

# AMERICORPS COMPETITIVE NOTICE OF FUNDING OPPORTUNITY

2021/22

TECHNICAL ASSISTANCE SESSIONS

**General T/A Session,  
Wednesday, March 3, 2021, 10:00 am**

**Theory of Change T/A Session on  
Friday, March 5, 2021, 10:00 am**



**AmeriCorps**  
**New Jersey**

# NOFO T/A Session Agenda

1. What is AmeriCorps?
2. How to Apply
3. AmeriCorps\* Website Resources
4. Review of National Performance Measures
5. Navigating eGrants

\*AmeriCorps Agency formerly *Corporation for National Community Service* Agency (CNCS)

## Part 1

# What is AmeriCorps?





AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges, through national service and volunteering.

Individuals called AmeriCorps "Members" are recruited to serve with organizations dedicated to the improving communities.

AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at [AmeriCorps.gov](https://www.americorps.gov).

**What is AmeriCorps? A two-minute video on YouTube.**  
<https://www.youtube.com/watch?v=QgdRkzLKIPM>



# AmeriCorps IS

- A TERM OF SERVICE
- A COMMITMENT of #hours of Service
- A win/ win for community and member
- A program of service **not longer than one year** that has LOTS of regulations that **MUST** be followed by organizations and members





# AmeriCorps Pledge

**I will get things done for America** - to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.

# National Service: The Funding Tree



# Focus Areas Include:



Disaster Services



Economic Opportunity



Education



Environmental Stewardship



Healthy Futures



Veterans and Military Families





2019 Year In Review



This data Includes NJ State and National , Vista (Poverty Focused) NCCC (Residential 18 - 24 year olds) as well as AmeriCorps Seniors.

# New Jersey State and National Program Stats

January 7, 2019 – January 6, 2020

- 20 programs
- 91 service sites
- 437 members completed successfully
- \$1,568,953 earned in education awards
- \$3,133,472 in Formula Funds
- Over \$600,000 in Competitive Funds

# What did NJ AmeriCorps Members accomplish last year? A glimpse...

- Recruited 9,000+ volunteers
- Volunteers donated 55,000+ hours
- 1,700+ individuals affected by disaster served
- 8,800+ children and youth served
- 900+ acres of public land improved



# AmeriCorps NJ Programs

	AmeriCorps Programs 2020/2021			
	Program	Type	Member Slots	Focus Areas
1	Interagency Council of Salem County	Planning	N/A	Economic Opportunity, Healthy Futures
2	MSU COVID-19 Service	Formula	39 TQT	Healthy Futures
3	Asbury Park School District	Formula	14 RFT	Education
4	CFS - PromiseCorps	Formula	20 (2FT; 15TQT; 7HT; 4QT)	Education
5	NJ Dept. of Environmental Education	Formula	20 FT	Environmental Stewardship
6	NJ Campus Compact	Formula	10 slots (10FT)	Education
7	St. Paul's CDC	Formula	28 slots (12 FT; 16 HT)	Economic Opportunity; Education
8	NORWESCAP	Formula	19 FT	Economic Opportunity
9	Teach For America NJ	Formula	75	Education
10	The College of NJ - Bonner Leaders	Formula	39 slots (8FT; 11HT; 20MT)	Economic Opportunity, HF; Education
11	Jewish Renaissance Foundation	Formula	20 slots (9FT; 11HT)	Healthy Futures; Economic Opportunity
12	Montclair State University	Formula	14 slots (6FT; 8HT)	Education
13	Rutgers University Cornwall Center	Formula	20 HT	Education
14	Zufall Health Organization	Formula	10 slots (10FT)	Healthy Futures
15	The Salvation Army	Formula	30 (20 HT; 10MT)	Education
16	United Advocacy Group	Formula	46 (7FT; 9RFT; 4QT; 26MT)	Education
17	Relay Graduate School of Education	Formula Fixed	50 FT	Education
18	Camden PowerCorps	Competitive	76 RHT	Environmental Stewardship
19	NJ Community Development Corps	Competitive	20 FT	Education
20	CFS Recovery Corps	Competitive	20 QT	Healthy Futures

# Member Fast Facts

- 90 % of members said they gained new skills while in AmeriCorps.
- 80% of members said they are more likely to participate in community service after AmeriCorps.
- 72% of members volunteered after completing their AmeriCorps service.
- Since 1994, AmeriCorps alumni have earned more than \$3.3 billion in education awards, including \$1 billion to repay student debt.



