Request for Applications & Instructions

2024-25 AmeriCorps State Funds

A Notification of Intent (NOI) to Apply is required for all applicants.

Access the NOI here.

Notification of Intent must be submitted by

12:00 Midnight EST on September 15, 2023

All Proposals and Required Additional Documents must be received

no later than **4:30 PM EST on October 4, 2023**

For further information or any questions regarding this RFA, contact Alexis.Matthews@ky.gov.

FY24 Serve Kentucky AmeriCorps Dates and Deadlines

Date	Item
August 21, 2023	RFA Release
August 25, 2023	Technical assistance pre-recorded webinars released
September 15, 2023	**Notification of Intent to Apply** due to Serve Kentucky
October 4, 2023	**Applications and additional documents due to Serve Kentucky** (in eGrants)
October 4, 2023	Alternative Match Requests due (if applicable, via email)
November 8, 2023	Applications in eGrants will be returned to applicants for revisions/clarifications
November 21, 2023	**Revisions due to Serve Kentucky, applications still pending Board of Commissioners Approval**; there may be further rounds of revisions after this date
December 13, 2023	Serve Kentucky Board of Commissioners Meeting
December 20, 2023	Serve Kentucky goal date of submitting applications to AmeriCorps
January 4, 2024	Board of Commissioners-approved applications due to AmeriCorps
Mid-April 2024	Expected AmeriCorps notification date of competitive awards
Early spring 2024	Formula grant process will open, if funds available
Summer 2024	Successful competitive applicants will be issued grant awards

Application Resources

Please use this document to apply for AmeriCorps Kentucky State grant funding for program year 2024-2025.

These grants are awarded to organizations that propose to place AmeriCorps members in service solely within Kentucky. Selected organizations will receive grants to support AmeriCorps member positions that engage members in service to meet critical needs in Kentucky. If you are a national or multi-state applicant, please refer to AmeriCorps' National list of Funding Opportunities. National applicants include Native Nations.

Use this document in conjunction with the AmeriCorps Regulations (45 CFR § 2520–2550), the AmeriCorps Mandatory Supplemental Information, and the AmeriCorps Performance Measure Instructions to complete your AmeriCorps State grant proposal for program year 2024-2025.

This document, and other resources to help complete this application, can be found on Serve Kentucky's AmeriCorps Grant Information webpage.

On3Learn courses are available for your use as a resource. Serve Kentucky encourages you to use these in conjunction with writing your application. For details on how to access these, please email Alexis.Matthews@ky.gov, or see Basecamp.

Note: AmeriCorps and Serve Kentucky reserve the right to re-open the RFA and/or reallocate funding.

Contents

Table 1. Requirements in the AmeriCorps Regulations

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

If there is any inconsistency between the AmeriCorps regulations and this RFA, the regulations take precedence. Find an electronic version of the CFR here: https://www.law.cornell.edu/cfr/text/45/chapter-XXV and https://ecfr.federalregister.gov/.

I.   Program Description

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps Grants are awarded to eligible organizations (see Eligible Applicants section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities.

An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that can be used to pay for higher education expenses or apply to qualified student loans.

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for AmeriCorps State funding for the creation, expansion, or enhancement of programs that meet the requirements of the AmeriCorps national service program.

Who We Are

Serve Kentucky's mission is to engage Kentuckians in volunteerism and service to positively impact our communities. We achieve this mission primarily through our work with AmeriCorps programs and AmeriCorps members throughout the state of Kentucky. We are governed by a bipartisan citizen board of up to 25 members that are appointed by the Governor.

AmeriCorps is a federal agency that funds organizations to make positive impact in communities. To support the placement of AmeriCorps members and AmeriCorps Seniors volunteers in communities, AmeriCorps provides more than $800 million in grant funding every year.

Focus Areas & Funding Priorities

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

- Disaster Services: Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.
- Economic Opportunity: Improving the economic well-being and security of underserved individuals.
- Education: Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.
- Environmental Stewardship: Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.
- Healthy Futures: Supporting for health needs within communities, including mitigating the impacts of public health crises, access to care, aging in place, public health, and addressing childhood obesity, especially in underserved communities.
- Veterans and Military Families: Improving the quality of life for veterans, military families, caregivers, and survivors.

Funding Priorities: AmeriCorps released its [2022-2026 Strategic Plan](), which defines the agency's goals and objectives to advance the agency's mission to improve lives and strengthen communities. AmeriCorps will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper:

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

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

AmeriCorps' national priorities for this funding opportunity are:
- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities;
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these

interventions in similar communities;

- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military and veteran families, caregivers, and survivors;
- Faith-based organizations;
- Programs that provide additional benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Environmental Stewardship, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities;
- Community-based programs that enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
- Programs that support civic bridgebuilding programs and projects to reduce polarization and community divisions; and providing training in civic bridgebuilding skills and techniques to AmeriCorps members; and
- Programs focused on implementing or expanding access to high-quality early learning and those that prepare AmeriCorps members to enter early learning careers.

To receive priority consideration, applicants must show that the priority area is a **significant part** of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding. It is also important to remember that you **do not need to fit into a Funding Priority** to be considered for funding.

