

2015-2016 AmeriCorps*State Application Instructions

New Formula Programs

Released in conjunction with the Wisconsin
National and Community Service Board
RFP #1516A-WNCSB-AC



IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All funding announcements by the Corporation for National and Community Service (CNCS) are posted on www.nationalservice.gov and www.grants.gov.

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahmasebi, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality of information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the *Notice of Federal Funding Opportunity*. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

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

Based on Corporation for National and Community Service Application Instructions:

OMB Control #: 3045-0047

Expiration Date: 1/31/2017

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Note: Attachments G and J are required additional documents to submit with your application by the due date. See information on pages 10-11 and 14 below.

APPLICATION RESOURCES

Please use these application instructions if you are applying for a new AmeriCorps*State Formula program in Wisconsin.

A Formula program will be considered a re-competing application (and not a new application) if it satisfies the CNCS definition of "same project" (below) and has received funding from Serve Wisconsin. If the project satisfies the definition of same project, it will be ineligible to apply under this RFP for New Formula funding. If the project does not satisfy the definition, it will be considered new and will be eligible to apply under this RFP for New Formula Funding.

Two projects will be considered the same if they:

- Address the same issue areas
- Address the same priorities
- Address the same objectives
- Serve the same target communities and population
- Utilize the same sites
- Use the same program staff and members

Applicants who have received AmeriCorps funding in the past need to get approval from the RFP Manager to be considered a new project.

Notice of Intent to Apply: In order to help us gauge the number of applications we are likely to receive, completion of the Notice of Intent to Apply Form located on page 2 of the *WNCSB RFP* is **mandatory** for all (new, re-competing, and continuation) applicants. The deadline for submitting the Notice of Intent to Apply to the Board is **4:30 p.m. Central Time on Thursday, April 16, 2015**. This form may be e-mailed, faxed, or hand delivered to the address listed on the form. **Applications submitted by applicants who have not submitted a Notice of Intent to Apply by the deadline will not be considered for funding.**

The deadline for this application is Monday, May 4, 2015, by 4:30 PM Central Time. Applications are submitted using eGrants (<http://www.nationalservice.gov/egrants/index.asp>), CNCS's integrated, secure, web-based system for applications. In addition to completing an online application, you must submit, in hard copy, all additional documents specified in the *Wisconsin National and Community Service Board (WNCSB) RFP*, these application instructions, and the AmeriCorps regulations.

CNCS requires that all applicants make every effort to submit their applications electronically utilizing CNCS's web-based application system, eGrants. If extenuating circumstances make this impossible, contact the RFP Manager as soon as possible, but no later than the deadline noted above.

We strongly recommend that you create your eGrants account and begin your application at least three weeks before the deadline and begin pasting your application into eGrants no later than ten days before the deadline. This will allow you time to address technical issues prior to the deadline.

Contact the eGrants Help Desk at 800-942-2677 (talk to an associate or leave a detailed message) or <https://questions.nationalservice.gov/app/ask> immediately if a problem arises while you are creating your account, preparing, or submitting your application. Be prepared to provide your application ID. If technical issues are preventing you from submitting your application in eGrants by the deadline, you must contact the eGrants Help Desk prior to the 4:30 p.m. Central Time deadline to explain your technical issue and get a ticket number. If your issue cannot be resolved by the deadline, you must continue working with the eGrants Help Desk to submit your application.

Use these instructions in conjunction with the *WNCSB Request for Proposals (RFP) #1516A-WNCSB-AC*, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The RFP includes deadlines, eligibility**

requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),¹ and other information that is specific to the grant competition.

The AmeriCorps regulations include pertinent information (see Table 1, below). The *RFP* can be found online at www.servewisconsin.wi.gov under “AmeriCorps Funding”. The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 1: Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

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

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Request for Proposals*, which takes precedence over the
3. Application Instructions.

Please direct all questions about these Application Instructions in writing to the RFP Manager at jessica.kewin@wisconsin.gov by **April 30, 2015**.

¹ One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

SUBMITTING YOUR APPLICATION IN EGRANTS

New Formula Applicants

New applicants need to establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> 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
- Select a Program Area (AmeriCorps)
- Select a NOFA (see the Serve Wisconsin website for a listing)

Your application consists of the following components. Make sure to complete each section.

