



# Notice of Funding Availability

## AmeriCorps Rhode Island Grants

Applications Due  
**March 30, 2023 @5:00PM**

Administered by ServeRI  
c/o The Rhode Island Department of Education  
255 Westminster Street, 5<sup>th</sup> Floor  
Providence, RI 02903  
[www.serverhodeisland.com/amicorpsgrants](http://www.serverhodeisland.com/amicorpsgrants)

*This program is available to all, without regard to race, color, national origin, gender, age religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.*

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## **I. Call for Proposals**

On behalf of ServeRI, Rhode Island's Commission for National and Community Service, the Rhode Island Department of Elementary and Secondary Education invites nonprofit organizations, institutions of higher education, school districts, units of government, and Indian Tribes to apply for AmeriCorps State and National grants. Successful proposals will describe how AmeriCorps service positions are an appropriate strategy to meet a community need AND will provide a service-to-career or to-education pathway for the AmeriCorps participants.

### **About ServeRI**

Housed and supported by the Rhode Island Department of Education (RIDE), ServeRI is the Governor-appointed Rhode Island Commission for National and Community Service, which awards AmeriCorps grants to organizations responding to local needs, builds capacity of programs and agencies through training and technical assistance, and promotes Rhode Islanders' commitment to volunteer service.

## A. Program Description

### A.1. Purpose of an AmeriCorps Grant

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. The primary purpose of the funding is to plan and develop new opportunities for individuals, called AmeriCorps members, to perform community service at Rhode Island nonprofit organizations, schools, or government agencies. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans. AmeriCorps activities should bring people together to solve community challenges and support AmeriCorps members with pathways to employment and post-secondary education. When developing a proposal, applicants are encouraged to review the Rhode Island Funding Priorities and Rhode Island Performance Measures.

### A.2. Rhode Island Funding Priorities

ServeRI has identified three priorities for grant awards under this competition. These priorities are factored into the scored review of the proposal and recommendation for awards.

#### MUNICIPAL PARTNERSHIPS FOR EDUCATION

Municipalities across Rhode Island have committed to increasing learning opportunities for young people in their communities, spurred by Governor Dan McKee's Learn365RI and Municipal Learning Centers initiatives. ServeRI encourages applicants to provide evidence of collaboration between municipal authorities and community partners to conduct activities after school, during school vacation periods, or summer. The service activities of AmeriCorps members might include program development, volunteer recruitment, student outreach, academic coaching, family engagement, or other direct program supports.

#### SERVICE-TO-CAREER PATHWAYS

Service-to-career pathways embed career development opportunities into the service experience, such as career exploration, coaching, skills training, and credential attainment. Applicants who identify with this priority should be able to name the specific career fields; the training, support, or certification provided; and relationships with future employers.

#### EXTENDING REACH TO UNDERSERVED COMMUNITIES

ServeRI seeks continuously to support a portfolio of AmeriCorps programs that reflect the diversity of Rhode Island and to support the development of AmeriCorps programs in underserved areas. Applicants who identify this priority need to describe in their community need statement the extent to which their organization will lead service in communities with concentrated poverty, rural communities, tribal communities, or serve historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities.

#### VOLUNTEER RECRUITMENT AND MANAGEMENT

AmeriCorps members can add capacity to organizations and multiply impact by recruiting and managing additional community volunteers. To be eligible for this priority members must spend approximately 50% of their time on volunteer management activities. Strong proposals will describe volunteer outreach efforts and training members in volunteer management practices.

### **A.3. Rhode Island Performance Measures, or Community Outcomes**

Rhode Island complies with the AmeriCorps National Performance Measures system, a comprehensive performance measurement strategy that relies on both performance and data collection to learn from our collective work and achieve applicant, state, and national goals. ServeRI has selected performance measures that address [Rhode Island's Strategic Plan for Public Education](#) and the McKee Administration's [Rhode Island 2030 plan](#). All applications should identify one of the measures below as the primary community outcome that will result from AmeriCorps members' service activities. In the application, you must describe how you will measure or collect data on your selected outcome.

#### **CLIMATE**

Reflecting a comprehensive approach to tackling climate change, AmeriCorps members teach environmental education, complete ecosystem restoration and conservation projects, help communities prepare and recover from disasters, and increase energy efficiency.

- Number of individuals with increased knowledge of environmental stewardship or practices
- Number of individuals reporting an intention to change behavior to better protect the environment
- Acres of public land improved; miles of trails, rivers, or shoreline improved
- Number of housing units or public structures with reduced energy consumption or reduced energy costs
- Number of individuals reporting increased disaster readiness

#### **COMMUNITY CAPACITY**

AmeriCorps members organize communities, pilot new programs, recruit and manage community volunteers, and reduce polarization and community divisions. (Note: AmeriCorps members under this grant program are unable to raise funds or write grants).

- Number of organizations that increase their efficiency, effectiveness, and/or program reach
- Number of individuals with increase knowledge of civic bridgebuilding

#### **EDUCATION**

AmeriCorps members act as teachers, tutors, mentors, student success coaches, and postsecondary navigators to support Rhode Island kids. Activities should follow the [National Partnership for Student Success Voluntary Quality Standards](#).

- Number of children ages 0-5 demonstrating gains in school readiness

- Number of students with improved academic performance
- Number of students with improved school attendance
- Number of students with improved social-emotional skills
- Number of students enrolling in post-secondary education or training
- Number of AmeriCorps service members who transition to a job at a Rhode Island public school
- Number of individuals with improved job readiness

## HOUSING & PUBLIC HEALTH

AmeriCorps members distribute aid and support to Rhode Islanders who want to age in their home, who are experiencing homelessness, or need assistance to remain safe, healthy, and housed.

- Number of individuals transitioned into safe, healthy, affordable housing
- Number of individuals who report increased food security
- Number of individuals with increased health knowledge, intent to change behavior, or improved health
- Number of individuals who report improved capacity for independent living

### **A.4. Planning Grant Option**

In place of a traditional program, ServeRI will also accept proposals describing a planning process to develop a future AmeriCorps program in order to ensure high quality implementation and reach underserved populations or communities. A “planning grant” may not be used to support AmeriCorps members. Planning grants allow time and financial resources for organizations to determine and explore AmeriCorps program feasibility and design including a Logic Model and Theory of Change; develop program service plans in response to the identified community need(s); and build organizational capacity to host AmeriCorps members. The amount of the award ranges from \$35,000 to \$50,000.

### **A.5. Program Authority**

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

## B. Federal Award Grant Details

### B.1. Estimated Available Funds

The actual level of funding is unknown at the time of publication and subject to the availability of annual appropriations. ServeRI anticipates \$1 million under this RFP. At a future date, AmeriCorps will use a population-based formula to distribute funding to each state and territory commission. The number of grants will depend upon funding availability and the size and scope of requests. ServeRI reserves the right to prioritize providing funding to existing awards over making new awards.

### B.2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects. Please see B.4. Type of Awards for further information.

### B.3. Period of Performance

Twelve months beginning August 1<sup>st</sup> or September 1<sup>st</sup>.