Federal Award Information

Estimated Available Funds

AmeriCorps expects a highly competitive grant competition. AmeriCorps reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

Estimated Award Amount

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

Period of Performance

The project period is generally one year with a start date of August 1 or September 1, 2024, and end date of July 31 or August 31, 2025, respectively. Continuation awards for subsequent years are not guaranteed; they depend on availability of appropriations and satisfactory performance.

Types of Awards

- **AmeriCorps State Competitive Grants**: These grants are awarded to fund a portion of program costs and members' living allowance. AmeriCorps State competitive applications are submitted to Serve Kentucky through this RFA process. Eligible applications are reviewed at the state level and then sent to AmeriCorps (federal level) where they are selected for funding or returned back to the state for further consideration under the formula grant process.
- **AmeriCorps State Formula Grants**: The State of Kentucky receives an annual formula allocation of funds from AmeriCorps. Serve Kentucky determines which applications receive formula grants in the state of Kentucky. An applicant that is not selected for competitive funding may be considered for formula funding. Dependent on funding availability, a separate RFA process for Formula Application will be run in early spring 2024.

Grant Types

There are two types of grants: **cost reimbursement** and **fixed amount**. With either a competitive or formula grant, AmeriCorps/Serve Kentucky may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant. Full-Cost Fixed Amount grants are limited to applicants who have received at least three years of funding from Serve Kentucky and/or Professional Corps as they are not eligible to apply for Cost Reimbursement grants. See Table 2 below for more information. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

Table 2. Grant Types

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps – See MSI for further requirements	No Cost Slots
Maximum Cost per MSY	$25,000	$25,000	$800 or $1,000*	$1,000	$0
Type of Slots in the National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	Minimal Budget		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in the budget.	N/A
Financial Reporting Requirements	Yes	No			
Available to New Applicants	Yes	No	Yes		

*$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers.

FT = full time, TQT = three quarter time, HT = half time, RHT = reduced half time, QT = quarter time, MT = minimum time, AT = abbreviated time

Member Living Allowance:

- A living allowance is not considered a salary or a wage.
- Programs are required to provide a living allowance for members serving in full-time terms of service
- Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement Grants, the amount must be included in the proposed budget as either AmeriCorps or Grantee Share. Exceptions are noted below.
- While Fixed Amount Grants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as "without living allowance" in the budget.

Table 3. Member Service Year (MSY) & Living Allowance Amounts

Service Term Type	Min # of Hours	Member Service Year (MSY) Calculation	Minimum Living Allowance	Maximum Living Allowance
Full time	1700	1.0	$18,700	$37,400
Three-quarter time	1200	0.70	n/a	$26,180
Half time	900	0.50	n/a	$18,700
Reduced half time	675	0.38095240	n/a	$14,212
Quarter time	450	0.26455027	n/a	$9,724
Minimum time	300	0.21164022	n/a	$7,854
Abbreviated time	100	0.05627705	n/a	$2,244

Exceptions to the Living Allowance Requirements:

- Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.
- EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.
- Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve and are not included in the budget.

Maximum Cost Per Member Service Year (MSY):

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

Table 4. Maximum Cost Per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	$25,000
Professional Corps competitive Fixed Amount Applicants/Grantees	$1,000*
Full-cost competitive Fixed Amount Grant	$25,000
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	$800 or $1,000*
All non-EAP formula grants***	$27,000****

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

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

**** Except planning grants*

**** $18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers. AmeriCorps reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.*

Cost Sharing or Matching:

- Fixed Amount Grants: There is no specific match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program; therefore, organizations must raise the additional revenue required to operate the program. New applicants are not eligible to apply for Fixed Amount Grants. Serve Kentucky recommends organizations have at least two months' worth of cash on hand to operate the AmeriCorps program.
- Cost Reimbursement Grants: 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. Serve Kentucky recommends organizations have at least two months' worth of cash on hand to operate the AmeriCorps program.

Table 5. Cost Sharing or Matching Requirements

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

Important things to note:

- Law requires that grantees that use other federal funds as matchings funds for an AmeriCorps grant to report the amounts and sources of these funds to AmeriCorps on a Federal Financial Report found in 42 U.S.C. §12571(e). Grantees must track and be prepared to report on that match separately each year and at closeout.
- Match can be non-AmeriCorps cash and/or in-kind contributions.

- If you have any questions on what documentation should look like for a type of match, contact Serve Kentucky staff.
- Serve Kentucky strongly recommends applicants do not significantly exceed their required match percentage.
- If you propose to use another federal source as match, there must be written documentation from that federal source citing its allowability. Applicants must indicate if the match is proposed or secured. The living allowance or salary provided to AmeriCorps members in Professional Corps programs does not count toward the matching requirement.

Match Waiver: Please see the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps website's [Manage Your Grant](#) webpage.

Alternative Match: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request to Alexis.Matthews@ky.gov at the time the application is submitted.