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

In eGrants, before Starting Section I. you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select the applicable NOFA

You will also select Wisconsin as your state and select your State Prime Application ID before moving on to the next section.

NOTE: This 2015-2016 funding opportunity is not yet available in eGrants. As soon as it is available, WNCBSB will post the State Prime Application ID number(s) on its website (www.servewisconsin.wi.gov) on the AmeriCorps Funding page. We will also e-mail the ID number(s) to those who have submitted their Notice of Intent to Apply and provided an e-mail address on the Notice. Please work on your application in MS Word in the meantime.

If you are already a State Formula or State Competitive grantee and are submitting an application for a new second program, please contact the WNCBSB RFP Manager. The RFP Manager will have to contact a Corporation Program Officer in order to open your new application.

I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **You will find the SF 424 in Attachment A.**

- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the city and/or county name for each host site location, separated with a comma. Include the two-letter capitalized state abbreviation (WI). If there is not enough space to list all cities/counties, note the number of cities/counties, the two-letter capitalized state abbreviation (WI), and ensure to list all of the locations in your grant narrative.
- Requested project period start and end dates. The length of the project period is specified in the *RFP*. Projects may only start on August 15, 2015 or September 1, 2015, and complete on August 14, 2016 or August 31, 2016, respectively.

- Enter Funding Type
- State Application Identifier: Enter N/A.
 - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V. Additional Documents.
- Leave the box for “Program Initiative” blank unless otherwise noted in the *RFP*.

In the Funding/Demographics Section enter:

- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Total Private Match. Enter the dollar amount of private match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Total Match. Enter the total dollar amount of match being proposed.
- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth
- Number of reported in O15 who are opportunity youth
- Number of reported in O17 who are opportunity youth

In the Program Information Section:

General Information: select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2015 AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services
- Economic Opportunity – especially opportunity youth
- Education - improving student academic performance including STEM
- Environment – 21st Century Service Corps
- Veterans and Military Families
- Governor and Mayor Initiative
- Programming that supports My Brother’s Keeper
- Multi-focus Intermediary
- No NOFO priority area

Populations Served

Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select “None of the above.”

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.

- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

Grant Characteristics

Check any grant characteristics that apply to the proposed program:

- Encore Program
- Faith organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

AmeriCorps Identity/Co-branding Questions. Check all that apply

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *RFP*. It is strongly recommended that you create your narrative in a word processing document prior to entering into eGrants. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *RFP*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Plan.

Note: The Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *RFP* and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

A. Executive Summary

Please complete the executive summary per the guidance in the *RFP*.

B. Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the *RFP*.

1. Rationale and Approach/ Program Design (50 percent)

In assessing Rationale and Approach/ Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community problem.

2. Organizational Capability (25 percent)

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing, sustainability, compliance and accountability, enrollment and retention (for current and former grantees), consultation with State Commissions(not required for Indian Tribes), and operating and member service sites (as indicated in the *RFP*.)

3. Cost Effectiveness and Budget Adequacy (25 percent)

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the intervention being proposed is cost effective and the budget is appropriate for the program being proposed.

C. Evaluation Summary or Plan

If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing grantees.

D. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

F. Continuation Changes

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

IV. Performance Measures

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

Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents

- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

All applicants must submit performance measures with their application. See Attachment B for instructions for entering performance measures.

For more information about Performance Measures go to: <http://www.nationalservicerresources.org/star/ac>.

For more information about the National Performance Measures go to: <http://www.nationalservicerresources.org/national-performance-measures/home>.

V. Additional Documents

In addition to the application submitted in eGrants, you are required to submit **all** additional documents in hard copy as part of your application. After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

A. Audit

You must provide one hard copy of your most recent A-133 audit, your organization’s financial audit, or your financial statements if you have not had a formal audit. You will be required to submit one electronic copy of your most recent audit or financial statements to Serve Wisconsin when requested. Wisconsin State agencies and universities do not need to provide copies of the State audit.

B. Evidence Base

If you are classifying your evidence base as Moderate or Strong, you must send 1-2 studies, evaluation reports, briefs, or peer-reviewed articles that are cited in the Evidence Base section of your Program Design. Failure to include these reports will automatically disqualify your proposal from receiving points for Moderate or Strong evidence base. Please see the *RFP* for more information.