ServeRI anticipates making three-year grant awards. ServeRI makes an initial award for the first year of the period of performance, based on a one-year budget. Thereafter subrecipients submit a *continuation application* for year two and for year three. Continuation awards for subsequent years are not guaranteed; they depend upon availability of future appropriations and satisfactory performance.

### B.4. Type of Award

Applicants may propose one of the following grant types.

GRANT TYPE	AWARD AMOUNT*	MATCH REQUIRED
Cost-Reimbursement <i>Traditional</i> Grant	\$26,000 x # MSYs	24% - 50%
Full Cost Fixed Grant	\$26,000 x # MSYs	none
Professional Corps Fixed Grant	\$1,000 x # MSYs	none
Education Award Only Program	\$800 x # MSYs	none
Cost-Reimbursement <i>Planning</i> Grant	Up to \$50,000	24%

\*ServeRI reserves the right to negotiate the final award amount with selected applicants and will comply with pending AmeriCorps instructions for State Formula awards.

#### Cost-Reimbursement Traditional Grant

The traditional grant authorizes AmeriCorps positions, describes the activities of the AmeriCorps members, and seeks to change the attitude, knowledge, or condition of a target group of beneficiaries. These grants fund a portion of program operating costs and AmeriCorps member support costs, such as living allowances. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

ServeRI requires Traditional Grant applicants to budget a minimum of 0.5FTE staff time in the role of AmeriCorps Program Director (1.0FTE or more preferred). Grant awards are calculated based on multiplying an award amount (\$26,000) multiplied by the number of Member Service Years requested.



### Full Cost Fixed Grant

These grants provide a fixed amount of funding (\$26,000) per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Grant payment is based solely on the number of service hours completed by AmeriCorps members. ServeRI reviews timesheet reporting, rather than expenditures. Programs are not required to submit financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, AmeriCorps provides only a portion of the cost of running the program and organizations must raise the additional resources needed to run the program. Programs can access all awarded grant funds, if and only if they recruit and retain the members supported under the grant based on the MSY level awarded. The grant is best suited for very small or very experienced AmeriCorps programs.

### Professional Corps Fixed Grant

This is a variation of the full cost fixed grant. A Professional Corps is a program model composed of AmeriCorps members serving as professionals, i.e., teachers, health care providers, police officers, engineers, attorneys, or other professionals. A program recruits and places qualified members in communities with an inadequate number of such professionals. Professional Corps applicants and/or applicants determined to be a Professional Corps by ServeRI must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals. The proposal must explain the process of becoming a certified professional in the relevant field. Professional Corps members must work full time (+35 hours) and achieve 1700 hours of service during a 10-12 month period.

Professional Corps members' salaries/compensation, including childcare, are paid entirely by the organizations with which the members serve, and are not included in the budget request. AmeriCorps requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. To support the recruitment and training of AmeriCorps members, ServeRI will reimburse grant recipients \$1,000 for every 1,700 hours of service completed by Professional Corps members. Recipients also receive the ability to provide the AmeriCorps Education Award to Professional Corps members.

### Education Award Only Program

This is a variation of the full cost fixed grant. Education Award Only Program is another type of Fixed Grant available. The grant gives applicants the option to receive up to \$800 for each Member Service Year. ServeRI will reimburse grantees based on enrolling members supported under the grant. Grant recipients may choose to provide or not provide a living allowance to AmeriCorps members. This grant is best suited for programs strengthening unpaid, community volunteerism or in combination with a program of study.

### Cost-Reimbursement Planning Grant

A planning grant may not be used to support AmeriCorps members. Planning grants allow time and financial resources for organizations to determine and explore AmeriCorps program feasibility and design including a Logic Model and Theory of Change; develop program service plans in response to the identified community need(s); and build organizational capacity to host AmeriCorps members. Planning

grants allow organizations to become better prepared to compete for an AmeriCorps traditional grant, however, planning grants do not guarantee organizations will obtain an AmeriCorps traditional grant in the future. ServeRI requires Planning Grant applicants to budget a minimum of 0.25FTE staff time. While typically planning grants are proposed by new applicants, current ServeRI grantees proposing new projects are eligible to apply. Applicants must plan to meet with ServeRI monthly and show progress toward agreed upon milestones, such as: community planning team; logic model; evidence statement; performance measures; budget and source of funds; recruitment and selection plan; written procedures for National Service Criminal History Checks; orientation and training plan; member position description; and service site agreements.

**Understanding MSYs – Member Service Years**

To enroll in the AmeriCorps service experience, an individual agrees to a term of service measured by hours. One Member Service Year (MSY) is equivalent to at least 1700 service hours, a “full-time” AmeriCorps term of service. AmeriCorps has a limited number of defined terms of service, and the federal agency has a formula for calculating how shorter terms of service equate to one (1) MSY. AmeriCorps awards funding based on a published amount times the number of MSYs. See the table below. The applicant may design the service experience to be one hour a week or 40 plus hours, and the duration could be anywhere from six weeks to 12 months. The design will determine the relevant term of service. The number of AmeriCorps members in each term of service determines the size of the grant award.

*Table: AmeriCorps MSY Calculation*

<b>Term of Service</b>	<b>How many members?</b>	<b>Multiplied by this amount</b>	<b>=</b>	<b>Number of Member Service Years</b>
Full-time (1700 hours)		1.00000000	=	
Three quarter-time (1200 hours)		0.70000000	=	
Half-time (900 hours)		0.50000000	=	
Reduced half-time (675 hours)		0.38095240	=	
Quarter-time (450 hours)		0.26455027	=	
Minimum-time (300 hours)		0.21164022	=	
Abbreviated-time (100 hours)		0.07054674	=	
<b>TOTAL</b>		<b>TOTAL</b>		

AmeriCorps Share (grant award) = \$26,000 x (Total MSYs) = \_\_\_\_\_.

**C. Eligibility and AmeriCorps Program Requirements**

**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, including school districts
- nonprofit organizations

## C.2. Other Eligibility Requirements

- Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award.
- 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.
- Under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this RFP.
- 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.
- Under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability that has been assessed; for which all judicial and administrative remedies have been exhausted or have lapsed; and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation that a federal agency has considered for suspension or debarment and determined that suspension or debarment is not necessary to protect the interests of the federal government.

## C.3. Cost Sharing or Matching

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

### Cost Reimbursement Grants

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

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

Many applicants misunderstand the match requirement. The match rate is not applied to the amount requested but the larger amount of the Total Project Budget. To estimate the match requirement, use the following calculation.

$$\text{Total Funding Request} / (1 - \text{Match Rate}) = \text{Total Project Budget}$$

$$\text{Total Project Budget} - \text{Total Funding Request} = \text{Total Grantee Share, or Match}$$

For example, if you propose to engage 10 AmeriCorps members in 1200 hours terms of service, you start by calculating the Total Funding Request at  $10 \times 0.7\text{MSY} \times \$26,000 = \$182,000$

Next compute  $\$182,000 / (1 - 0.24) = \$239,474$  Total Project Budget

Finally, compute  $\$239,474$  Total Project Budget -  $\$182,000$  Total Funding Request =  $\$57,474$

A compliant budget will show a minimum of  $\$57,474$  in Grantee Match.

