Multi-State: Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to AmeriCorps.

Federally recognized Indian Tribes: Applicants that are Indian Tribes apply directly to AmeriCorps.

In addition to Indian Tribes as defined in 2 CFR 200.1, tribal organizations that are controlled, sanctioned, or chartered by Federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes, the organization must provide copies of, or links to, documentation which demonstrates that the organization is controlled or chartered by a Federally recognized Indian Tribe. If an entity applies as an organization sanctioned by a Federally recognized tribe, or multiple specific Federally recognized tribes, it must submit a sanctioning resolution, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity applying for an AmeriCorps award by name as a tribal organization that is sanctioned by the Indian Tribe(s) for the purpose of applying for AmeriCorps funding (or Federal grant funds generally).
In addition to being eligible to apply under this Notice, federally recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the fall with an application deadline in the spring. AmeriCorps may request applicants apply under the Tribal competition, rather than under this Notice.

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

- Professional Corps applicants and/or applicants determined to be a Professional Corps by AmeriCorps and the Governor’s Office of Volunteer Services 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 inorder to be considered for funding.

C.2. Cost Sharing or Matching
Fixed Amount Grants
There is no match requirement for Fixed Amount grants. AmeriCorps and the Governor’s Office of Volunteer Services does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

Cost Reimbursement Grants
Applicants are required to match funds based on the chart below. The applicant’s match can be federal and non-federal cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section D.6. Funding Restrictions for more information.

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

<table>
<thead>
<tr>
<th>AmeriCorps Funding Year</th>
<th>1, 2, 3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Share Requirements</td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
</tbody>
</table>

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

Match Waiver
AmeriCorps may grant match waivers if the grantee can demonstrate an undue hardship in securing match due to COVID-19. Applicants should submit a request to the Governor’s Office of Volunteer Services at the time the application is submitted to have match wholly or partially waived. AmeriCorps has not announced a match waiver for FY 2022.
Alternative Match
Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations, 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 the Governor’s Office of Volunteer Services must submit requests for alternative match to the Governor’s Office of Volunteer Services, who will submit it to AmeriCorps on their behalf. Commissions will submit requests to directly to ACAlternateMatchRequests@cns.gov.

C.3. Other Eligibility Requirements
Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a Federal crime may not receive assistance described in this Notice.

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

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

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

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has 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. APPLICATION AND SUBMISSION INFORMATION
This Notice should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on www.servealabama.gov. The full Regulations are available online at www.ecfr.gov.

D.1. Address to Request an Application Package
Applicants should refer to the Governor’s Office of Volunteer Services’ Grants page at www.servealabama.gov to obtain the necessary information to apply. Applicants can also send an email to Info.AmeriCorps@ServeAlabama.gov or call (334) 242-1549 for a printed copy of the application materials.

D.2. Content and Form of Application Submission
D.2.a. 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. Please note the following Face Sheet requirements.
  - Type of Application
    - New: If you are applying for the first time, have only received competitive funding in the past, or are a former grantee whose last AmeriCorps grant was received more than five years ago, select New. Or, if you are a current planning grantee applying for an operating grant, select New.
    - Continuation: If you are applying for the second or third time, select Continuation/Renewal. Or if you are not a current grantee, but have received a formula
AmeriCorps grant in the past five years, select **Continuation/Renewal**.

- **Recompete**: If you are recompeting (in the final year of a formula funding cycle and applying for a new grant cycle), select **Continuation/Renewal**.
  - **Start Date**: October 1, 2022.
  - All applicants must enter their start date as October 1, 2022.
  - **End Date**: September 30, 2023
  - The end date cannot go past September 30, 2022.

- **Descriptive Title of the Applicant’s Project**: Include AmeriCorps Alabama in the title of the project.

**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**

**D.2.b. Page Limits**

There are page limits for the Narratives and Logic Model:

- **Narratives**
  - Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries. The Governor’s Office of Volunteer Services will consider the number of pages only as they print out from the “Review” tab in AmeriCorps’ web-based management system, eGrants, (where you will see the “View/Print your application” heading) when determining compliance for page limits. The Governor’s Office of Volunteer Services will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. **The Governor’s Office of Volunteer Services strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit.**
  - The application 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 the Budget, Performance Measures, or any required additional documents.

- **Logic Model**
  - The Logic Model may not exceed three pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system, eGrants.

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*.

**Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.**
D.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 SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf.

SAM registration must be renewed annually. The Governor’s Office of Volunteer Services suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to The Governor’s Office of Volunteer Services.

AmeriCorps and the Governor’s Office of Volunteer Services will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time the Governor’s Office of Volunteer Services is ready to make the grant award, the Governor’s Office of Volunteer Services 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 DUNS number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the DUNS Request Service. The Governor’s Office of Volunteer Services recommends registering at least 30 days before the application due date.