Funding Restrictions

- *Religious use*. AmeriCorps assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- *Political activity*. AmeriCorps assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State, or local election to public office.
- *Contracts or collective bargaining agreements*. AmeriCorps assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- *Supplantation*. AmeriCorps assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive AmeriCorps support.
- *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 currently provided.
- *Nondisplacement*.
    o 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.
    o An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
    o A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
    o 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.
    o A participant in any program receiving AmeriCorps assistance may not perform any services or duties, or engage in activities, that –
        ▪ Will supplant the hiring of employed workers; or
        ▪ Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

- o A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any –
    - Presently employed worker;
    - Employee who recently resigned or was discharged;
    - Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
    - Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
    - Employee who is on strike or who is being locked out.
- *Prohibited Activities.* See [Mandatory Supplemental Information (MSI)](#) for full text.

II.   Eligibility Information

Eligible Applicants

Eligible applicants are organizations that propose to place AmeriCorps members in service within Kentucky to meet critical needs in Kentucky.

The following non-Federal entities (all of which are defined in 2 CFR §200.1) are eligible to apply to Serve Kentucky: 1) Institutions of higher education; 2) Local governments; and 3) Nonprofit organizations.

Entities must have a valid SAM registration and Unique Entity Identifier to receive an award. See Section III for details on how to register.

New Applicants

If you are applying to be a new program, please reach out to Serve Kentucky staff at Alexis.Matthews@ky.gov before proceeding. Serve Kentucky requires, with rare exception, that New Program proposals are submitted during the spring Formula competition. Serve Kentucky staff can assist you with next steps, which will likely include applying for a Planning Grant for the first year to be best prepared for the first operational program year.

Continuation Applicants

Continuation requests apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final/third year of its grant cycle, you must apply using the application instructions for new and recompeting programs.

Continuation applicants must submit an application in order to be eligible for funding for the following year. The submission deadline for continuation requests is also October 4, 2023, by 4:30 p.m. Eastern Time. Applications are submitted using eGrants (https://egrants.cns.gov).

AmeriCorps reserves the right to award applications in an amount other than the requested level of funding and will document the rational for doing so.

Threshold Issues

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

- Professional Corps applicants and/or applicants determined to be a Professional Corps by AmeriCorps must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (e.g., tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements.

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

Other Eligibility Requirements

- Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this RFA.
- Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.
- Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability –
  - That has been assessed
  - For which all judicial and administrative remedies have been exhausted or have lapsed
  - That is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability –

  that corporation is not eligible for an award under this RFA. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.
- Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply for AmeriCorps funding

Other Considerations

Serve Kentucky supports programs that actively engage qualified people with disabilities as AmeriCorps members and volunteers. These efforts are part of a larger initiative from AmeriCorps which supports efforts to increase participation in national service by people with disabilities. Serve Kentucky stands behind the principle that everyone can serve their community and encourages programs to engage people with disabilities in their local service efforts.

III.   Application and Submission Information

This document should be used together with the AmeriCorps Regulations and Mandatory Supplemental Information. These documents can be found on AmeriCorps' FY2024 NOFO webpage. The full regulations can be found at www.ecfr.gov.

Please note that Kentucky organizations/applicants that apply to Serve Kentucky through this RFA have different deadlines, required additional documents, and different instructions than national applications. Please ensure that you use this RFA to complete your proposal to Serve Kentucky and **not** the FY2024 Notice of Funding Opportunity from AmeriCorps.

How to Apply

1. Submit a Notification of Intent by September 15, 2023 at midnight EST (https://forms.gle/SAYMvUJZt7pM2jB98).
2. Obtain a valid UEI number.
3. Register (or update) your organization within the System for Award Management.
4. Establish an eGrants account.
5. Write a high-quality proposal that is responsive to this RFA.
6. Submit required additional documents to Alexis.Matthews@ky.gov by October 4, 2023 at 4:30 p.m. EST.

7. Submit the application in eGrants by October 4, 2023 at 4:30 p.m. EST.

Notification of Intent to Apply

All applicants, including continuation applicants, must submit a Notification of Intent via an online form. This may be accessed here.

Unique Entity Identifier and System for Award Management (SAM)

All applicants must register with the System for Award Management (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 for more details.

SAM registration must be renewed annually. Serve Kentucky is responsible for ensuring our state applicants have compliant registrations. We suggest applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**

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

Applications must include an Employer Identification Number.

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

Content and Application Form

Application Fields

In eGrants, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet. This is automatically generated when applicants complete the Applicant Info, Application Info, and Budget sections
- Applicant Info
- Application Info
- Narratives
    - Executive Summary
    - Program Design
    - Organizational Capability
    - Cost Effectiveness and Budget Adequacy
    - Evaluation Summary/Plan (if applicable)
- Logic Model
- Performance Measures
- Budget
- Continuation Changes
- Clarifications
- Authorization, Assurances, and Certifications

Page Limits

There are two application sections with page limits that must be adhered to: the Narrative and the Logic Model.