### **Federal Funds as Match**

[42 U.S.C. §12571\(e\)](#) requires grantees that use other Federal Funds as matching funds for an AmeriCorps grant to report those amounts and sources 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**

In rare circumstances, the AmeriCorps agency can approve a match waiver. Interested applicants should submit a compliant cost-reimbursement budget with their application AND contact [serveri@ride.ri.gov](mailto:serveri@ride.ri.gov) to request match relief. ServeRI will identify a process for applicants to provide the following additional information:

- The lack of resources at the local level. [To meet this criterion, please provide a bulleted list of items such as: reduced state or local budget for allowable sources of cash or in-kind match, reduced corporate and/or foundation giving, any other applicable examples of the lack of local resources (such as deep poverty or other economic circumstances); and
- That the lack of resources in your local community is unique or unusual. [To meet this criterion, please provide at least one example such as: a comparison to another nearby community with more resources, a comparison to another point in time for the community(s) served, etc.]; and
- The efforts you have made to raise matching resources. [To meet this criterion, please provide a bulleted list of prospective funders who denied requests for funding this year and the amounts of the requests to each funder.]; and
- The amount of matching resources you have raised or reasonably expect to raise. [To meet this criterion, please provide a bulleted list of secured or likely funders and the amount you expect to receive from each one.]

ServeRI cannot approve a match waiver; only the AmeriCorps agency can do so.

#### C.4. Living Allowance and Other Member Benefits

AmeriCorps members may earn a living allowance and other benefits from the host applicant.

AmeriCorps members are volunteers, but to support their long-term volunteer position, programs traditionally provide a living allowance to assist with basic needs. A living allowance is not considered a salary or a wage and is paid every two weeks or weekly to AmeriCorps members regardless of the number of volunteer hours performed. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. A program must comply with the minimum and maximum limits to living allowance published annually by the AmeriCorps agency. See the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as shared between AmeriCorps and grantee matching funds.

The state minimum wage will increase to \$15/hour in 2025. To promote inclusive, equitable service opportunities, ServeRI encourages applicants to consider what fairly supports a “living” in Rhode Island. The value of the living allowance will contribute to the ability of a program to recruit and retain AmeriCorps members.

**Table: Minimum and Maximum Living Allowance**

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

**Education Award Program (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.

**Professional Corps Grantees** must provide members with a salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table. 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.

#### Education Award

AmeriCorps members earn a scholarship from the National Service Trust if they successfully complete their term of service to pay tuition or repay qualified federal student loans. This is called the Eli Segal

AmeriCorps Education Award, and it is a significant incentive to participating in the service experience. The value of the education award is equivalent to a Pell Grant and is published at <https://americorps.gov/members-volunteers/segal-ameri-corps-education-award/find-out-more>.

### Health Insurance

Applicants must make healthcare insurance available to Full-time members committed to 1,700 hours. Applicants may, but are not required, to provide health benefits to members serving in other terms of service.

### Other Benefits

- AmeriCorps members can place federal student loans into forbearance while serving.
- ServeRI currently pays for an additional mental health and assistance program for all subrecipient AmeriCorps members.
- Full-Time 1,700 hours members are also eligible for a federal child-care program.

Applying organizations do not incur costs for the education award, mental health, or child-care programs and should not include them in an application budget.

## **C.5. National Service Criminal History Check Requirement**

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any personnel included in the budget and the AmeriCorps members – any individual receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a grant or subgrant. An individual is ineligible to serve in a position if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Unless ServeRI or AmeriCorps has provided a subrecipient with a written exemption or written approval of an alternative search procedure (this is rare), subrecipients must perform the following checks:

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW) using the vendor Truescreen.
- A name-based search of the statewide Rhode Island criminal history registry and the person's state of residence at the time of application to AmeriCorps (if not Rhode Island) using the vendor Truescreen.
- A fingerprint-based FBI criminal history check using the vendor Fieldprint.

Subrecipients will be required to complete an online training about NSCHCs and develop with ServeRI support written procedures for following NSCHC. Applicants who want to learn more about National Service Criminal History Checks can visit <https://americorps.gov/grantees-sponsors/history-check>.

## **C.6. AmeriCorps Visual Identity Requirement**

While earning service hours, it is the expectation that all AmeriCorps members will be visibly identified as AmeriCorps members in their environment (physical or virtual). This is most often achieved by

providing AmeriCorps members uniform parts, or gear, that displays the AmeriCorps logo or spells out “AmeriCorps”. T-shirts, fleece vests, lanyards, and pins are common. Signage is also permissible. This visual representation unifies AmeriCorps members across the nation and promotes the program to new service members and service partners.

### **C.7 Required Meetings and Reports**

At least one member of the project leadership (i.e. Program Director, Program Manager, Site Coordinator, etc.) must attend ServeRI subrecipient meetings (monthly) for ongoing technical assistance and training. AmeriCorps RI Network Meetings are currently scheduled in-person 9:00AM-11:00AM, second Wednesdays, August through May (subject to change).

Grant recipients will be asked to submit a Mid-Year Grant Progress Report due February 1<sup>st</sup>, covering progress made from the grant start date to December 31<sup>st</sup>, and an End-of-Year Grant Progress Report due October 15<sup>th</sup> or 45 days after grant close, covering all information from the grant start date to the grant end date for the respective year.

Grant recipients submit monthly reports to request grant payment. The final report each year shall be marked final and will be due on or before October 1st, unless otherwise communicated.

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

### **C.8 Assurances, Terms and Conditions**

All awards made under this Notice will be subject to the FY 2024 AmeriCorps General Terms and Conditions, and the FY 2024 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 on the [AmeriCorps Manage Your Grant webpage](#).

Prior to receiving an award, applicants will be required by the Rhode Island Department of Education to sign an Assurances Statement.

### **C.9. Grant Award Limitations**

In addition to program requirements described below, all AmeriCorps grants are subject to limitations identified as Prohibited Activities, nonduplication, and nondisplacement.

*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):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;

3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. 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;
7. 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;
8. Providing a direct benefit to—
  - a. a business organized for profit;
  - b. a labor union;
  - c. a partisan political organization;
  - d. 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
  - e. an organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. 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. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non- AmeriCorps funds.

*Nonduplication:* AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. AmeriCorps 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 following “nondisplacement” requirements.

*Nondisplacement:*

- (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.



- (2) An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
- (3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- (4) A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (5) A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
  - (i) Will supplant the hiring of employed workers; or
  - (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- (6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
  - (i) Presently employed worker;
  - (ii) Employee who recently resigned or was discharged;
  - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick);  
or
  - (v) Employee who is on strike or who is being locked out.

## D. Submission Process and Application Instructions

### D.1. Application Deadline

The application deadline is **March 30, 2024 @5:00PM**. Applications submitted late will not be considered unless funds are still available after reviewing all proposals that were received on time.

Applicants may submit a written explanation or justification of circumstance(s) related to a late proposal due to technical issues related to eGrants, the AmeriCorps online application system. The written explanation must include the timing and specific cause(s) of the delay, the ticket number if a request for assistance was submitted to the AmeriCorps Hotline, or any information provided to the applicant by the AmeriCorps Hotline.