# Service Requirements



- Must be 17 years of age or older.
- Must have a High School Diploma or Equivalency; or must **be working** towards the GED.
- Must be a US Citizen or Permanent Resident of the USA.  
Proof: Birth Certificate and/or Specific LIMITED Acceptable Documents
- Must complete the Term of **DIRECT** Service – from 100 hours to 1,700 hours.

## Committed to Making a Difference ....

- Serve according to the application submitted to the NJ Commission and within the scope of the grant.
- Serve according to their position description in their contract and consistent with the program's performance measures

# What Do AmeriCorps Members Receive?

## Full-Time Members

- 1,700 Hours of Service
- Education Award \$6,345 (estimate)
- Living Allowance of up to \$15,100 minimum
- Health Insurance
- Child Care

## Half-Time Members

- 900 Hours of Service
- Education Award \$3,172.50 (estimate)
- Living Allowance up to \$7,994

# Benefits for All Members...

- Receive Living Allowance
- Gain Professional Experience
- Improve Professional Network
- Develop Soft and Hard Skills
- Qualify for Education Award
- Interest Accrual
- Loan Forbearance



# Terms of Service

<u>TERM</u>	<u>HOURS</u>	<u>EDUCATION AWARD (est)</u>
Full Time	1700	\$6,345.00
Three Quarter	1200	\$4,441.50
Half Time	900	\$3,172.50
Reduced Half	675	\$2,417.14
Quarter Time	450	\$1,678.57
Minimum Time	300	\$1,342.86
Abbreviated Time	100	\$ 357.08

# Educational Award

Education Award can be used in the following ways:

- Repay qualified existing or future student loans
- Pay all or part of cost of attending an institution of Higher Education  
(certain vocational programs)
- Pay expenses incurred while participating in an approved school-to-work program





# Educational Award

## ► Taxable

- Up to seven years to use the award
- Can be used at more than one institution and can help pay more than one loan.
- MAY be used outside of the United States

***In all cases, must be used at an institution or program that has been approved by the US Dept. of Ed, for participation in Title IV programs.***

# Education Award Transfer

If the AmeriCorps Member is age **55** or older

***On or before their day of enrollment*** in an AmeriCorps state/National program, the award may be transferred once to a **child, grandchild, foster child, or step child** and is held at the NST for up to **10 years**.

The transferee or designated individual **must be:**

- A **citizen, national or lawful permanent resident alien of the U.S.**

# Colleges & Universities Matching the Segal Education Award

- There are many colleges and universities around the country that provide a match to the education award. The full list is on the AmeriCorps website, <https://americorps.gov/partner/partnerships/schools-national-service-search>
- NJ colleges that match include:
  - Camden County College
  - Monmouth University School of Social Work
  - New Jersey City University
  - Princeton University Woodrow Wilson School of Public and International Affairs
  - Stockton University
  - Thomas Edison College
  - William Paterson College
  - Rutgers University Bloustein School of Public Policy

# Term Limits

A member can now serve up to 4 terms of service... BUT

**Cannot earn or receive more than the equivalent of**

**2 FULLTIME AWARDS**



# Background Checks

- The following background checks must be cleared by the NJ Commission before AmeriCorps members can be enrolled to begin service:
  - NSOPW (DOJ: National Sex Offender Public Website)
  - State Background (TrueScreen)
  - FBI Fingerprint-based (FieldPrint)
- All programs **must** use TrueScreen
- Cost is about \$33 per member unless there are additional out-of-state residences that must be checked
- **NOTE: Staff on the grant must also have background checks prior to the commencement of the grant. When staff changes, the new staff must be cleared as well.**