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

D.4. Submission Dates and Times
D.4.a. Application Submission Deadline
Competitive Applications are due Monday, November 15, 2021, by 11:59 pm Central Time.
Formula Applications are due Monday, February 21, 2022, by 11:59 pm Central Time.

All applicants (New, Continuation, & Recompete) are REQUIRED to submit a complete Letter of Intent (LOI). Competitive applicants must submit an LOI by Wednesday, October 20, 2021 by 11:59 pm Central Time and Formula applicants by Monday, January 10, 2022, by 11:59 pm Central Time. Failure to submit an LOI to apply will render an applicant ineligible to apply. All LOIs receive an e-mail response acknowledging receipt. Applicants are not required to wait for LOI feedback, if applicable, from the Governor’s Office of Volunteer Services to begin working on their application. Applicants are permitted to move forward on the application unless communicated otherwise by the Governor’s Office of Volunteer Services.

The Governor’s Office of Volunteer Services will not consider applications received after the due date, except as noted in Section D.4.d. Late Applications. The Governor’s Office of Volunteer Services reserves the right to extend the submission due date, and any notice of such extended due date(s) will be posted on the Governor’s Office of Volunteer Services’ website.

D.4.b. Additional Documents Deadline
Additional documents are due by the application submission deadline. See Sections D.4.a. Application Submission Deadline and D.7.b. Submission of Additional Documents for more information.
D.4.c. Late Applications
All applications received after the submission deadline published in this Notice are presumed to be noncompliant. To overcome this presumption, the applicant must:

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
  - the timing and specific cause(s) of the delay
  - the ticket number if a request for assistance was submitted to the AmeriCorps Hotline, if available
  - any information provided to the applicant by the AmeriCorps Hotline
  - any other documentation or evidence that supports the justification
- ensure that the Governor’s Office of Volunteer Services receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to Info.AmeriCorps@ServeAlabama.gov no later than 24 hours after the application deadline stated in the Notice.

Communication with the Governor’s Office of Volunteer Services staff 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. The Governor’s Office of Volunteer Services 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 noncompliance within the published timeframe will be deemed noncompliant. If AmeriCorps sustains a noncompliant determination, the application will not be reviewed or selected for award.

Please note, the Governor’s Office of Volunteer Services 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 and submit your application as soon as possible.

D.5. Intergovernmental Review
This Notice is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

D.6. Funding Restrictions
D.6.a. Award Funding Requirements
1. Member Living Allowance
A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below. Fixed Amount grant applicants should indicate that amount in the application.

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

<table>
<thead>
<tr>
<th>Service Term (MSY Value)</th>
<th>Minimum # of Hours</th>
<th>*Minimum Living Allowance</th>
<th>Maximum Total Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (1.000)</td>
<td>1,700</td>
<td>$16,502</td>
<td>$33,004</td>
</tr>
<tr>
<td>Three Quarter-time (0.7000)</td>
<td>1,200</td>
<td>$11,551</td>
<td>$23,103</td>
</tr>
<tr>
<td>Half-time (0.5000)</td>
<td>900</td>
<td>$8,251</td>
<td>$16,502</td>
</tr>
<tr>
<td>Reduced Half-time (0.3809524)</td>
<td>675</td>
<td>$6,286</td>
<td>$12,542</td>
</tr>
<tr>
<td>Quarter-time (0.26455027)</td>
<td>450</td>
<td>$4,366</td>
<td>$8,581</td>
</tr>
<tr>
<td>Minimum-time (0.21164022)</td>
<td>300</td>
<td>$3,492</td>
<td>$6,931</td>
</tr>
<tr>
<td>Abbreviated-time (0.07054674)</td>
<td>100</td>
<td>$1,164</td>
<td>$1,980</td>
</tr>
</tbody>
</table>

*AmeriCorps programs are not required to provide a living allowance to members serving in less than full-time capacity. However, the Governor’s Office of Volunteer Services recommends programs provide at least the minimum living allowance listed in the above table.

Exceptions to the Living Allowance Requirements

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

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

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

2. Maximum Cost per Member Service Year (MSY)
The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It represents the cost of your AmeriCorps program. It does not include childcare or the value of the education award a member may earn. Because AmeriCorps Members are not employees, the term Member Service Year is used in reference to a full-time AmeriCorps Member who serves a minimum of 1700 hours per year. The maximum amount of federal funding an applicant may request from AmeriCorps per MSY is determined on an annual basis. This is essentially a formula for determining the maximum amount of federal funds that can be awarded. For FY 2022, the maximum cost per MSY for Competitive Cost Reimbursements Grants is $21,600. Federal Share does not include match/grantee share.