### D.2. Application Steps with Checklist

- Submit Intent to Apply
- Register, or verify active status, at SAM.gov
- Create eGrants accounts for a primary contact and Authorized Representative
- Submit eGrants application
  - Enter Applicant Information
  - Enter Application Information
  - Enter Narratives
  - Enter Logic Model
  - Enter Budget
  - Enter Performance Measures
  - Complete Assurances and Certifications
- Email Additional Documents to [serveri@ride.ri.gov](mailto:serveri@ride.ri.gov).
  - Signed RI AmeriCorps Assurances form
  - Audit or 990 tax return
  - Partnership agreement (if applicable)
  - Evaluation Reports (if applicable)
- Ocean State Procures Registration

#### Intent to Apply

Applicants must signal their non-binding intent to apply by completing the [Intent to Apply webform](#). The webform assists ServeRI in communicating with applicants. It contains a series of questions to determine if an applicant is ready to apply for an AmeriCorps grant. Applicants should submit the Intent to Apply as soon as possible; there is no separate deadline.

#### System for Award Management

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](#): [https://www.fsd.gov/gsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0029897](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0029897).

ServeRI recommends potential applicants do not delay in finalizing a new registration or renewing an existing SAM registration. **Applicants must use their SAM-registered legal name and physical address on all grant applications. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**

ServeRI will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, ServeRI 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.

### eGrants Account

New applicants need to establish an eGrants account by accessing the [eGrants website](https://egrants.cns.gov/espan/main/login.jsp): <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account." You will create both an individual account and profile for your organization. Follow the prompts in eGrants. Before starting the eGrants account, ServeRI recommends writing down your Employer Identification Number and Unique Entity Identifier number – both listed on SAM.gov – to be ready to input the information into eGrants. Applications must include an Employer Identification Number. Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. You must create a user account for your Authorized Representative, most often the Executive Director, who certifies the award in eGrants. In most cases, you will also have additional user accounts for those entering the application narrative and budgets.

### eGrants Application

See **Attachment A: Application Instructions and Content**. This provides the content of your proposal!

### Additional Documents

Send additional documents prior to the deadline of March 30, 2024 as email attachments to [serveri@ride.ri.gov](mailto:serveri@ride.ri.gov). Please clearly state the name of the applying organization and content of the files.

- **Rhode Island Grantee Assurances for the AmeriCorps State and National Grants.** An Authorized Representative, generally the Executive Director/CEO, must sign and return the assurances statement. **See Attachment E.** You can also download the assurances form from [www.serverhodeisland.com/grants](http://www.serverhodeisland.com/grants).
- **Audit or 990.** Nonprofit organizations must submit a financial audit if completed. The audit should be the most recently completed and include the auditor opinion or explanation of any findings. Organizations that have not completed an audit may submit their most recent tax filing – Form 990.
- **Partnership agreement** (if applicable). Applicants may provide evidence of a formal partnership or MOU if the application describes a collaboration or collective effort with other state or municipal agencies.
- **Evaluation Reports** (if applicable). Re-competing AmeriCorps applicants that have completed evaluations of their AmeriCorps activities should submit recent evaluation reports and describe the findings in the application.

ServeRI reserves the right to request additional documents to clarify the original application or comply with instructions from the AmeriCorps agency.

### Ocean State Procures (OSP)

Although it is not necessary for the application itself, in order for an entity to be awarded a grant, the fiscal agent for the grant must be [registered as a vendor in Ocean State Procures](#), the Rhode Island State electronic procurement system. If you are not currently registered, please visit the website to learn about OSP and register your organization.

### **D.3. Page Limitations**

Applications must not exceed **14 double-spaced pages** for the written Narratives as the pages print out from eGrants. This requirement does not include the Evaluation Summary/Plan, Clarification Summary, Continuation Changes, Budget, Performance Measures, or Logic Model when entered into 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. ServeRI strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission to confirm that the application does not exceed the page limit. Reviewers will not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

### **D.4. Application Review**

All applications will receive an initial review for eligibility, compliance, and responsiveness. After that, all eligible applications will be evaluated by a team of qualified readers with experience in national and community service, volunteer programs, nonprofit management, education or other funding focus areas who will use a rubric aligned to the summaries bellow. ***ServeRI is not obligated to award money under this RFP and reserves the right not to fund any proposals.***

*Table: Traditional, EAP, and Professional Corps Rubric Summary*

Categories	Point Value
Executive Summary	0
<b>Program Design</b>	<b>50</b>
• Community and Logic Model	30
• Funding Priority	10
• Evidence	10
<b>Organizational Capability</b>	<b>35</b>
• Organizational Background and Staffing	10
• Member Recruitment	10
• Member Experience and Supervision	10
• Commitment to Diversity and Equity	5
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>15</b>
• Supports program design	7
• Supports capability	8

*Table: Planning Grant Rubric Summary*

Categories/Subcategories	Point Value
Executive Summary	0
Program Design	
• Problem/Need	20

• Planning Process/Timeline	30
• Funding Priority	10
Organizational Capability	20
Cost-Effectiveness and Budget Adequacy	20

The reviewers’ scoring instructions and rubric can be downloaded from [www.serverhodeisland.com/grants](http://www.serverhodeisland.com/grants).

## E. Application Information Session and Assistance

### E.1. Information Session or “Bidder’s Conference”

There will be an optional information session about AmeriCorps and the application process for this funding opportunity. The session will take place on Zoom; it will be recorded. After registering, you will receive a confirmation email containing information about joining the meeting.

When: February 15, 2024  
10:00 AM – 11:30 AM Eastern Time

Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/tZMkce2hqD8rGtCUMivoZJuPfQDEOgD1k\\_H4](https://us02web.zoom.us/meeting/register/tZMkce2hqD8rGtCUMivoZJuPfQDEOgD1k_H4)

### E.2. Application Questions and Technical Assistance

Please contact Adam Donaldson, National and Community Service Program Specialist, Rhode Island Department of Education with any questions about this Request for Proposals at 401-222-8984 or [Adam.Donaldson@ride.ri.gov](mailto:Adam.Donaldson@ride.ri.gov).

Beginning February 16, 2024, all questions must be written and submitted by email. Questions and answers will be published to [www.serverhodeisland.com/grants](http://www.serverhodeisland.com/grants). In fairness to all applicants, staff will not provide singular technical assistance or respond to calls.

Questions about how to use eGrants, the federal online application and member management system, are best directed to the National and Community Service Hotline 1-800-942-2677.

ServeRI will make available at [www.serverhodeisland.com/grants](http://www.serverhodeisland.com/grants) asynchronous, recorded webinars and templates for elements of the application, including budgets and performance measures.

## Attachment A: Application Instructions and Content

### A. Start an eGrants Application

When logged into eGrants, you will need to:

- Start a new Grant Application
- Select as the Program Area - **AmeriCorps**
- Select for the Notice of Funding Availability (NOFA) –
  - FY 2024 AmeriCorps State and Territory Commission (New and Cont), if applying for a Cost Reimbursement Planning Grant or Cost Reimbursement Traditional Grant
  - FY 2024 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont) FY2023, if applying for a Fixed, Education Award Program, or Professional Corps Grant
- Select State – **Rhode Island**
- Select Project – **Rhode Island State Formula**

### B. Applicant Info

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.