# Service During Covid-19

During Program Years 19/20 and 20/21 AmeriCorps has created flexibility in their policies aimed at keeping AmeriCorps members safe while serving and helping them to complete their service successfully. Some of these flexibilities have included:

- Alternative Service Protocols including Teleservice, if needed;
- Ability to continue to receive stipend during suspensions due to Covid-19 site closures;
- Ability to earn full award if member completed more than 50% of their service and could not complete all hours due to Covid.
- Match waiver for programs;
- For a full listing of AmeriCorps Covid-19 FAQ's please use this link: <https://americorps.gov/coronavirus/americorps-state-national-questions>

**The AmeriCorps Agency has not determined an end date for these special flexibilities.**

# Prohibited Activities

**Prohibited Activities.** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see [45 CFR § 2520.65](#)):

- Attempting to influence **legislation**;
- Organizing or engaging in **protests, petitions, boycotts, or strikes**;
- Assisting, promoting, or deterring **union organizing**;
- Impairing existing contracts for services or **collective bargaining** agreements;
- Participating in, or endorsing, events or activities that are likely to include advocacy for/or against **political parties**, political platforms, political candidates, proposed legislation, or elected officials;

# Prohibited Activities (cont'd)

- Engaging in **religious instruction**, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- Providing a direct benefit to—
  - A **business** organized **for profit**;
  - A **labor union**;
  - A **partisan political organization**;
  - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - An organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;

# Prohibited Activities (cont'd)

- Conducting a **voter registration** drive or using AmeriCorps funds to conduct a voter registration drive;
- Providing **abortion services or referrals** for receipt of such services; and
- Such other activities as AmeriCorps may prohibit.
- AmeriCorps members ***may not engage in the above activities directly or indirectly*** by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.

# AmeriCorps members are NOT...

- Cheap Labor
- A Staff Builder
- Interns
- A Receptionist or Janitor



**They ARE a cadre of individuals who are performing DIRECT SERVICE as the intervention to a specific community problem.**



# Nonduplication and Nondisplacement

- Nonduplication

Funding can not be used to duplicate an activity that is already available in the area of a program. AmeriCorps Agency assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the “nondisplacement” requirements.

- Nondisplacement

Members are not allowed to perform an employee’s duties or otherwise displace employees. Please refer to the Mandatory Supplemental Guidance for a full listing of nondisplacement regulations

# Supervision of AmeriCorps Members

Each program is required to have an **onsite qualified supervisor** to provide members with regular and adequate oversight on a daily basis, including certifying time sheets.

**Members are prohibited from supervising another member.**



# The Big Picture...

Organizations called “Programs” receive federal funds through our NJ Commission on National and Community Service to recruit, train and support individuals called “Members”.

After clearing criminal history checks, Members serve according to the position description in their contract to achieve the Program’s performance measures and improve communities in a variety of focus areas throughout the state with daily oversight by Site Supervisors.

In return the Members receive tangible and intangible benefits for their sacrifice and commitment of their time and talent to national service.

Although there are many rules, regulations, systems and processes, our Commission provides support throughout the year including ongoing training that begins in the month of July and each Program has access to an abundance of online resources at [AmeriCorps.gov](https://www.AmeriCorps.gov).

In addition, each Program is given a dedicated Program Officer and a Program Manager Training Manual for easy reference.

# Questions on What is AmeriCorps?



Thank you!