Example Calculation for New Applicants:
If you request 10 MSY, your maximum federal share is $216,000 (= 10 x $21,600). This is 76% Federal Share of your total budget. ((24%) See the minimum overall share chart on page 10).
To find the Budget Total: (federal share) $216,000 ÷ 0.76 = $284,211 This is your total budget (100%)
To find your 24% match: (budget total) $284,211 - (federal share) $216,000 = $68,211 This is your match share.

New and recompeting Governor’s Office of Volunteer Services subgrantees/applicants will be held to the maximum cost per MSY for their grant type.
**Table: Maximum Cost per MSY**

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Cost Reimbursement Grant</td>
<td>$21,600</td>
</tr>
<tr>
<td>Professional Corps Grant (Fixed Amount)</td>
<td>$1,000*</td>
</tr>
<tr>
<td>Education Award Program (EAP) Grant (Fixed Amount)</td>
<td>$800 or $1,000**</td>
</tr>
<tr>
<td>Full-Cost Fixed Amount Grant</td>
<td>$21,600</td>
</tr>
<tr>
<td>Formula Cost Reimbursement Grant</td>
<td>$28,800</td>
</tr>
</tbody>
</table>

*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.

AmeriCorps and the Governor’s Office of Volunteer Services reserve 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.

**3. Segal AmeriCorps Education Award**
AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the time of grant award. For information on the education award, please go to [https://americorps.gov/members-volunteers/segal-americorps-education-award](https://americorps.gov/members-volunteers/segal-americorps-education-award)

**D.6.b. Indirect Costs**
Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally-approved indirect cost rate, a 10 percent de minimis rate of modified total direct costs, or may claim certain costs directly, as outlined in 2 CFR 200.413. States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all Federal awards. Applicants that have a Federal negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps’ 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](https://americorps.gov/members-volunteers/segal-americorps-education-award). 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](mailto:IndirectCostRate@cns.gov). The applicant may also obtain instructions and additional information by contacting the email address above.
D.6.c. Pre-Award Costs
Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps.

D.7. Other Submission Requirements
D.7.a. Electronic Application Submission in eGrants
Applicants must submit applications electronically via eGrants, AmeriCorps’ web-based application system. AmeriCorps and the Governor’s Office of Volunteer Services 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 at https://questions.americorps.gov/app/ask. Be prepared to provide the application ID, organization’s name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via eGrants.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send an electronic copy of the application via email to Info.AmeriCorps@ServeAlabama.gov. Applicants must include a written explanation and any other documentation or evidence that supports their inability to submit their application electronically.

Requests to e-mail applications must be approved in advance by the Governor’s Office of Volunteer Services.
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. The Governor’s Office of Volunteer Services does not accept applications submitted via fax or mail/overnight carrier.

D.7.b. 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 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.
- Diversity Questionnaire
- Labor union concurrence (if applicable)

Recompete applicants who have previously received three or more years of formula funding for the same project being proposed:
- Evaluation plan. Please use the evaluation plan template available on the Governor’s Office of Volunteer Services 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 formula funding for the same project being proposed:
- Evaluation report. Please submit in Word.
- The evaluation report should include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.
Rural Intermediaries (New and recompeting)
  o Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and recompeting)
  o Tribal organization eligibility documentation. (See Section C.1. Eligible Applicants section.)

New and Recompeting applications
  o All new and recompeting applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS).
  o Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.

Additional documents must be emailed to Info.AmeriCorps@ServeAlabama.gov with the labels outlined below. Emails should include the following information:
  The legal applicant name and point of contact information
  • **Subject line:** [Legal Applicant Name] – [Application ID number]
    o If the size of an applicant’s files requires multiple emails, please also include an ordering system in the subject line, such as “(1 of 3)”.
  • **Body of the email** should identify:
    o The legal applicant name and its point of contact information.
    o The application ID number.
    o A list of documents that are attached to the email.
  • **Attachments** to emails should include:
    o Individually saved files that are clearly labeled. Do not send all documents as one scanned file.
    o Each file should also include the legal applicant name and application ID number within the file name and heading of each document.

Failure to submit the required additional documents by the deadline may have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

**Do not submit other items not requested in this Notice or Application Instructions. The Governor’s Office of Volunteer Services will not review or return them.**

**D.7.c. Coordination Among State Commissions and National Direct Applicants.** AmeriCorps expects Commissions and National Direct applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA (42 U.S.C. § 12583). This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination. The list of Commissions can be found here: [https://americorps.gov/contact/state-service-commissions](https://americorps.gov/contact/state-service-commissions).