1. Narrative: The narrative must not exceed **ten pages**, or twelve pages for those proposing a Rural Intermediary model. The application sections that count towards the page limit are:
   a. SF-424 Face Sheet
   b. Executive Summary
   c. Program Design, Organizational Capability, and Cost Effectiveness & Budget Adequacy narrative sections
2. Logic Model: The Logic Model may not excel **eight pages**

Please note that the number of pages of a document printed from word processing software will be different than number of pages that will print out from eGrants. Serve Kentucky will consider the number of pages only as they print out from eGrants (where you will see the "View/Print your application" heading) when determining compliance for page limits.

We strongly encourage applicants to print out the application from the "Review" section in eGrants prior to submission to ensure that the application does not exceed the page limits.

Late Applications

Submitting an application after the deadline may result in disqualification of the application.

IV.   Submitting Your Grant Application in eGrants

Important Details About eGrants

- Applicants must submit applications electronically via the AmeriCorps web-based system, eGrants. Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process as soon as possible.
- New applicants need to establish an eGrants account by accessing this link and selecting "Don't have an eGrants account? Create an account."
- The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.
- This RFA should be read together with the AmeriCorps Regulations, 45 CFR. §§2520-2550, Budget Instructions, and the National Performance Measure Instructions, which are incorporated by reference. These documents can be found on the Serve Kentucky website. The full Regulations are available online.
- Contact the National Service Hotline at (800) 942-2677 or via the web form if a problem arises when creating an account or preparing or submitting the application. The general hours for the National Service Hotline hours are posted online as well.

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via eGrants. You must then submit a brief paragraph including your eGrants ticket number issued to you by the National Service Hotline with your explanation of the technical issues that prevented you from submitting in eGrants by the deadline via email to Alexis.Matthews@ky.gov before the application submission deadline.

> **If you are in a Continuation year, please skip to Page 28**

New and Recompete Applications

In eGrants, before you begin entering your application, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA
  - Select NOFA FY2024 AmeriCorps State and Territory Commission (New and Continuation)
  - Cost Reimbursement: Select Prime Grant: Updated once available; Application ID: Updated once available
  - Fixed Cost: Select Prime Grant: 23ESCKY001; Application ID: 24ES259454

Applicant Information

Information entered in the Applicant Info, Application Info, and Budget sections will populate in the SF-424 Facesheet.

- 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 a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
  - Previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements. Contact Alexis.Matthews@ky.gov if you have questions.

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 applying to be a new program, please reach out to Alexis.Matthews@ky.gov before submitting an application. With rare exception, Serve Kentucky requires new organizations to apply for a Planning Grant before operating a full program. Serve Kentucky staff will assist you with next steps.

Application Information

In the Application Information section, enter:

- Areas affected by your proposed program. Please include the city and/or county name for each host site location, separated with a comma. Include the two-letter capitalized state abbreviation (KY). If there is not enough space to list all cities/counties, note the number of cities/counties, the two-letter capitalized state abbreviation (KY), and ensure to list all the locations in your grant narrative.
- Requested project period start and end dates. Projects start on August 1, 2024 or September 1, 2024, and complete on July 31, 2025 or August 31, 2025, respectively.
- 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.

Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the RFA. It is strongly recommended that you create your narrative in a word

processing document prior to entering into eGrants. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit**. Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or RFA.
- **Be clear and succinct**. Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **Avoid circular reasoning**. The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how**. Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions**. Even if you have received funding from AmeriCorps in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader**. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative, including using the GARP Review Form (Attachment J).
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions**. Include the section headings in all capital letters to differentiate narrative sections by criterion.

Table 6. Application Section Point Values

Categories/Subcategories	Percentage
Executive Summary	**0**
Program Design	**50**
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
Organizational Capability	**25**
Organizational Background and Staffing	15
Member Supervision	6
Commitment to Diversity, Equity, Inclusion, and Accessibility	4
Cost Effectiveness and Budget Adequacy	**25**
Member Recruitment	7
Member Retention	8
Data Collection	7
Budget Alignment to Program Design	3

Narrative Sections and Selection Criteria

1. **Executive Summary (Required – 0 points)**
   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 to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for

[anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

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

Fixed Amount grant applicants should list their Other Revenue because they are not required to provide a specific amount of match.

2. **Program Design (Rational and Approach) (50 points)**
Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the Community and Logic Model incorporates the funding priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

   a. **Community and Logic Model (24 points)**
      i. **Narrative**: The applicant will provide a detailed summary of the community problem, including –
         1. The role current or historical inequities faced by underserved communities may play in contributing to the problem.
         2. The community need as it relates to the CDC's Social Vulnerability Index and to communicate the severity and prevalence of the problem.
         3. The applicant's intervention is likely to lead to the outcomes identified in the organization's Logic Model. No narrative is needed other than what is contained within the Logic Model.
      ii. **Logic Model**: The applicant will depict in the Logic Model –
         1. The inputs or resources that are necessary to deliver the intervention, including but not limited to:
            a. Locations or sites in which members will provide services
            b. Context in which the intervention is delivered (e.g., the setting where the intervention is delivered)
            c. Number of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention
            d. Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention
         2. The core activities that define the intervention or program model that members will implement or deliver, including:
            a. Duration of the intervention (e.g., the total number of weeks, sessions, or months of the intervention)
            b. Dosage of the intervention (e.g., the number of hours per session or sessions per week)
            c. Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
         3. The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted, equity gaps

closed). If applicable, identify which National Performance Measures will be used as output indicators.