Marie Humenik, Sr. Program Officer

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## Part 2

# AmeriCorps Formula NOFO Application process





Date	Activity
February 11	Dissemination of NOFO flyer announcing the 2021 AmeriCorps Formula competition. NOFO goes live on the NJ DOS website.
February 22	Application instructions for Continuation programs will be available.
March 3	NOFO Technical Assistance Session via ZOOM. Live at 10:00 am. Link to be sent upon registration. Session will be recorded and available at the NJ Department of State AmeriCorps grants website.
March 5	Technical Assistance Session on Theory of Change, Evidence, Logic Models and Performance Measures via ZOOM. 10:00 am. Link to be sent upon Registration at <a href="mailto:AmeriCorpsNJ@sos.nj.gov">AmeriCorpsNJ@sos.nj.gov</a>
April 1	Notice of Intent to Apply due to Commission by 4PM –complete the <a href="#">NOTICE OF INTENT TO APPLY</a> form
April 15	Formula applications due to Commission on eGrants by 4:00 pm.
April 16	Commission sends applications to be reviewed by Center for Research and Evaluation in Education and Human Services (CREEHS)
April 16	Staff review of applications and budgets are begun
April 20	Technical Assistance session for readers via ZOOM. Independent reader review begins.
May 5	Reader Arena Session via ZOOM. Arena scores and final rankings.
May 6-7	Notification of applicants selected and revisions, if any, requested for applications recommended for funding
May 17	Revisions due back from applicants
May 18	Commission board vote on selected applicants
May 21	NJ Commission target date for submission of Formula package to national AmeriCorps.
June 7	National AmeriCorps deadline for Formula submissions from Commissions.



# NOFO Sections

- Section I: NJ Commission Grant Information and Timelines
- Section II: Corporation on National and Community Service NOFO
- Section III: Mandatory Supplemental Guidance
- Section IV: Corporation Application Instructions
- Section V: 2021 Performance Measures



# NOFO Application Focus Areas for Performance Measures

- Economic Opportunity
- Education
- Healthy Futures
- Veterans and Military Families
- Disaster Services
- Environmental Stewardship

# Economic Opportunity

Strategic Plan Objective	Interventions
Financial Literacy	Financial Literacy Education
Housing	Housing Unit Development Housing Unit Repair Housing Placement/Assistance
	Housing Unit Development Housing Unit Repair
Employment	Job Training Job Placement GED Education Other Adult Education
Other Economic Opportunity	Applicant-determined

# Education

Strategic Plan Objective	Interventions
School Readiness	Tutoring Mentoring Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching
K-12 Success	Tutoring Mentoring Coaching Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching Opioid/Drug Intervention
Post-HS Education Support	Tutoring Mentoring Family Involvement Service Learning Summer Learning

# Healthy Futures

Strategic Plan Objective	Interventions
Aging in Place	Companionship Nutrition/Food Support Legal Services Transportation Medical Services Opioid/Drug Intervention
Obesity & Food	Outreach Education/Training Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention Nutrition/Food Support
Access to Care	Outreach Education/Training Referrals Medical Services Counseling/Coaching Opioid/Drug Intervention
Other Healthy Futures	Applicant-determined

# Veterans and Military Families

Strategic Plan Objective	Interventions
Veterans & Families Served	Financial Literacy Education Housing Unit Development Housing Unit Repair Housing Placement/Assistance Job Training Job Placement GED Education Other Adult Education Tutoring Mentoring Family Involvement Service Learning Summer Learning Companionship Nutrition/Food Support Legal Services Transportation Outreach Referrals Medical Services Physical Activities Counseling/Coaching



# Environmental Stewardship

Strategic Plan Objective	Interventions
At-Risk Ecosystems	Fire Mitigation
	Flood Mitigation
	Invasive Species Removal
	Debris Removal
	Plant Establishment
	Trail Creation
	Trail Remediation
	Stream Remediation
	Fire Mitigation
	Flood Mitigation
	Invasive Species Removal
	Debris Removal
	Plant Establishment
Energy Efficiency	Weatherization Retrofitting
Awareness & Stewardship	Education/Training Service Learning
Green Jobs	N/A