To ensure coordination:
  **National Direct applicants, except Federally-recognized Indian Tribes,** must:
  **Before application submission:**
  • Consult with the Commission of each state and/or territory in which the organization plans to operate and **describe this consultation in their applications.** Contact the Commissions for details about the consultation process. Provide information that connects the proposed activities to the current State/Territory Service plan and/or Statelogic model.

  **After Award:**
  • Provide the Commission with contact information for National Direct programs in the state and/or territory and update the information on an annual basis.
  • Participate in the Commissions’ annual needs assessment and training plan development activities, and in the development of its state/territory service plan, as well as appropriate training and other events.
  • Include the Commission on the National Direct’s mailing/email distribution lists and invite it to
appropriate trainings and other events.

**State/Territory Commissions must:**

Before application submission:
- Consult in a timely manner with the National Direct applicants, except Indian Tribes, that contact them prior to application submission.

After Award:
- Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
- Include National Direct programs, including Indian Tribes, in their annual needs assessment and training plan development activities, and in the development of their state/territory service plan.
- Add staff of multi-state programs in their state/territory to their mailing/email distribution lists and invite them to appropriate training and other events.

AmeriCorps will solicit Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory. Via the AmeriCorps’ web-based management system, Commissions have the opportunity to select “support,” “do not support,” or “neutral,” and provide comments. Participation by Commissions in providing this input is strongly encouraged. AmeriCorps reviews and considers Commission input on multi-state applicants proposing to operate in their state.

**E. APPLICATION REVIEW INFORMATION**

**E.1. AmeriCorps State Grant Review Criteria**

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

<table>
<thead>
<tr>
<th>Categories/Subcategories</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive Summary</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Program Design</strong></td>
<td>50</td>
</tr>
<tr>
<td>Theory of Change and Logic Model</td>
<td>24</td>
</tr>
<tr>
<td>Evidence Tier</td>
<td>12</td>
</tr>
<tr>
<td>Evidence Quality</td>
<td>8</td>
</tr>
<tr>
<td>Notice Priority</td>
<td>0</td>
</tr>
<tr>
<td>Member Experience</td>
<td>6</td>
</tr>
<tr>
<td><strong>Organizational Capability</strong></td>
<td>25</td>
</tr>
<tr>
<td>Organizational Background and Staffing</td>
<td>9</td>
</tr>
<tr>
<td>Compliance and Accountability</td>
<td>8</td>
</tr>
<tr>
<td>Culture That Values Learning</td>
<td>4</td>
</tr>
<tr>
<td>Member Supervision</td>
<td>4</td>
</tr>
<tr>
<td><strong>Cost Effectiveness and Budget Adequacy</strong></td>
<td>25</td>
</tr>
</tbody>
</table>
E.1.a. Application Narrative Headings and Subheadings
Each section of narrative for Program Design and Organizational Capability must have a heading to clearly identify its location in the application. Headings and subheadings (example) should be as follows:

PROGRAM DESIGN
Theory of Change
Narrative.
Logic Model
Narrative.

E.1.b. 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.** Fill in the [sections].

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

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

*Omit this sentence if the program does not intend to leverage volunteers.
**If the program is not operating in an AmeriCorps focus area, omit this sentence.

Fixed-Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

E.1.c. Program Design (50 percent)
Reviewers will consider the quality of the application’s response to the criteria below. **Do not assume all sub-criteria are of equal value. All subpoints are not equal, but all are important. Do not skip an of the application sections.** Please ensure the Theory of Change and Logic Model incorporates the funding priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

1. Theory of Change and Logic Model (24 points)
Theory of Change (ToC) is the general underlying idea of how you believe your intervention will create change. It defines a cause-and-effect relationship between a specific intervention or service activity, and an intended outcome. The ToC has three main elements: community problem/need, specific intervention, intended outcome.
The **Theory of Change** shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
  - Data documenting the need are statistics that document the extent and severity of the community problem/need your program will address. The best data comes from reputable primary sources, (such as government agencies, institutes, foundations, and universities that have conducted their own research), are as current as possible, and are as locally relevant, as possible.
- The proposed intervention is responsive to the identified community problem.
- The applicant’s proposed intervention is clearly articulated including the design, *dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.*
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s Theory of Change.
• The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
• The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
  o In the narrative, communicate the reasoning for using AmeriCorps members to carry out the intervention.
• The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.
  *Dosage (frequency (ex: how many sessions a week), intensity (ex: length of each session (hrs./mins), duration (ex: total weeks of a session in the service year)).