C. Labor Union Concurrence (if applicable)

- 1) If a program applicant:
 - a) Proposes to serve as the placement site for AmeriCorps members; and
 - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
 - c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- 2) If a program applicant:
 - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
 - i) AmeriCorps members won’t be placed in positions that were recently occupied by paid staff.
 - ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

If either 1) or 2) above applies to you, please select “Enter New,” name the new document 1) “Labor Union Concurrence,” or 2) “Displacement Assurance” and select “Sent.”

D. Delinquent on Federal Debt

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation.

E. Organizational Chart

- F. **Signed Letter(s) of Support from Most Significant Community Partner(s)** (maximum: 2)
- G. **Multi-focus Intermediary Applicants Only:** Memoranda of Understanding or signed letters of commitment from all members of consortia (see *RFP*)
- H. **Budget Checklist (Attachment G) (N/A for Fixed-Amount Programs)**
- I. **Financial Management Survey (Attachment J)**
- J. **Recognition of Non-Profit/Tax-Exempt Status Letter from IRS** (if applicable)
- K. **Federally Approved Indirect Cost Rate Agreement** (if applicable)
- L. **Cost Allocation Plan** (if applicable)
- M. **If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match toward a federal AmeriCorps grant**
- N. **2015-2016 New and Recompete Application – Additional Documents Checklist** (page 14)
- O. **Program Alignment with Wisconsin State Service Plan Form** (page 15; see plan at: <http://www.servewisconsin.wi.gov/Documents/StateServicePlan.pdf>)

Submission Instructions for Additional Documents

All documents listed on the 2015-2016 Application Checklist for New Formula Applications must be submitted in hard copy to the Wisconsin National and Community Service Board. **The deadline for submitting these materials is also 4:30 p.m. Central Time on May 4, 2015.** Note that all additional documents must be in hard copy/paper format in a sealed envelope **and must be received at the Board's address and in the room noted below.** Additional Documents will not be accepted after the deadline; if there are any missing Additional Documents, the entire application will be considered incomplete and will not be considered for funding.

Submit required documents to:

Wisconsin National & Community Service Board
Attn: Application Documents
1 West Wilson Street, Room B274
Madison, WI 53703

Please note: applicants have had issues with the U.S. Postal Service delivering packages by the guaranteed delivery date; therefore, we do not recommend applicants rely on this service to submit their additional documents by the deadline.

VI. Budget Instructions

For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants (Attachment E) and the Budget Worksheet (Attachment F) to prepare your budget.

A. Match Requirements

Program requirements, including requirements on match are located in the AmeriCorps regulations and summarized below.

Table 2: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement including Professional Corps, States and Territories without Commissions, Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
EAP Fixed-amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY provided by CNCS.
Professional Corps Fixed-amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the maximum \$1,000 per MSY provided by CNCS.
Stipended Fixed-amount Grants	There are no specific match requirements for full-time Fixed-amount grants. Grantees pay all program costs over the maximum \$13,430 per MSY provided by CNCS.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. [See 45 CFR §§ 2521.35–2521.90](#) for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see [45 CFR §§ 2521.40-2521.95](#) for the match schedule.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, enter a brief description of the source of match. Identify each match source separately. Include dollar amount, the match classification (cash, in-kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.

Note: The CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. This information will be reported to WNCSSB in Aggregate Financial Reports (AFRs).

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criteria.

Follow the detailed budget instructions in Attachment C to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments C and D. As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment G) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate

the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Understand the required budget items to be included, described in the Budget Checklist (Attachment G). This includes travel to a CNCS-sponsored meeting, AmeriCorps Member Service Gear, and the use of the OnCorps Reporting System.
- Itemize each cost and present the basis for all calculations in the form of an equation.
 - o For example: OnCorps Online Reporting System – 30 Members * \$1.25 * 12 months = \$450;
Program Director Salary \$60,000 @ 80% devoted to program = \$48,000.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- Cost Principles for Educational Institutions
- Cost Principles for State, Local, and Indian Tribal Governments
- Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over \$750,000 in federal funds, as required in OMB Circular A-133.