# Disaster Preparedness

Strategic Plan Objective	Interventions
<b>Assistance Provided</b> Ex. Individuals served, structures protected or restored, acres of parks or public land treated, miles of trails or rivers treated, number of organizations that received capacity building services.	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation

# Additional Funding Priorities for 2021/22

In addition to the focus areas, the Commission seeks to prioritize the investment of national service resources in the following areas:

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

# Notice Funding Priorities for 2021/22 (cont'd).

- **Rural intermediaries** – organizations that demonstrate measureable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- **Veterans and Military Families** – a program model that positively impacts the quality of life of veterans and improves military family strength.
- **Faith-based organizations.**
- Programs that reduce **child poverty.**
- **Environmental stewardship.**

# Performance Measures

- All applications must include **at least one** aligned performance measure (output and outcome) that corresponds to the proposed primary intervention.
- This may be a National Performance Measure or an applicant-determined measure.
- Additional performance measures, including output-only National Performance Measures, may also be included if desired;
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

# Performance Measures

- However, all performance measures must be consistent with the program's Theory of Change and represent significant program activities.
- The Commission does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact.
- The Commission values the **quality** of performance measures over the **quantity** of performance measures.



# Performance Measures

- Applicants must include all their information about their proposed performance measure in the PM section of the application in eGrants (AmeriCorps' web-based grants management system).
- All definitions and data collection requirements described in the National Performance Measure Instructions must be included in the text of the performance measures themselves,
- It must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met.

# Performance Measures

- Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the PM section of the application in eGrants.
- In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.
- Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant should provide a justification for this change.

# Determine Type of Program

- **Regular Cost Reimbursement**

Funds a portion of program costs and members' living allowance.

- **Professional Corps**

Professional Corps programs place professionals in communities where there is a documented shortage of such professionals.

Stipends/salaries are paid by other organizations.

Can be either cost reimbursement or fixed-amount.

- **Full Cost Fixed-amount Grants** (Only available for recompeting applications)

Applicants apply for a fixed amount per MSY\* & use their own or other resources for the remaining cost of the program. No match requirements, but the program must still raise the additional funds needed to run the program.

\*Member Service Year

# Organizational Eligibility to Apply

- **Eligibility is open to:**
  - public or private non-profit organizations, including labor organizations;
  - community organizations including faith-based organizations;
  - American Indian Tribal communities;
  - Local Education Agencies (LEAs) including charter schools;
  - institutions of higher education;
  - government entities within the state (e.g., cities/municipalities, counties, state departments);
  - and partnerships or consortia consisting of the aforementioned.

# Page Limitations

- There are two page limits that must be adhered to:  
**Narrative** and **Logic Model**.
- Applications must not exceed 10 pages for the Narrative or 12 pages for Rural Intermediaries.
- In determining whether an application complies with page limits, the Corporation will count the following for the **Narrative**:
- The application's Executive Summary, SF 424 Facesheet, and The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.
- The Corporation 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 page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

# Page Limitations

- **Logic Model**

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

- **Please note the length of a document in word processing software may be different than what will print out in the AmeriCorps' web-based system.** Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, **note that the system will not prevent an applicant from entering text that will exceed page limitations.** This applies to both the application page limit and the Logic Model page limit.



# Funding Period

- For New and Recompeting applicants this is Year 1 of 3 of a multi-year grant period covering the following funding periods:
  - Year 1: Sept 1, 2021 to August 31, 2022
  - Year 2: Sept 1, 2022 to August 31, 2023
  - Year 3: Sept 1, 2023 to August 31, 2024