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select Continuation/Renewal.
- If you are not a current grantee but have received an AmeriCorps grant in the past five years, select Continuation/Renewal.
- If you are applying for the first time, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select New.
- If you are a current planning grantee applying for a Traditional grant, select New.

### C. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please enter specific cities or counties, if applicable. All applicants enter, “RI,” the two-letter abbreviation with both letters capitalized to indicate Rhode island.
- Requested project period start and end dates. Enter August 1, 2023 to July 31, 2024 or September 1, 2024 – August 31, 2024.
- 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, provide an explanation.
- State Application Identifier: Enter N/A.

### D. Narratives for a Program Grant Application

## Executive Summary

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

The [Name of the organization] will have [Number of] AmeriCorps members who will [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.]

The AmeriCorps investment will be matched with \$[amount of projected match], \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding.

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

## Program Design – Logic Model

Please describe the overall intent and purpose of AmeriCorps program being proposed. Clarify the scope of services and the numbers and types of activities that will be offered such that readers understand a typical day for an AmeriCorps member. You may use the same capitalized headings.

Enter text in eGrants > Narratives > Program Design to address the following questions:

### **PROBLEM/NEED**

- What is the community need that the program activities (interventions) are designed to address?
  - Provide relevant data.
  - Include the role current or historical inequities faced by underserved communities that may play in contributing to the problem.

### **INPUTS**

- What resources are necessary to deliver the program activities (interventions)?
  - Include the number of locations/sites and the settings.
  - Include the number/type of AmeriCorps members and their characteristics

### **ACTIVITIES**

- What are the core activities that define the intervention or program model that AmeriCorps members will implement or deliver?
  - Describe the roles of AmeriCorps members and (if applicable) leveraged volunteers.
  - Be specific about the duration and dosage of the services.
  - Be specific about the target beneficiary population.

### **OUTPUTS**

- What are the direct products, or results, from program activities?
  - Identify a performance measure and target number.

## **OUTCOMES**

- What are the measurable outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur (within the 12 month grant period) because of the service activities?
  - Identify a performance measure and target number.
- How will the service role of AmeriCorps members produce significant contributions to existing efforts or help develop additional capacity to address community needs?

### Program Design – Evidence

Applicants are asked to clarify what success means for the proposed AmeriCorps program and provide evidence that supports the likelihood that the proposed intervention will lead to the target outcomes identified in the Performance Measures.

Enter text in eGrants > Narratives > Program Design to address the following questions:

## **EVIDENCE**

- What prior past performance data from the organization, recommendations of experts, and/or cited research studies from other evidence-based programs helped the applicant design the program?
- Has the applicant previously completed an evaluation of the proposed program (either conducted by staff or an external evaluator)? If yes, please describe the evaluation and its findings. Applicants may choose to submit as additional documents up to TWO evaluation reports of the same program being proposed. Applicants should explain how the reports align with the target beneficiaries and at least one key outcome of interest. Applicants should identify what will be replicated from the evaluated activities during implementation of the proposed AmeriCorps program. If the applicant has not completed an evaluation, do not respond to this question.

### Program Design – Funding Priority

Reviewers will consider whether the service activities or program design align with the statements of funding priorities (see A.2.).

Enter text in eGrants > Narratives > Program Design to address the following questions:

## **PRIORITY**

- How do the proposed service activities align with one or more funding priorities?
- What relevant best practices or experience has the applicant developed about the funding priorities?

### Organizational Capability – Background and Staffing

Enter text in eGrants > Narratives > Organizational Capability to address the following questions:

## **BACKGROUND AND STAFFING**



- What are the roles, responsibilities, and experience of the staff that will be implementing the AmeriCorps program?
- What are the roles, responsibilities, and experience of the staff that will be responsible for fiscal management of the federal grant?
- How will the organization collect and report data on the output and outcomes related to the proposed project?
  - Identify the roles, responsibilities, and past experience of the relevant staff or contractor(s).
- How does the organization approach or engage in work related to diversity, equity, and inclusion?

**Program Design – Member Recruitment**

Enter text in eGrants > Narratives > Organizational Capability to address the following questions:

**MEMBER RECRUITMENT**

- How do you plan to recruit AmeriCorps members?
- How will the organization ensure its project engages a diverse and inclusive group of members, including the following historically underserved, under-represented, and disadvantaged populations:
  - communities of color
  - LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning or Intersex) communities
  - Individuals with varying degrees of English language proficiency
  - Individuals with disabilities
  - Veterans and military family members as volunteers

**Program Design – Member Experience**

Enter text in eGrants > Narratives > Organizational Capability to address the following questions:

**MEMBER EXPERIENCE**

- How will the applicant support AmeriCorps members’ to develop civic leadership and/or skills as a result of their training and service that will be valued by future employers after their service term is completed?
- How will AmeriCorps members receive sufficient guidance and support from their supervisor to provide effective service?

**Cost Effectiveness and Budget Adequacy**

The budget in eGrants will be assessed to determine if there are sufficient resources to carry out the activities discussed in the narrative. Use the narrative field to address only one question below. Enter text in eGrants > Narratives > Cost Effectiveness and Budget Adequacy to address:

**BUDGET**

- What budget expenses will contribute to the successful recruitment and retention of AmeriCorps members?

## **E. Narratives for a Planning Grant Application**

### Executive Summary

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

The [Name of the organization] proposes a planning grant to focus on [what the community interventions will be.]

### Program Design - Need Statement

Enter text in eGrants > Narratives > Program Design to address the following questions:

- What is the problem, or community need, that the project will address? What relevant data is available to demonstrate the problem is prevalent and severe in communities where the program plans to serve?
- Are there current or historical inequities faced by underserved communities that may contribute to the problem?
- Where are the targeted communities/areas to receive proposed activities and potential service locations or partner organizations?

### Program Design - Planning Process

Planning Grant recipients receive a 12-month award that includes both preparation of a future grant application and continued effort to prepare for program implementation. Most recipients are expected to apply for the national Competition for AmeriCorps grants as soon as October 2024 and still begin operations after August 1, 2024. Some applicants may plan to apply for an AmeriCorps State Formula grant the following March 2025 and begin operations after August 1, 2024.

Provide a detailed description of how you will use the planning time to develop your capacity to compete for and effectively manage an AmeriCorps program. It is helpful to include a timeline or milestones you aim to achieve. Enter text in eGrants > Narratives > Program Design to address the following questions:

- Who is leading the planning process?
- How has or will the broader community be engaged in the proposed planning process?
- How will you develop a logic model or program design?
- How will you develop a recruitment strategy and selection process?
- How will you develop member training and supervision plans?
- How will you develop systems for collecting data?
- How will you secure match funding for the program?
- Address other planning objectives not listed here.

### Program Design – Funding Priority

Reviewers will consider whether the service activities or program design align with the statements of funding priorities (see A.2.). Enter text in eGrants > Narratives > Program Design to address the following questions:

- How do the proposed service activities align with one or more funding priorities?
- What relevant best practices or experience has the applicant developed about the funding priorities?