VII. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Attachment I). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

2015-2016 New Formula Application Additional Documents Checklist

Legal Applicant Name: _____

AmeriCorps Project Name: _____

Application ID # from eGrants Application: _____

Required Additional Documents on paper in a sealed envelope due in the WNCBSB office at 1 W. Wilson St., Room B274, Madison, WI 53703, by 4:30 p.m. CT on Monday, May 4, 2015:

- Audit:** One (1) paper copy of the most recent A-133 audit, your organization's most recent financial audit, or other financial statements if you have not had an audit. An electronic copy must be sent separately when requested by Serve Wisconsin. Wisconsin state agencies and universities do not need to provide copies of the State audit.
- Reports for Moderate or Strong Evidence Base:** If applicable, provide a printed copy of 1-2 studies, evaluation reports, briefs or peer reviewed articles cited in the *Evidence Base* section of the narrative.
- Labor Union Concurrence** (if applicable)
- Organizational Chart**
- Signed Letter(s) of Support from Significant Community Partners** (up to 2)
- Multi-Focus Intermediary Applicants only: Memoranda of Understanding or Signed Letter(s) of Commitment from All Members of Consortia**
- Completed Budget Checklist (Attachment G) (N/A for Fixed-Amount Programs)**
- Completed Financial Management Survey (Attachment J)**
- Recognition of Non-Profit/Tax-Exempt Status Letter from IRS** (if applicable)
- Federally Approved Indirect Cost Rate Agreement** (if applicable)
- Cost Allocation Plan** (if applicable)
- If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match toward a federal AmeriCorps grant**
- Program Alignment with Wisconsin State Service Plan Form** (page 15; see plan at: <http://www.servewisconsin.wi.gov/Documents/StateServicePlan.pdf>)
- Completed 2015-2016 New Formula Application—Additional Documents Checklist** (completed copy of this Checklist)*

** Though we expect you to submit this checklist with your additional documents, failure to include the checklist will not disqualify an application.*

Please double-check your additional documents submission packet to ensure all of the above are included. Incomplete packets will be automatically rejected. These packets will not be opened by WNCBSB until after the deadline. You will receive an e-mail confirmation from the RFP Manager when your additional document packet is received by WNCBSB.



2015-2016 AmeriCorps*State Request for Proposals - Alignment with Wisconsin State Service Plan

The purpose of this form is to determine the alignment that AmeriCorps*State applicants have with the Wisconsin State Service Plan. Submission of this form by **May 4, 2015 at 4:30 PM** is mandatory as part of your proposal. Responses will be considered in the development of trainings for the 2015-16 program year.

Please review the [Wisconsin State Service Plan here](#) and answer the questions below to the best of your ability. Some questions below may not be applicable to new applicants. Links to supporting documents are shown in blue. This form can be provided in alternate formats by contacting the RFP Manager.

1. Which of the following eight (8) effective volunteer management practices does your organization implement? These best practices are defined in the "Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector" report. Select all that apply.

- | | |
|--|---|
| Market Research & Community Needs Assessment | Strategic Planning to Maximize Volunteer Impact |
| Recruiting & Marketing to Prospective Volunteers | Interviewing, Screening & Selecting Volunteers |
| Orienting & Training Volunteers | Ongoing Supervision & Management |
| Recognition & Volunteer Development | Measuring Outcomes & Evaluating Processes |

2. Has your organization registered with [Volunteer Connections](#) and posted volunteer opportunities?

Yes No

3. Will you place members in rural communities as defined by the [rural-urban commuting area \(RUCA\)](#) codes?

Yes No

4. Do you currently have, or are you interested in the development of a survey of the volunteer experience?

Yes, currently have and use No, do not have a survey Interested in developing

6. Will your program evaluation identify effective strategies/interventions and best practices? How?

Yes No

If yes, how? If no, why not? (maximum characters: 500)

7. Will you use the annual Wisconsin AmeriCorps member survey results to continuously enhance and improve your program?

Yes No

8. Will you nominate exemplary volunteers, AmeriCorps members or others for the Governor's Service Awards?

Yes No

Please **print and send** this form as part of your 2015-2016 AmeriCorps*State additional documents packet.