# Notice of Intent To Apply

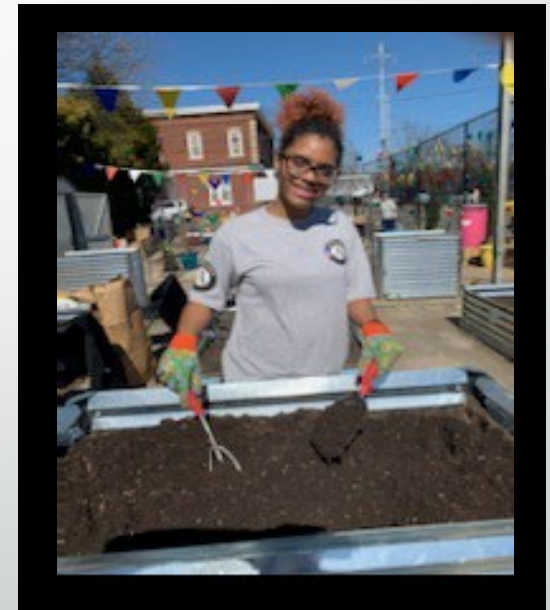
Applicants must fill out and submit the online **Intent to Apply** form by **Monday, April 5, 2021**, 4:00 p.m.

The following information is required:

- Organization Name
- Address
- Contact Name
- E-mail Address
- Phone Number
- Focus area/s application will address
- Applying as New or Continuation and Regular Reimbursement or Fixed Amount.

Click here to complete:  
[INTENT TO APPLY form](#)

(The form can be also be found on our website)



- Applications must be submitted electronically on eGrants

**NO LATER THAN**

**Thursday, April 15, 2021, 4:00 p.m.**



# Additional Documents

- All documents that are requested in Section II: AmeriCorps NOFO need to be sent to the NJ Commission and not to AmeriCorps. The NJ Commission will forward additional documents to AmeriCorps upon selection of the application at the NJ level. Please see the *CNCS NOFO, Section I for further directions on submission of additional documents*.
- Applicants are required to submit the following additional documents by the application submission deadline:
  - Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.

# DUNS Number and SAM Registration

Applications must include a DUNS\* number **and** an Employer Identification Number ([EIN](#)). The DUNS number does not replace an EIN.

DUNS numbers may be obtained at no cost by calling the DUNS request line at (866) 705-5711 or by applying online: [DUNS Request Service](#).

- **AmeriCorps recommends registering at least 30 days before the application due date.**

After obtaining a DUNS, all applicants **must** register with the [SAM](#) \*\* and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually.

- **AmeriCorps suggests finalizing a new registration or renewing an existing one at least two weeks before the application. Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps.**

\*Dun & Bradstreet D-U-N-S Number is a unique nine-digit identifier for businesses.

\*\*SAM - System for Award Management (SAM) is an official website of the U.S. government



# PART 3 Selection Criteria

<i>Category</i>	<i>Percentage</i>
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b> <ul style="list-style-type: none"><li>• Theory of Change &amp; Logic Model</li><li>• Evidence Tier</li><li>• Evidence Quality</li><li>• Notice Priority</li><li>• Member Experience</li></ul>	<b>Total 50%</b> 24 points 8 points 8 points 0 points 10 points
<b>Organizational Capability</b> <ul style="list-style-type: none"><li>• Organizational Background &amp; Staffing</li><li>• Compliance and Accountability</li><li>• Culture that Values Learning</li><li>• Member Supervision</li></ul>	<b>Total 25%</b> 9 points 8 points 4 points 4 points
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>Total 25%</b>



# Review Criteria (see Section II of NOFO)

## A. Executive Summary (Required – 0%)

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

- 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 an additional [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.\*
- \* Fixed Amount grant application- you may omit the section after the asterisk.

# Review Criteria (cont.)

## B. Program Design (50%)

NOTE: The following information will be reviewed on the March 5 Theory of Change session

- Theory of Change & Logic Model 24 pts.
- Evidence Tier 8 pts.
- Evidence Quality 8 pts.

# Review Criteria (cont.)

## **B. Program Design (50%)**

### ***3. Member Experience (10 points)***

- 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.
- The program will 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 provides a plan for orienting their members to AmeriCorps, their host agency and service site, and, prohibited activities.