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

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g., targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

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

b. Evidence Base (20 points) – Evidence Tier + Evidence Quality
   i. The assessment of an applicant's evidence base has two parts:
       1. **Evidence Tier (12 points)**: The applicant will self-determine (and AmeriCorps will later assign) which evidence tier is appropriate for their program. Definitions and requirements are below. The evidence tiers are –
          a. Pre-preliminary
          b. Preliminary
          c. Moderate
          d. Strong
       2. **Evidence Quality (8 points)**: The quality of the applicant's evidence and the degree to which it supports the proposed program design (including alignment with priorities) will be assessed and scored.

Evidence Tier:
An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the Logic Model.

In 2023, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong (25%), Moderate (12%), Preliminary (20%), and Pre-Preliminary (43%). As these figures indicate, AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, applicants should not be deterred from applying for funding due to their current evidence level.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application and Logic Model may submit up to two of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following

areas, all of which must be clearly described in the Community and Logic Model sections of the application:

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

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in this RFA will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the narrative how the intervention described in the submitted reports is the same as the intervention described in the application (use MSI).

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

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

If the evaluation report(s) submitted by the applicant do not meet the definitions in the MSI, the applicant may be considered for a lower evidence tier.

Evidence Quality:

After the application's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which is supports the proposed program design will be assessed and scored. Applicants must address the following standards in the application narrative.

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

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

For applicants who are assessed as being in the Pre-preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the narrative using the following standards:

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

Applicants assessed in the Pre-preliminary evidence tier who do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this RFA and will not be considered for funding.

Evidence Definitions:

Pre-preliminary: the applicant has not submitted an outcome or impact evaluation of the same intervention described in the application, although the applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence Base section of the application how their program design is evidence-informed (see definition above). Applicants may also cite prior performance measure data if applicable.

Preliminary: the applicant has submitted up to two outcome evaluation reports (non-experimental) that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant's logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre- and post-assessments without a statistically matched comparison group or a post-assessment comparison between intervention and comparison groups. In some cases, a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.

AmeriCorps grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps – required evaluation report may count towards one of the two reports allowed for the Preliminary evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

Moderate: the applicant has submitted up to two well-designed and well-implemented evaluation reports that evaluated the same intervention described in the application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or Quasi-Experimental Design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single site). The evaluations were conducted by an independent entity external to the organization implementing the intervention.

AmeriCorps grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps-required evaluation report may count towards one of the two reports allowed for the Moderate evidence tier or may

be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

Strong: the applicant has submitted up to two evaluation reports demonstrating that the same intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well- implemented experimental design evaluation (i.e., Randomized Controlled Trial (RCT)) or a Quasi-Experimental Design evaluation (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of the same intervention described in the application in different locations or with different populations within a local geographic area. The overall pattern of evaluation findings must be consistently positive on one or more key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED evaluations may be generalized beyond the study context. The evaluations were conducted by an independent entity external to the organization implementing the intervention.

AmeriCorps grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps -required evaluation report may count towards one of the two reports allowed for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

c. **Notice Priority (0 points)**
    i. Please identify if your program fits within one or more of the AmeriCorps funding priorities **and** meets all requirements detailed in Section 1.
    ii. Your application **does not need to fit** a Notice Priority. If your application does not fit a priority, please state so.
    iii. A Notice Priority is **not the same** as a Focus Area.

d. **Member Experience (6 points)**
    i. Explain in detail how AmeriCorps members will be provided an opportunity to be leaders and gain skills during their term of service that will be valued by future employers (e.g., workforce pathways, increasing levels of responsibility, and leadership roles for members).
    ii. Explain in detail how AmeriCorps members will be provided a high-quality orientation to the community they will serve in that is from an asset based frame and guided and informed by the community.
    iii. The following language is not required, but Serve Kentucky does recommend it for flexibility of service:
        1. Disaster Response: AmeriCorps programs and members may participate in disaster relief. There is no cap on the amount of time programs and members may spend on disaster relief efforts during the program year; however, programs will not engage in disaster relief on such a long-term basis that the program focus significantly changes. Hours served by members responding to disaster will count

toward their AmeriCorps term of service, as long as they are pre-approved by the Program Director. Disaster response on-site supervisors will track and verify AmeriCorps members' activities and hours.

3. **Organizational Capability (25 points)**
    This section should explain how your organization is qualified to operate the proposed programs. Reviewers will consider the quality of the application's response to the following criteria. Do not assume all sub-criteria are of equal value.

    a. **Organizational Background and Staffing (15 points)**
        In the narrative detail the roles, responsibilities, and structure of the staff that will be implementing, providing oversight, and monitoring the program.

        Explain if your organization has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience, and job training programs, etc.)

        Describe the organization's mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.

    b. **Member Supervision (6 points)**
        In the narrative demonstrate how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service (e.g., structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.).

        Also explain how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations (e.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check-ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.).

    c. **Commitment to Diversity, Equity, Inclusion, and Accessibility (4 points)**
        In the narrative demonstrate how the leadership and staff of the organization have similar lived experience as the beneficiary population and/or community being served.