### Organizational Capacity

Enter text in eGrants > Narratives > Organizational Capacity to address the following questions:

- What is the mission and recent history of your organization?
- What are examples of your organization's prior experience administering similar projects or programs?
- Which staff and/or board members will be assigned to work on the planning grant; what are their roles; and what amount of time will be dedicated to the planning grant?
- What are the roles, responsibilities, and experience of the staff that will be responsible for fiscal management of the federal grant?
- Does the organization have a stated commitment or plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan?

### Cost-Effectiveness & Budget Adequacy

Enter text in eGrants > Narratives > Cost-Effectiveness & Budget Adequacy to address the following questions:

- Explain how the proposed budget is adequate to support the planning process, including costs for personnel or consultants.
- How will you match 24% of total planning grant costs with additional funding from the organization?

Note: This is a brief narrative description that should align with but does not replace completing the eGrants budget. The budget will be reviewed for accurate calculations, allowable expenses, and adequacy to carry out proposed activities.

### **F. Evaluation Summary/Plan**

Enter N/A. Unless otherwise instructed by ServeRI, proposals do not need to include an evaluation summary or plan.

### **G. Amendment Justification, Clarification Changes, and Continuation Changes**

Enter N/A. These fields may be used for later grant management processes.

### **H. Logic Model**

All applicants enter “See Narrative.” Repeat as necessary for the system to accept your logic model. ServeRI is not requiring this visual representation of your Logic Model for the RI State Formula competition.

### **I. Performance Measures**

All applicants must submit performance measures with their application. See Attachments for instructions for entering performance measures and see the Performance Measure Instructions for details about the number and type of performance measures required.

### **J. Program Information and Grant Characteristics**

Applicants may check the relevant boxes that align with the proposed program design. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

### **K. Documents**

Unless instructed by ServeRI following submission of the proposal, you do not need to enter any information in eGrants related to documents.

### **L. Budget**

Follow the detailed budget instructions in the Attachments to prepare 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.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- 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 add the costs associated with the National Service Criminal History Checks. These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, you must note in the budget an explanation for how you will cover the costs. Estimated \$55.75 for each person.**

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds.

### **M. Funding/Demographics**

In the Funding/Demographics Section, enter the information requested which could include:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or

grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed amount grants will have other revenue.

- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

## **N. Operating Sites**

This information in eGrants is relevant only to organizations proposing an AmeriCorps program that operates in multiple states. This is not applicable under this RFP and can be ignored.

## **P. Review, Authorize, and Submit**

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information. 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 \(https://espan.cns.gov/cnsmisc/EASSUR.HTM\)](https://espan.cns.gov/cnsmisc/EASSUR.HTM), and [Certifications \(https://espan.cns.gov/cnsmisc/ECERTS.HTM\)](https://espan.cns.gov/cnsmisc/ECERTS.HTM) carefully. The person who authorizes the application must be the applicant's Authorized Representative or their 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. **You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.**

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

## ATTACHMENT B: Performance Measures Instructions

### About the eGrants Performance Measures Module

In the performance measures module, you will:

- Provide information about your program’s connection to AmeriCorps focus areas and objectives.
- Show MSY and member allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

The following information contains instructions for using eGrants to enter the performance measure. You must first determine a suitable performance measure OUTPUT and OUTCOME for your program design by reviewing [2024 AmeriCorps State and National Performance Measure Instructions \(PDF\)](#), which can be accessed at [www.serverhodeisland.com/grants](http://www.serverhodeisland.com/grants).

### Home Page

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

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page. Do not use the back and forward buttons on your internet browser.

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

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

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

### Objectives Tab

On the Objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

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

First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module.

To see which performance measures correspond to which objective, refer to the Performance Measure Instructions.

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

Choose your program’s primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention. Note that your primary intervention and the performance measure associated with your primary intervention must be focused on the community impact of the program, not on AmeriCorps member development.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus areas may be the same if you have more than one intervention within the focus areas.

### **MSYs/Members Tab**

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. You must allocate 100% of your program’s MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program’s objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program’s resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 MSYs for that objective.

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

In the members column, enter the number of members you will assign to each objective. Some members may perform services across more than one objective. If this is the case, allocate these

members to all applicable objectives. For example, if one member performs service in both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 members for that objective.

To ensure that information is entered accurately, please refer to additional instructions in Appendix A of the Performance Measure Instructions on calculating and entering MSY and member allocations.

### **Performance Measure Tab**

This tab allows you to create performance measures for all the grant activities you intend to measure.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the Objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives since these are member-focused objectives. Member-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports.

Provide a short, descriptive title for your performance measure.

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

Select the intervention(s) to be delivered by members and/or member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention. Do not add an applicant-determined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking "Add User Output." (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the



Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box.

If you have not selected a National Performance Measure output or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking “Add User Outcome.” All applicant-determined outputs must be paired with an applicant-determined outcome.

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

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

### **Data Collection Tab**

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

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week), intensity refers to the length of time devoted to the intervention (for example, number of minutes per session), and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how you will administer the instrument,

and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

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

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percentages or member service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select “other”
- Instrument Description: Enter “NA”
- Target: Enter “1”
- Unit of Measure: Enter “NA”

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

### **Summary Tab**

The Summary tab shows all of the information you have entered in the module. To print a summary of all performance measures, click “Print PDF for all Performance Measures.” To print one performance measure, expand the measure and click “Print This Measure.” Click “Edit Performance Measure” to return to the Performance Measure tab. Click “Edit Data Collection” to return to the Data Collection tab.

Click “Validate Performance Measures” to validate this module prior to submitting your application. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions published by AmeriCorps to self-assess your measure(s) prior to submission.

# ATTACHMENT C: Detailed Budget Instructions for Cost Reimbursement Grants

## Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount column in the budget,” “CNCS Share column in the budget,” and “Grantee Share column in the budget” for Parts A–I, for year one of the grant, as follows below. CNCS = AmeriCorps

### A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

### B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits you will cover and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contribution Act (FICA), Worker’s Compensation, Retirement, State Unemployment Tax Act (SUTA), Health and Life Insurance, Individual Retirement Account (IRA), and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

**ServeRI requires that applicants enter FICA as a separate budget item calculated at 7.65%. The Personnel Expenses and Personnel Fringe Benefits must follow the same allocation policy to AmeriCorps Share and Grantee Share, as demonstrated by calculating the percent of total expenses.**

### C. 1. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the [federal mileage rate](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) (https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

**Applicants are encouraged but not required to budget for the annual America's Service Commissions National Service Training Conference, which occurs in late spring over three days in the eastern United States. Recent locations include South Carolina, Vermont, and West Virginia.**

Please itemize the costs. For example:

2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470.

### **C. 2. Member Travel**

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

### **D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). You should enter any items that do not meet this definition in E. Supplies below.

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

### **E. Supplies**

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. **Please note your program will be using the AmeriCorps logo in the budget description.**

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

### **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Itemize each contract or consultant and

provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. Note that there is no maximum daily rate.