A logic model is a graphic depiction (road map) that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for your program. It depicts the relationship between your program’s activities and its intended effects. The Logic Model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs or resources (all needed resources) that are necessary to deliver the intervention/program, including but not limited to:
  o Funding, program staff, volunteers, training, and research
  o Locations or sites in which members will provide services
  o Number of AmeriCorps members who will deliver the intervention
- The core activities (interventions) that define the intervention or program model that members will implement or deliver. These are the activities members will do.
  o This may include such activities as providing workshops, counseling, referrals to resources; building houses; training volunteers; cleaning up rivers; etc.
  o You will need to include with each activity the:
    • duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
    • dosage of the intervention (e.g., the number of hours per session or sessions perweek)
    • target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted, equity gaps closed). An output is the amount of service provided (people served, products created). For example: # of individuals receiving educational services, # of houses built. If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant’s Theory of Change. Programs should include short, medium or long-term outcomes in the logic model.

- Short-term (changes in knowledge, skills, attitudes).
  o Ex: Increased desire to adopt good nutrition habits or improved low-budget cooking skills
- Intermediate (changes in behaviors or actions).
  o Ex: Increased healthy food intake
- Long-term (changes in conditions or status in life).
  o Improved household food security

Applicants are not required to measure all components of their Theory of Change. The applicant’s performance measures should be consistent with the program’s Theory of Change and should represent significant program activities.

In the application narrative, applicants should discuss the community need as it relates to the CDC’s Social Vulnerability Index: https://www.atsdr.cdc.gov/placeandhealth/svi/index.html.
Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

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

2. Evidence Base (20 points)
The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Information.) Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design, including program aligned with the priority areas identified above, will be assessed and scored.

Evidence Tier (12 points):
An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant’s evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

In 2021, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 38%, Moderate 19%, Preliminary 16%, and Pre-Preliminary 26%. As these figures indicate, AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Intervention for a definition of “same intervention”) may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;
- Characteristics of the population delivering the intervention;
- Dosage (frequency and duration) and design of the intervention, including all key components and activities;
- The context in which the intervention is delivered; and
- Outcome of the intervention.

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the Notice (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must

1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and
2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the
application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Information).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the Notice instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Information, the applicant may be considered for a lower evidence tier.

Evidence Quality (8 points)
After the applicant’s evidence tier has been assessed, the quality of the applicant’s evidence and the extent to which it supports the proposed program design will be assessed and scored.

Applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports:
  - are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
  - describe evaluations that were conducted relatively recently, preferably within the last six years; and
  - The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

3. Notice Priority (0 points)

- The applicant proposed program fits within one or more of the AmeriCorps funding priorities as outlined in the Funding Priorities section and more fully described in the Mandatory Supplemental Information and the proposed program meets all of the requirements detailed in the Funding Priorities section and in the Mandatory Supplemental Information. 
  Narrative not required. Grant reviewers will determine if the proposed program fits within one or more of the AmeriCorps funding priorities from review.

4. Member Experience (6 points)

- AmeriCorps members as a result of their service will have opportunities to develop as leaders.
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed. Include any certifications, trainings, apprenticeships, professional development opportunities members will participate in during their service, if known.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
The applicant’s organization and/or program has a diversity, equity, and inclusion council, committee, initiative, or task force that seeks to diversify its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

E.1.d. 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. All subpoints are not equal, but all are important. Do not skip an of the application sections.

1. Organizational Background and Staffing (9 points)
- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.
  - This should include a brief organizational history; staff names, titles, and responsibilities for who will implement, manage, and monitor the AmeriCorps program. This should also include individuals who will manage member responsibilities (supervision, orientations, hour approvals, trainings, day-to-day operations, etc.), fiscal responsibilities (budgets, budget modifications, Periodic Expense Reports, etc.), and compliance responsibilities (National Service Criminal History Checks, prohibited and unallowable activities, etc.).
- The organization 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 organization has a stated commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.

2. Compliance and Accountability (8 points)
- The organization has a monitoring and oversight plan to prevent and detect noncompliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
  - Consider the following questions when writing your narrative:
    - Does your organization have a monitoring and oversight plan for the AmeriCorps program? If so, what does it entail?
    - How will your program enforce compliance at service sites?
    - Has your program reviewed CNCS rules, regulations, prohibited activities, unallowable activities, and criminal history check policies?
    - Who is responsible for your program’s compliance?
    - What qualifies this person for this role?
    - What trainings or experiences (if any) have prepared her/him for this role?
    - Does your program have a system of checks and balances? If so, what does it look like?
    - How will individuals be held accountable?
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and the Governor’s Office of Volunteer Services and a plan for training staff and participants on these reporting protocols.
- The AmeriCorps-required evaluation report meets AmeriCorps requirements (if applicable).
- The AmeriCorps-required evaluation report is of satisfactory quality (if applicable).