# Review Criteria (cont.)

## *C. Organizational Capability (25 percent)*

### **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.

### **2. Compliance and Accountability (8 points)**

- The organization has a monitoring and oversight plan to **prevent and detect non-compliance** 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.
- If applicable, the AmeriCorps-required evaluation report meets AmeriCorps requirements.
- If applicable, the AmeriCorps-required evaluation report is of satisfactory quality.

# Review Criteria (cont.)

## *C. Organizational Capability (25 percent)*

### ***3. Culture that Values Learning (6 points)***

- The applicant's board, management, and staff collects and uses information for learning and decision making.

### ***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.

# Review Criteria (cont.)

## D. Cost Effectiveness and Budget Adequacy (25 percent)

This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for “*See budget*”

- Budget is submitted **without mathematical errors** and 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 is in **compliance 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.



# Important to your Budget

- 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 for 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**.

# Important to your Budget

## What is a Cost Per MSY?

Grant Program	Maximum
Traditional Cost Reimbursement	\$16,300
Professional Corps	Up to \$1,000
Professional Corps Fixed Amount Grants	Up to \$1,000
Full Cost Fixed Amount Grants	\$16,300

- The federal AmeriCorps grant is based on the number of MSY's (or FTE's) multiplied by \$16,300
- “ Example: An applicant requesting 20 full-time members may apply for a maximum of \$326,000 and a program of 18 full-time members may apply for a maximum of \$293,400.

# Terms of Service and Living Allowances

2021/22

<b>Term of Service</b>	<b>Min. # of hrs.</b>	<b>Ed Award (est. based on 2019/20)</b>	<b>MSY</b>	<b>Max. Living Allowance</b>	<b>Min. Living Allowance</b>
F/T	1700	\$6,345	1.000	\$30,200	\$15,100
TQ	1200	\$4,441.50	0.700	\$21,318	\$10,659
H/T	900	\$3,172.50	0.500	\$15,988	\$7,994
RHT	675	\$2,417.14	0.381	\$11,991	\$5,996
QT	450	\$1,678.57	0.265	\$7,994	\$3,997
MT	300	\$1,342.86	0.212	\$5,329	\$2,665
AT	100	\$ 357.08	0.056	\$1,776	\$ 888

# Important to your Budget

## Match Requirements

### Minimum Overall Share

Single overall minimum match of 24% for the first three-year cycle, match gradually increases every three years to 50% by year ten.

Yrs. 1, 2 & 3	Yr. 4	Yr. 5	Yr. 6	Yr. 7	Yr. 8	Yr. 9	Yr.10
24%	26%	30%	34%	38%	42%	46%	50%

# Important to your Budget

## Budgeting Administration

Applicants may allocate administrative funds for their programs.

A portion or 1% - 2% of the administrative cap of 5% must be allocated for the NJ Commission according to the following:

1. Programs requesting 12 or less MSY's do not have to allocate any portion of the administrative allowance to the Commission.
2. Programs requesting 13-17 MSY's should allocate 1% of their administrative allowance to the Commission using this formula:  $\text{Section I} + \text{Section II} \times 0.0526 \times 0.20 = \text{Commission Share}$
3. Programs requesting 18 or more MSY's should allocate 2% of their administrative allowance to the Commission using this formula:  $\text{Section I} + \text{Section II} \times 0.0526 \times 0.40 = \text{Commission Share}$

# Important to your Budget

## Applicant Operational and Financial Management Survey (OFMS)

- [Applicant Operational and Financial Management Survey \(OFMS\)](#)
- All new and recompeting applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS).
- Some grantees may have completed a Financial Management Survey (FMS) in the past. The Operational and Financial Management Survey (OFMS) is a different document, and the old FMS will not be accepted in place of the OFMS.
- The form needs to be completed fully, a response for every question. If there are additional comments needed to explain certain responses, please utilize the 'preparer's comments' section.
- The OFMS must be submitted as Word Document. All other formats, including PDF, will not be accepted.
- If possible, please limit the amount of times and locations the document is saved prior to submitting to the Commission.. We've found that the macros used to extract data from the form can be corrupted by saving the file in different formats or locations..