        Also explain how the applicant's definitions of diversity, equity, inclusion, and accessibility is demonstrated by the organization (e.g., diversity on the Board of Directors, agency staff and leadership, and/or volunteers) and the organization upholds a supportive and safe environment for individuals of diverse backgrounds.

4. **Cost Effectiveness and Budget Adequacy (25 points)**
    This section includes two parts: 1) responding to the four scoring criteria in the narrative, and 2) completing the budget.

Part one (narrative):

   a. **Member Recruitment (7 points)**

   In the narrative provide a description of budget expenses to support successful recruitment of AmeriCorps members best suited to serve the community. For example, from geographic or demographic communities in which the program operates.

   b. **Member Retention (8 points)**

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

   c. **Data Collection (7 points)**

   In the narrative provide a description of budget expenses to support data collection, continuous improvement activities, and evaluation in service to evaluating the interventions and impact on the community and the member experience.

   d. **Budget Alignment to Program Design (3 points)**

   In the narrative explain how the budget is aligned to the program design, meaning activities discussed in the narrative are incorporated in the budget in the agency or applicant share.

Part two (budget sections I, II, and III tabs in eGrants):

   - Follow the detailed budget instructions in Attachment C to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Template in Attachment D.
   - Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criteria.
   - As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist to ensure your budget is compliant. eGrants will perform a limited compliance check and you will receive a warning and/or error messages if there are compliance issues. You must resolve all errors before you can submit your budget.
   - As you prepare your budget:
     - All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
     - Understand the required budget items to be included, as described in the Budget Checklist and seen below.
     - Budget for timekeeping system. OnCorps and America Learns are already approved options. If your organization seeks to use a different one, you must show Serve Kentucky how it meets the requirements.
     - Itemize each cost and present the basis for all calculations in the form of an equation.
       - Example: Program Director – 1 person at $60,000 each x 80% usage = $48,000
     - Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
     - Do not include fractional amounts (cents).

- o Please include the cost for criminal history checks for each covered position listed in the AmeriCorps share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget. $80 per check is an estimate for each criminal history check.
- o It is recommended no fewer than 8 MSYs, with rare exception, to be requested. This is in an effort to be cost-effective.
- o Budget overnight stays, travel costs, and meals for a minimum of 70% of your allotted members for Kentucky AmeriCorps Accelerator (formerly known as Launch).
- o Budget travel costs for program staff to attend Serve Kentucky-sponsored training/technical assistance meetings (four meetings, including a 2 day event).
- o Travel costs for program staff to attend the America's Service Commissions conference (virtual or in-person).
- o Sufficient AmeriCorps gear for members to be wearing the logo every day they serve. It is recommended that 4 to 5 shirts/member or equivalent logo placement and size. It should be more than a nametag, lanyard, or lapel pin.
- o Budget for site signage.
- o Adequate Program Staffing:
    - 20 or fewer = 1 FT director (or two individuals combined to 1 FT)
    - 21-40 members = 1.5 FTE
    - 41-60 members = 2 FTE
    - 61-80 members = 2.5 FTE
    - For every 20 members over 80, program must budget for an additional 0.5 FTE staff
- o Serve Kentucky retains a 1% share of the 5% federal funds available to programs for administrative costs and this needs to be identified within your budget. See Attachment C for more details.
- o Budget should be submitted without mathematical errors.
- o Proposed costs should be allowable, reasonable, and allocable to the award.
- o Budget should allow reviewers enough detail to assess how each line item is calculated.
- o Match is submitted with adequate information to support the amount written in the budget.
- o The budgeted match is equal to or more than the required match for the given program year.
- o The cost per MSY is equal to or less than the maximum cost per MSY.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 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, as required in the Uniform Guidance. The Uniform Guidance can be found here.

Applicants must complete the budget and the following information must be in the budget screens:

- Current indirect cost rate if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including for Fixed Amount applicants.

- Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

5. **Evaluation Plan (Required for recompeting grantees – 0 points)**
   If the applicant has previously received three or more years of competitive funding for the same project being proposed, the applicant must submit an evaluation plan as an attachment. If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

   Applicants should use the evaluation plan template available in Attachment I to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45CFR 2522.700-710) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made by AmeriCorps (mid-April 2024).

   All applicants should enter "N/A" in the "Evaluation Summary or Plan" field of the Narrative.

6. **Amendment Justification (0 points)**
   Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

7. **Clarification Information (0 points)**
   Enter N/A.

8. **Continuation Changes (0 points)**
   Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

9. **Performance Measures (0 points)**
   All applicants must submit performance measures with their application. See Attachment A for instructions for entering performance measures, and see the National Performance Measure Instructions for details about the number and type of performance measures required.

10. **Program Information**
    In the Program Information Section, applicants must check the relevant boxes in order to be considered for AmeriCorps' assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.
    a. **AmeriCorps Funding Priorities**: Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes. If your program design does not propose to meet any of these funding priorities, do not check them. It is not required to fit into them.
    b. **Grant Characteristics**: Check any grant characteristics that are a significant part of the proposed program.