3. Culture that Values Learning (4 points)
- The applicant’s board, management, and staff collect and use information, including performance data, for learning and decision making. Consider the following questions when writing your narrative:
  - How is impact/success measured?
  - What measurement tool(s) does your organization use to collect data?
o How is data assessed and used to increase quality of service/programming, expand service sites, or increase the number of members and MSY?

- The applicant’s board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

4. Member Supervision (4 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations. Consider the following questions when writing your narrative:
  o Who will members report to?
  o How often will the supervisor contact member(s)?
  o What trainings/experiences have prepared the supervisor for this role?
  o Will the supervisor be responsible for service specific trainings, daily oversight, and/or the monitoring of members’ service hours at their site.
  o Who does the supervisor report to?

E.1.e. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will assess the quality of the application’s budget to the following criteria below. Do not assume all sub-criteria are of equal value. All subpoints are not equal, but all are important. Do not skip an of the application sections.

These criteria will be assessed based on the budget submitted. Do not include narrative in the narrative box except for “See budget”.

1. Cost Effectiveness and Budget Adequacy (25 points)

- Budget is submitted without mathematical errors.
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including Fixed Amount applicants.
- Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.
E.1.f. Evaluation Plan (Required for recompeting grantees - 0 percent)
If the applicant has previously received three or more years of formula funding for the same project being proposed (see the Mandatory Supplemental Information for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment (see the Submission of Additional Documents section for more information). If the applicant has previously received six or more years of formula funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

Applicants should use the evaluation plan template available on the Notice webpage to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45 CFR 2522.700 - 710) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

All applicants should enter “N/A” in the “Evaluation Summary or Plan” field of the Narrative. Any other text entered in this field will not be reviewed.

E.1.g. Amendment Justification (0 percent)
Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

E.1.h. Clarification Information (0 percent)
Please make a heading entitled “FY 2022 Match replacement” and enter the dollar amount of match replacement your program would like to request. The amount cannot result in your program being above the maximum cost per MSY. Should your application go to clarification, this field will also be used to enter information that requires clarification in the post-review period.

E.1.i. Continuation Changes (0 percent)
Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

E.2. Review and Selection Process
AmeriCorps and the Governor’s Office of Volunteer Services 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 is 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 AmeriCorps reviewers may be different than what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

E.2.a. Initial Application Compliance and Eligibility Review
AmeriCorps and the Governor’s Office of Volunteer Services 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
• 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, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.
E.2.b. Application Review
Reviewers will evaluate the application using the application review criteria, consider the comprehensiveness and feasibility of the application, and assess the priorities and strategic considerations detailed in the Notice.

Upon submission to AmeriCorps by the Governor’s Office of Volunteer Services, 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 Governor’s Office of Volunteer Services staff and peer reviewers. All reviewers will be screened for conflicts of interest.

E.2.c. Applicant Clarification
AmeriCorps and the Governor’s Office of Volunteer Services may ask an applicant for clarifying information. AmeriCorps and Governor’s Office of Volunteer Services staff will use this information to make funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. 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 consideration.

E.2.d. Pre-Award Risk Assessment
AmeriCorps and Governor’s Office of Volunteer Services staff will evaluate the risks to the program posed by each applicant to assess an applicant’s ability to manage Federal funds. This evaluation is in addition to assessments of the applicant’s eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If the Governor’s Office of Volunteer Services determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if AmeriCorps and the Governor’s Office of Volunteer Services concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding. In evaluating risks, AmeriCorps and the Governor’s Office of Volunteer Services may consider the following criteria:

Due Diligence:
- federal debt delinquency
- suspension and debarment
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - Federal Awardee Performance and Integrity Information System (FAPIIS)
  - 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

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
o meeting matching requirements
o the extent to which any previously awarded amounts will be expended prior to future awards
o Grant progress reports – attainment of Performance Measures
o Enrollment and retention
o Monitoring findings
o national service criminal history check compliance

Other Programmatic Risks:
• publicly available information, including information from the applicant organization's website

Additionally, AmeriCorps and the Governor’s Office of Volunteer Services may use the results of the review of the risk assessment evaluation in determining which applications to fund.

E.2.e. Consideration of Integrity and Performance System Information
Prior to making any award that exceeds the $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 FAPIIS) (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 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 Risk Assessment Evaluation section of this Notice.

E.2.f. Selection for Funding
The review and selection process are designed to:
• identify how well eligible applications are aligned with the application review criteria
• build a diversified portfolio based on the following strategic considerations:
  o AmeriCorps and the Governor’s Office of Volunteer Services Funding Priorities (See Section A.2. Funding Priorities)
  o meaningful representation of
    ▪ rural communities
    ▪ innovative community strategies

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this Notice, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

AmeriCorps will assess an applicant’s strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps’ web-based management system inorder to be considered for AmeriCorps’ assessment of the strategic considerations (see Selection for Funding section.) 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 the Governor’s Office of Volunteer Services reserves the right to prioritize funding existing awards over making new awards.