# Review Criteria (cont.)

## E. *Evaluation Summary or Plan* (Required for recompeting grantees – 0%)

If the applicant is competing for the **first time**, please provide a data collection plan in the “Evaluation Summary or Plan” field that includes the following:

- A description of the applicant’s **data collection system** and how it is sufficient to collect high-quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system.
- A description of how the applicant will use **performance data** (including AmeriCorps performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that AmeriCorps may require submission of data-collection instruments if a grant is approved for funding.

# Review Criteria (cont.)

## E. *Evaluation Summary or Plan* (Required for recompeting grantees – 0%)

If the applicant is **recompeting** for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its **evaluation plan** in the “Evaluation Summary or Plan” section of the Narratives field in AmeriCorps' web-based management system.

If the applicant is recompeting for a subsequent time, the program must submit its **evaluation report** as attachments (see the *Submission of Additional Documents* section for more information) and must also submit an evaluation plan for the next three-year period in the “Evaluation Summary or Plan” field in the system. *Evaluations plans submitted outside of the system will not be reviewed.*

**Please see the Commission's NOFO for more detailed Evaluation Plan requirements.**

# SUBMITTING YOUR APPLICATION IN EGRANTS

- **New and Recompeting Applicants**
- New applicants need to establish an eGrants account by accessing this link: <https://egrants.cns.gov> and selecting “Don’t have an eGrants account? Create an account.”
- In eGrants, before Starting Section I you will need to:
  - Start a new Grant Application (lower left-hand corner on the home page after login in)
  - Select a Program Area (AmeriCorps)
  - Select a NOFA. You will select the NOFA that states:  
**FY 2021 AmeriCorps State and Territory Commission (New and Continuation) Due Date: 01/06/2021.** Please note that this date is the Commission’s due date to AmeriCorps for the prior Competitive process. Your due date to the Commission for the Formula applications is **4/15/21.**
- You will then select New Jersey on the next screen and then from the next drop down you should select the Formula prime.
- Please continue with page 4 of the Application Instructions Section.

# National Days of Service

- All national service programs, including AmeriCorps programs, are expected to participate in one or more days of service, including the Martin Luther King, Jr. Holiday, and AmeriCorps Week.

# Program Manager Trainings and Meetings

- **Starting Strong** – 3 days during end of July, 2021
- **ASC Regional Training** – 3 days
- Other Training (e.g., Career Day, Site Supervisor Training) developed for members and project directors during the contract period.
- Participate in all monthly conference calls or meetings.
- In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all Corporation or Commission training sessions.

# Statewide Corps Member Trainings and Events

- All corps members and project directors are **required** to attend the following trainings/events:
  - **AmeriCorps Launch** – October 19, 2021
  - **End-of-the-Year Training** – May or June 2022
  - Other statewide training i.e., Career Day

# Additional Application Instructions

- Please review the **Section III Mandatory Supplemental Guidance** of the Commission NOFO for a fuller understanding of definitions and concepts included in the NOFO
- Please use the **Section IV Application Instructions** of the Commission NOFO to access detailed instructions on submitting your application in eGrants. Follow the instructions for New or Re-Competing.
- **Section V Performance Measures Instructions** is attached at the end of the NOFO. Please review these for indepth descriptions of the performance measures, key concepts and definitions, data collection, understanding MSY's and Member Allocations and the Performance Measures Checklist



# Additional Application Resources

- Please consult the AmeriCorps.gov website for tutorials, evidence checklist, logic model Instructions, frequently asked questions, AmeriCorps Terms and Conditions and other resources.

## FY 2021 AmeriCorps State and National Grants

- The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov)

# CONTACT INFORMATION

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