11. **Additional Documents**
    In addition to the application submitted in eGrants, you are required to submit the requested required additional documents.

For each document you submit to AmeriCorps via eGrants, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at AmeriCorps".

For each document you submit, please clearly title each individually and include a header or title that includes the legal applicant's name on each document. Please do not combine additional documents into one large document. Additional documents should be submitted via email. Submit all additional required documents as individual attachments via email to Alexis.Matthews@ky.gov with the subject line: **2024-2025 AmeriCorps – [Organization Name] [AmeriCorps Program Name]**. If an alternate submission method is required, contact Alexis.Matthews@ky.gov. All additional documents must be received by Serve Kentucky no later than October 4, 2023 at 4:30 p.m. EST.

Table 7. Additional Document Requirements

Document	Description	Required for New/Recompete	Required for Continuation
Organization Readiness Assessment	Located on the Serve Kentucky grants website. Must be completed to confirm organization is qualified and ready for an AmeriCorps program.	Yes – New only	No
Audit	Most recent audit for your organization. If a management letter was provided as part of your audit, it must be included.	Yes	Yes
Evaluation Plan	If an evaluation plan is required, you must submit the completed template at the time of application.	Yes – Recompete only	No
Evaluation Report	If an evaluation report is required, you must submit a copy at the time of application.	Yes – Recompete only	No
Evaluation briefs, reports, or studies	Applicants who have evaluation reports of the same intervention described in the application may submit up to 2 of those reports, to qualify for the Preliminary, Moderate, or Strong evidence tier.	If applicable	If applicable
Labor Union Concurrence	If a program applicant: - Proposes to serve as the placement site for AmeriCorps members; and - Has employees engaged in the same or substantially similar work as that proposed to be carried out be AmeriCorps members; and - Those employees are represented by a local labor organization, -then the application must include the written concurrence of the local labor organization representing those employees. If a program applicant: - Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of who it will ensure that:	If applicable	If applicable

	o AmeriCorps members won't be placed in positions that were recently occupied by paid staff. No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.		
Federally Approved Indirect Cost Rate Agreement	Applicants that include a federally approved rate must enter the current approved indirect cost rate agreement into eGrants.	If applicable	If applicable
Delinquent Federal Debt	Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in Word or PDF format.	If applicable	If applicable
Organizational Chart	Please ensure AmeriCorps members are located on the org chart.	Yes	Yes
Cost Allocation Plan	Submit this if your organization uses one or would like approval to use one.	If applicable	If applicable
Permission to Use Federal Funds as Match	If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match on the AmeriCorps grant.	If applicable	If applicable
Operational and Financial Management Survey (OFMS)	OFMS is completed as a PDF and submitted to Serve KY. Find the link on Serve KY's website.	Yes	No
Budget Template (excel doc)	As you prepare your budget, use this template. Submit the template as an additional document. Find the template on Serve KY's website.	Yes	Yes
Priority Specific Documents	Rural intermediaries must provide letters of support from the consortium members.	If applicable	If applicable

12. **Funding/Demographic Section**
    This section has two parts:

    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 AmeriCorps 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 AmeriCorps or grantee share amounts in the budget.

Fixed amount grantees should enter all non-AmeriCorps funds that support the program in this field. All fixed 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, if relevant to your program design.

13. **Operating Sites**
    N/A – for multi-state applicants only.

14. Review, Authorize, and Submit
    Applicants must submit common federal government-wide Representations and Certifications through SAM.gov.

    eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review; Authorize; Assurances; Certifications; Verify; and Submit.

    Read the Authorization, Assurances, and Certifications 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. **A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office**.

    Be sure to check your entire application prior to submission to ensure that there are no errors. 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 that may appear and show on the application as the Authorized Representative.

    Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by clicking here and selecting "Don't have an eGrants account? Create an account."

Continuation Applications

How to Submit your Continuation Request

1. Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
2. Edit your continuation application as directed in the continuation request instructions in the Application section. When you have completed your work, click the **SUBMIT** button.

Be sure to review the entire RFA when preparing your request. This is the time to request any changes, updates, additions, etc. If you have questions about the content of your continuation request, please contact Alexis.Matthews@ky.gov.

Applicant Information and Application Information

Update the Applicant Information and Application Information sections in eGrants if necessary. If changes are made, make note of them in the Continuation Changes field.

Narrative

Your original application narrative will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

AmeriCorps expects that programs will maintain a consistent program design for the duration of the three-year project period; however, AmeriCorps recognizes that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the Continuation Changes narrative field as relevant. These include:

- Changes in operating sites
- Significant changes in program scope or design
- Changes to performance measures
- Significant changes to monitoring structures or staffing
- Budget revisions (increase living allowance, increase max cost per MSY, etc.)

The page limit for the Continuation Changes section is six pages, as the pages print from eGrants. The six page limit is an aggregate for the full grant cycle (typically two continuation application years).

Any continuation applicant not requesting changes should enter "N/A" in the Continuation Changes section. AmeriCorps expects that most continuation applications will not be requesting changes. But that should not deter you from making changes.