AmeriCorps and the Governor’s Office of Volunteer Services reserves 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 the Governor’s Office of Volunteer Services reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.*

**E.3. Feedback to Applicants**

Applicants will receive feedback pertaining to their application. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

**E.4. Transparency in Grant-making**

*AmeriCorps and the Governor’s Office of Volunteer Services is committed to transparency in grant-making. The following information for new and re-competing applications may be published on [http://www.americorps.gov/partner/funding-opportunities/funded-grants](http://www.americorps.gov/partner/funding-opportunities/funded-grants) and/or and the Governor’s Office of Volunteer Services website within 90 business days after all grants are awarded:

- a list of all approved applications
- executive summaries of all approved applications
- data extracted from the SF-424 Face Sheet
- a blank template of the external review worksheet
- a list of all external reviewers who completed the review process

Submitted program narratives for successful applications will be available upon request.

**F. FEDERAL AWARD ADMINISTRATION INFORMATION**

**F.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-May 2022, contingent on timely full year appropriations. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin grant activities. The executed Subgrant Agreement with the Governor’s Office of Volunteer Services 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 Governor’s Office of Volunteer Services anticipates announcing the results of the Formula competition by notifying applicants no later than Mid-June, contingent on timely full year appropriations and notification of 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 the Governor’s Office of Volunteer Services 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 Notice of Grant Award or before the Governor’s Office of Volunteer Services executes the Subgrant Agreement.

**F.2. Administrative and National Policy Requirements**

**F.2.a. Uniform Guidance**

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

**F.2.b. Requests for Monitoring or Payment Integrity Information**

*AmeriCorps may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as 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.*
F.2.c. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2022 AmeriCorps General Terms and Conditions, and the FY 2022 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at https://americorps.gov/grantees-sponsors/directs-territories-tribes.

F.2.d. 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 a NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps and the Governor’s Office of Volunteer Services strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. NSCHC regulations and guidance: https://americorps.gov/grantees-sponsors/history-check.
- AmeriCorps also strongly encourages funded applicants to utilize 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.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and
3. 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.

F.2.e. Official Guidance

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

F.3. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to
recipients and non-recipients, AmeriCorps and the Governor’s Office of Volunteer Services 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).

F.4. Reporting
Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide monthly progress reports, monthly financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR 2522.500-2522.540 and 2522.700-2522.740. A final grant report is due at the end of the grant with program closeout documents.

Award recipients will be required to report at https://www.FSRS.gov on all subawards over $30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

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

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

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

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

F.5. Days of Service & Special AmeriCorps Initiatives and Required Training
Recipients are required to participate in six National Days of Service and Special AmeriCorps Initiatives and required trainings for staff and members. For more information on the National Days of Service and Special AmeriCorps Initiatives, please go to https://www.americorps.gov/newsroom/events. After the grant is awarded, recipients will be provided with trainings opportunities staff and members can participate in during the program year.

F.6. Continuation Funding Information and Requirements
Organizations that have current awards that continue beyond FY 2021 must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions, if applicable. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the review criteria published in this Notice. The review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps and the Governor’s Office of Volunteer Services 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 the Governor’s Office of Volunteer Services reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.
G. FEDERAL AWARDING AGENCY CONTACTS
For This Notice is available at www.servealabama.gov. For further information or for a printed copy of this Notice, send an email to Info.AmeriCorps@ServeAlabama.gov or call (334) 242-1549.

The Governor’s Office of Volunteer Services’ mailing address is:
The Governor’s Office of Volunteer Services / Alabama State Service Commission
ATTN: AmeriCorps State
401 Adams Avenue, Suite 312
Montgomery, AL 36117

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. Hotline hours are posted at https://questions.nationalservice.gov/.

Applicants can also use this link: eGrants Questions. Be prepared to provide the application ID, organization’s name, and the name of the Notice to which the organization is applying (2022 AmeriCorps State and National Grants).

H. OTHER INFORMATION
H.1. Technical Assistance
In addition to the Application Instructions, Mandatory Supplemental Information, Performance Measure Instructions, and AmeriCorps regulations as directed in this Notice, applicants are encouraged to also consult the Governor’s Office of Volunteer Services website www.servealabama.gov for a schedule of application workshops.

H.2. Re-Focusing of Funding
AmeriCorps and the Governor’s Office of Volunteer Services reserve the right to reallocate funding in the event of disaster or other compelling need for service.