### **G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

### **G. 2. Member Training**

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

### **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

### **I. Other Program Operating Costs**

Allowable costs in this budget category can include when applicable:

- **Required** - Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs. Estimated \$55.75 for each person.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If you budget space and it is shared with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

### **Section II. Member Costs**

Member Costs are identified as "Living Allowance" and "Member Support Costs." Your required match can be federal, state, local, or private sector funds. Note – Planning Grant budgets should display a total of \$0 for Section II.

## A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share column in the budget and grantee share column in the budget (match).

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for whom you are not requesting funds for a living allowance but for whom you are requesting education awards.

## B. Member Support Costs

Consistent with the laws of Rhode Island where your members serve, you must provide members with the benefits described below. Only these line items should be included under Section II.B. In addition, the allocation of each cost between the CNCS Share and Grantee Share columns should align on a percentage basis with the allocation reported for living allowance.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Health Care.** You must offer or make available health care benefits to 1,700 hours members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but you cannot include the cost in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time members, please confirm all full-time members will have access to coverage.
- **Worker's Compensation.** RI law does not recognize AmeriCorps members as employees and applicants are not required to pay worker's compensation. If worker's compensation insurance is not provided, the budget should include or explain how you will provide similar coverage for members' on-the-job injuries through existing coverage or a new policy purchased (i.e., death and dismemberment coverage). You may check with Rhode Island Department of Labor and Training if you are required to pay worker's compensation, and if so, at what level.

## Section III. Administrative/Indirect Costs

### Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate

agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

### **Options for Calculating Administrative/Indirect Costs (choose A, B, OR C)**

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a *de minimis* method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

While the Application Instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants. Applicants who chose to use the Corporation Fixed Percentage will enter the line item details in Section III.A. Applicants who have a Federally Approved Indirect Cost Rate or are using a De Minimis Rate will enter the line item details in Section III.B. Additionally, applicants using a Federally Approved Indirect Cost Rate or a De Minimis Rate must enter the details of their indirect cost rate in eGrants, following these [Instructions](#).

#### **A. CNCS-Fixed Percentage Method**

##### **Five/Ten Percent Fixed Administrative Costs Option**

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.
2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the CNCS and grantee shares under Total Amount.

ServeRI retains 2% of federal funds available to programs for administrative costs and that decision is identified within the budget. To calculate these fractional shares, within Section III of the subgrant budget, **two-fifths (40%) of the federal dollars budgeted for administrative costs is allocated to the Commission's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between Commission and subgrantee/program shares would be calculated as follows:**

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission Share}$**

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.60) = \text{Subgrantee Share}$**

**B. Federally Approved Indirect Cost Rate**

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

ServeRI retains 2% of the federal funds available for administrative cost. Please note the amount in the text. There is no separate line item to show this calculation. The calculations are the same as above:

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission Share}$**

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

**C. *De Minimis* Rate of 10% of Modified Total Direct Costs**

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding may indefinitely use a *de minimis* rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If you elect to use this option, you must use it consistently across all federal awards.

ServeRI retains 2% of the federal funds available for administrative cost. Please note the amount in the text. There is no separate line item to show this calculation. The calculations are the same as above:

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission Share}$**



### **Source of Funds**

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

If you are requesting match replacement funding in response to a *Notice* that includes this as an option, do not include the funds in the budget. The total CNCS share of funds requested will not include match replacement. If requesting match replacement funding, enter the total amount in the Source of Funds section and identify the type of funds as federal and secured.

**Note:** the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible members are not included in the budget.

## ATTACHMENT D: Detailed Budget Instructions for Fixed Amount Grants

**These instructions apply only to applicants for Fixed Amount grants, including education award programs (EAPs and Professional Corps).**

EAP and Fixed Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a full-cost fixed amount grant, you must pay at least the minimum living allowance listed in the *Notice* for each type of position you are proposing.

### Budget Section II. AmeriCorps Member Positions

#### Member Positions

Identify the number of members you are requesting by category (i.e. full-time, three quarter-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#Mbrs w/o Allow** (without AmeriCorps-funded living allowance.) In the **Allowance Rate** field, enter the average amount of the living allowance for each type of member. Enter zero in the column labeled **#Mbrs w/ Allow**. **Leave all other columns blank**. See example below (applies to a Full-Cost Fixed Amount grant):

Member Positions ?						
Item	# Mbrs w/ Allow	Allowance Rate	# Mbrs w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	\$16,502	5	\$0	\$0	\$0
Three Quarter Time (1200 hours)	0	\$14,000	7	\$0	\$0	\$0

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____

____ Three quarter-time (1200 hours)	(____ members x 0.70000000)	=
____ Half-time (900 hours)	(____ members x 0.500)	=
____ Reduced half-time (675 hours)	(____ members x 0.3809524)	=
____ Quarter-time (450 hours)	(____ members x 0.26455027)	=
____ Minimum-time (300 hours)	(____ members x 0.21164022)	=
____ Abbreviated-time (100 hours)	(____ members x 0.05627705)	=
<b>Total MSY</b>		

**B. Fixed Award**

Calculate the following:

Total # of MSYs \_\_\_\_\_ x MSY amount \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

To account for the Commission Fixed 2%, the budget instructions provide the calculation below. Member support costs is the maximum amount of the grant you will be able to retain.

Total Grant Request \_\_\_\_\_ x .98 = Member Support Costs \$ \_\_\_\_\_.

Total Grant Request \_\_\_\_\_ x .02 = Commission Share \$ \_\_\_\_\_.

For example: Subgrantee A has 20 MSYS  
Cost/MSY = \$1,000

Total Program Grant Request: 20 x \$1,000 = \$20,000

Member Support Costs: \$20,000 x .98 = \$19,600

Commission Share: \$20,000 x .02 = \$400

Type the total amount requested in the "Total Amount" and "CNCS Share" columns. Leave the "Grantee Share" blank.

Type the Calculation, as [#] MSYs x [amount]/MSY (Commission Share = \$[amount]). See example below (applies to a Full-Cost Fixed Amount grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share		
Program Grant Request	20 MSYs X \$1,000/MSY	\$20,000	\$20,000	\$0		

	(Commission Share = \$400)					
<b>Subtotal</b>		\$20,000	\$20,000	\$0		

**ATTACHMENT E: Rhode Island AmeriCorps Assurances Form**

STATE OF RHODE ISLAND  
COMMISSIONER OF EDUCATION

**Rhode Island Grantee Assurances for the  
AmeriCorps State and National Grants  
2024-2025 Program Year**

## **AMERICORPS STATE AND NATIONAL ASSURANCES**

Assurances form a binding agreement between the GRANTEE, the Rhode Island Commission for National and Community Service dba ServeRI administered by the Rhode Island Department of Elementary and Secondary Education (“RIDE”), and the AmeriCorps federal agency (“AmeriCorps”) that assures all legal requirements are met in accordance with state and federal laws, regulations, and rules. These assurances apply to program activities and expenditures of funds from the FY2024 AmeriCorps State and National Grants (“ASN”) authorized by the National and Community Service Act of 1990 (“NCSA”), as amended, (42 U.S.C. §12501 et seq.).