I. 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. 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.
Attachment A: Economic Mobility Corps

About the CDFI Fund and CDFIs
The mission of the U.S. Treasury Department’s Community Development Financial Institution Fund (CDFI Fund) is to expand economic opportunity for underserved people and communities by supporting the growth and capacity of a national network of community development lenders, investors, and financial service providers known as Community Development Financial Institutions (CDFIs).

CDFIs are community-based financial institutions that have a common goal of filling financing gaps in underserved, low-income areas. As community-based institutions, they possess a keen sensitivity to needs of local residents and businesses, and their creation reflects a bottom-up, rather than a top-down, approach to community investment and revitalization.

Currently, there are more than 1,100 CDFIs that are certified by the CDFI Fund serving urban and rural communities throughout the United States. CDFIs are found in all fifty states, the District of Columbia, Guam, and Puerto Rico. They bridge diverse public and private sector interests to serve people and places that traditional financial institutions usually do not. CDFIs provide:

- loans for businesses and projects that otherwise would not receive for financing;
- safe, affordable banking services that otherwise would not be available in the community;
- loan rates and terms that are more flexible than those offered by traditional lenders; and
- development services—such as business planning, credit counseling, and homebuyer education—to help their borrowers use credit effectively and build financial strength.

As a result, CDFIs support the creation of small businesses and local jobs, and the development of affordable housing, community facilities, and schools—all in places where economic opportunity is needed most.

About the Economic Mobility Corps
A joint initiative of the CDFI Fund and AmeriCorps, the Economic Mobility Corps (EMC) places full-time AmeriCorps members at Certified CDFIs to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas. Economic Mobility Corps members will be placed in Certified CDFIs and will receive training on the principles of financial counseling and financial literacy. A Certified CDFI is an entity that the CDFI Fund has officially notified that it meets all CDFI certification requirements. Only Certified CDFIs are eligible to receive EMC members.

This initiative will fund up to 61 full-time members a year for two years.

Who is Eligible for an EMC Award
Organizations that meet the AmeriCorps State and National eligibility criteria.

Additionally, applicants that are Certified CDFIs and organizations with CDFI Fund awards will be considered ineligible for award if the applicant has:

- a previously executed award agreement(s), as of the date of the Application, (i) the CDFI Fund has determined that such entity is noncompliant or found in default with a previously executed agreement, and (ii) the CDFI Fund has provided written notification that such entity is ineligible to apply for or receive any future CDFI Fund awards or allocations. Such entities will be ineligible to apply for such time period as specified by the CDFI Fund in writing. Applicants that have pending noncompliance issues of any of its previously executed award agreement(s), are eligible to receive an award if the CDFI Fund has not yet made a final compliance determination.
• defaulted on a loan from the CDFI Fund within five years of the application deadline.

Preference will be given to applicants that intend to enroll veterans as AmeriCorps members and/or serve rural areas.

AmeriCorps Member Position Description
Economic Mobility Corps members will strengthen the capacity of Certified CDFIs to provide financial literacy, financial counseling, and financial planning services offered by the Certified CDFIs, to distressed and underserved individuals. Duties include:

• conducting community outreach and recruitment of new clients to the Certified CDFI’s counseling and planning services and programs;
• assisting or conducting one-on-one or group orientation sessions for new program clients to explain the Certified CDFI’s services, as well as the responsibilities of the client;
• providing financial planning workshops and individual financial counseling to meet the needs of Certified CDFI clients, including conducting group education meetings, and delivering workshops, webinars and meetings;
• assisting in the development and execution of marketing strategies to promote program client participation in Certified CDFI-sponsored financial counseling and education programs;
• providing program clients with information on the different financial products and services (e.g., loan products, checking/savings accounts, etc.) offered by the Certified CDFI;
• conducting scheduled follow-ups with program clients to ask how they are doing, find out if they need additional help, and to help them stay engaged to achieve their plans by established deadlines;
• performing duties that support the Certified CDFI’s activities, including but not limited to, coordinating client meetings, preparing presentations, conducting research, reviewing training and outreach materials, reviewing applications for programs and services, and developing material that supports the Certified CDFI’s financial counseling and outreach activity; and
• reporting to the Certified CDFI on a regular basis on activities undertaken by the service member.

Desired Skills
Economic Mobility Corps members should possess:

• a desire and ability to work with a diverse group of people, particularly those living in low-income and economically distressed neighborhoods;
• willingness to learn and serve others;
• ability to successfully work independently and in a team environment;
• strong organizational, writing, and oral communication skills, and possess high attention to detail;
• familiarity with community development, financial services, banking and lending terminology, including an understanding of financial planning basics, credit and credit scoring;
• have an interest in finance and/or financial education;
• computer skills, including high-degree of familiarity with Microsoft Excel, or other spreadsheet software; and
• Bachelor’s degree preferred, with coursework in finance, accounting, business, or community development.