### **a. Programmatic, Fiscal, and Reporting Assurances**

- A. The GRANTEE will comply with all reporting requirements at such time and in such manner and containing such information as RIDE or AMERICORPS may reasonably require including on matters such as:
  - 1. Its Uses of Funds to recruit and support AmeriCorps members to complete their term of service and find future employment or education opportunities.
  - 2. Outputs and outcomes (performance measures) measuring a change in knowledge, behavior, or condition to meet the needs of Rhode Island communities.
  - 3. AmeriCorps member and GRANTEE staff National Service Criminal History Check records and AmeriCorps member file requirements, including a Member Service Agreement and Position Description for each AmeriCorps member.
  - 4. Additional reporting requirements, as may be necessary to ensure accountability and transparency of ASN Grants.
- B. Records pertaining to the ASN award under 2 C.F.R. § 200.334 and 34 C.F.R. § 76.730, including financial records related to use of Grant Funds will be retained separately from other Grant Funds. The GRANTEE will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives and will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) AMERICORPS and/or its Inspector General; or (ii) any other Federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.

### **b. National and Community Service Act (“NCSA”), including Subtitle C AmeriCorps State and National, Assurances**

- A. The GRANTEE has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in the grant application.

- B. The GRANTEE will give AMERICORPS, the AMERICORPS Inspector General, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- C. The GRANTEE will initiate and complete the activities described in the application in accordance with all applicable statutes, regulations, program plans, and applications within the applicable time frame after receipt of RIDE's and AMERICORPS's approval.
- D. The GRANTEE will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by AMERICORPS will be used to support any such prohibited activities.
- E. The GRANTEE will comply with the nondiscrimination provisions in the NCSA, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the NCSA shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or religion.

(NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-AMERICORPS funds or paid with AMERICORPS funds but employed with the applicant organization prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the NCSA includes a restriction on religious discrimination in employment of staff hired to work on a AMERICORPS-funded project and paid with AMERICORPS grant funds. (42 U.S.C. § 5057(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" at: <https://www.justice.gov/archive/fbci/effect-rfra.pdf>.

- F. The GRANTEE will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program.
- G. The GRANTEE will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the non-displacement requirements specified in section 177 of the NCSA.

- H. The GRANTEE will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the NCSA and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed.
- I. The GRANTEE will comply with the non-duplication and non-displacement requirements set out in section 177 of the NCSA, and in AMERICORPS's regulations at 45 CFR § 2540.100.
- J. The GRANTEE will comply with the grievance procedure requirements as set out in section 176(f) of the NSCA and in AMERICORPS's regulations at 45 CFR § 2540.230.
- K. The GRANTEE will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform.
- L. The GRANTEE will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and opportunities for participants to reflect on their service experiences.
- M. The GRANTEE will arrange for an independent evaluation of any national service program that is carried out using assistance provided to the applicant under section 121 of the NCSA and 45 C.F.R. Part 2522, Subpart E; or, with the approval of AMERICORPS, conduct an internal evaluation of the program, in accordance with current RIDE and AMERICORPS evaluation requirements.
- N. The GRANTEE will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by RIDE and AMERICORPS.
- O. The GRANTEE will ensure the provision of a living allowance and other benefits to participants as required by AMERICORPS.
- P. The GRANTEE assures RIDE and AMERICORPS that neither the GRANTEE nor its Authorized Representative has violated a federal criminal statute.

**c. Other Assurances and Certifications**

- A. The GRANTEE will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.



- B. The GRANTEE will comply with section 543 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records.
- C. The GRANTEE will not provide any AMERICORPS funding to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.
- D. The GRANTEE will, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with AMERICORPS funds, clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
- D. In accordance with 2 CFR Part 180 Subpart C, the GRANTEE shall not enter into any lower tier nonprocurement covered transaction with a person without verifying that the person is not excluded or disqualified unless authorized by AMERICORPS.
- E. The GRANTEE will obtain an assurance from prospective participants in all lower tier covered nonprocurement transactions and in all solicitations for lower tier covered nonprocurement transactions that the participants will comply with the provisions of 2 CFR Part 180 subparts A, B, C and I.

### **CIVIL RIGHTS ASSURANCES**

**All recipients of assistance under these grants made pursuant to the NCSA shall comply with the following Federal and State civil rights statutes and regulations:**

- a) 42 USC, Sections 1981 and 1983 (...acts prohibited on the basis of race);
- b) Title VI and VII of the Civil Rights Act of 1964 (...acts prohibited on the basis of race, color, religion, sex, or national origin);
- c) Title IX of the Education Amendments of 1972, as amended, 20 United States Code 1681 et. Seq. (acts prohibited on the basis of sex);
- d) 42 USC, Section 1601 et seq. (...acts prohibited on the basis of age);
- e) Section 504 of the Rehabilitation Act of 1973, as amended, 20 USC 794 (...acts prohibited on the basis of handicap);
- f) 24 USC, Section 12100 et seq. [The Americans with Disabilities Act] (...acts prohibited on the basis of disability);
- g) Section 16-38-1 of the Rhode Island General Laws, as amended (discrimination because of race or age);
- h) Section 16-38-1.1 of the Rhode Island General Laws, as amended (discrimination because of sex);
- i) Chapter 42-87 of the Rhode Island General Laws, as amended (Civil Rights of People with Disabilities); and

- j) Sections 28-5.1-13 and 28-5.1-14 of the Rhode Island General Laws, as amended (Private education institutions – compliance with state policy of non-discrimination and affirmative action).
- k) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of dwellings provided in whole or in part with the aid of AMERICORPS funding;
- l) Any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended (NCSA), or the Domestic Volunteer Service Act of 1973, as amended (DVSA)

### ASSURANCES – NON-CONSTRUCTION PROGRAMS

**As the duly authorized representative of the applicant, and by signing the application cover page, I certify that the applicant:**

- 1) Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- 2) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 4) Will initiate and complete the work within the applicable timeframe after receipt of approval of the awarding agency.
- 5) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 6) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee) 3), as amended, relating to confidentiality of alcohol and drug abuse patient

records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- 7) Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- 8) Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- 9) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.
- 10) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
- 12) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

- 15) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- 18) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

### **CERTIFICATIONS REGARDING LOBBYING**

If the applicant is engaged in lobbying pursuant to 31 USC 1352, then they should disclose those activities using OMB Form 0348-0045, Disclosure of Lobbying Activities.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the Application Cover Page provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

### **LOBBYING**

**As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:**

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION — LOWER TIER COVERED TRANSACTIONS**

**As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:**

**Instructions for Certification**

- 1) By submitting this Application, the prospective lower tier participant is providing the certification set out below.
- 2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3) The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4) The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- 6) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

- 8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**As a legal authorized representative of the applicant agency, I hereby certify that to the best of my knowledge, the information contained in this application is correct and that the applicant agency will comply with all assurances as stated above.**

**Name of Applicant Organization:** \_\_\_\_\_

**Name of Authorized Representative:** \_\_\_\_\_  
**(Executive Director, CEO, or equivalent)**

**Signature of Authorized Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_