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do **not** change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) along with the other required additional documents for your application. AmeriCorps will notify you if the changes are approved.

Logic Model

Unless making changes, do not edit anything in this field. If your Logic Model appears to be blank, and you are not proposing any changes, it is okay. This is an eGrants glitch that happens often.

Performance Measures

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures.

Continuation applicants whose measures do not align with the 2024 Performance Measure Instructions must revise their measures to conform with the 2024 instructions. To revise performance measures, "View/Edit" the performance measures that copy over from your original application or add new performance measures (see Attachments A and B for instructions). Note in the Continuation Changes field that you have updated your

performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

Program Information

If your program now fits into a funding priority (see Section 1) and/or other grant characteristics, update this section. Otherwise, leave as-is.

Additional Documents

In addition to the application submitted in eGrants, there are required additional documents for Continuation applications. Please see **Table 7** for a complete list of documents.

Budget

Serve Kentucky retains a 1% share of the 5% federal funds available to programs for administrative costs and this needs to be identified within your budget. See Attachment C for more details.

Please budget for the Full-Time living allowance increase, the 1% share Serve Kentucky will retain, and any other budgetary changes. You may request an increase in funding during a Continuation year, but it is not guaranteed. In the Continuation Changes narrative, include details of budgetary changes.

Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review; Authorize; Assurances; Certifications; Verify; and Submit.

Read the Authorization, Assurances, and Certifications 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. **A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office**.

Be sure to check your entire application prior to submission to ensure that there are no errors. 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 that may appear and show on the application as the Authorized Representative.

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

Late Applications

Submitting an application after the deadline may result in disqualification of the application.

V.   Proposal Selection and Award Process

Procuring and Contracting Agency

This Request for Applications (RFA) is issued by Serve Kentucky. All contracts resulting from this RFA will be administered by Serve Kentucky.

Serve Kentucky selects applications using a multi-stage review and selection process. This process includes Board Members, staff, and peer review and evaluation of pre-determined performance indicators.

Initial Application Compliance and Eligibility Review

Serve Kentucky will conduct an initial Eligibility Review to determine if an application meets the eligibility requirements as detailed in this RFA and advances to the next stage of the review process.

An application is compliant if the applicant:

1. Is an eligible organization
2. Is eligible to submit to Serve Kentucky
3. Submitted an application by the submission deadline

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

Serve Kentucky Application Review

1. <u>External Review:</u>
   For New and Recompete applications, External Reviewers will review portions of the application and assess criteria in the RFA using Attachment J. All External Reviewers will be screened for conflicts of interest.

   External Reviewer scoring criteria can be found in Attachment J (GARP Review Tool). It is recommended that you use this document to assist in the drafting of your application. Note that applications who receive an average peer review score of less than 70 points may not be considered for funding and/or may require significant revisions prior to a decision being made.

2. <u>Internal Review:</u>
   Serve Kentucky staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the RFA. Past performance will be considered as well. Staff will be screened for conflicts of interest.

3. <u>Post-Review Quality Control:</u>
   After the initial review process is complete, Serve Kentucky staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications for which there are significant reviewer anomalies.

4. <u>Pre-Award Financial Review:</u>
   Serve Kentucky staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If Serve Kentucky determines that an award will be made to an applicant with assessed risks, additional monitoring activities and training that correspond to the degree of assessed risk may be applied to the award. Additionally, if Serve Kentucky concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding. State Commission staff will assess their recompeting subgrantees' past performance.

5. <u>Applicant Clarification:</u>

Serve Kentucky may ask an applicant for clarifying information which is used to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

6. Feedback to Applicants:
   Following the application reviews, applicants will receive summary feedback from the External Review and Staff Review of their compliant applications. This feedback will be based on the review of the original application and will not reflect any information provided during clarification.

7. Serve Kentucky Commissioners Meeting:
   The applications that the Serve Kentucky staff recommends for funding then make their way to the Serve Kentucky Board of Commissioners for consideration/approval. Serve Kentucky staff will be in contact with each applicant within 24 hours of the meeting.

AmeriCorps/Federal Review

The applications that the Board approves to be sent on to AmeriCorps for funding consideration then get submitted to AmeriCorps for Federal Review. For information on AmeriCorps' review process, please see pages 27-30 of the AmeriCorps NOFO.

The review and selection process are designed to:

- Identify how well eligible applications are aligned with the review criteria
- Build a diversified portfolio based upon:
  o AmeriCorps funding priorities
  o Meaningful representation of
    ▪ Rural communities
    ▪ Innovated community strategies
  o AmeriCorps CEO discretion to advance strategic goals

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

AmeriCorps will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information Tab in eGrants in order to be considered for AmeriCorps' assessment of the strategic considerations. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

AmeriCorps reserves the right to prioritize funding existing awards over making new awards. AmeriCorps reserves the right to award applications in an amount other than at the requested level of funding and will document the rational for doing so.

Transparency in Grantmaking

AmeriCorps is committed to transparency in grant-making. A list of all approved Competitive applications for new and re-competing applications will be published on the AmeriCorps Funded Grants website within 90 business days after all grants are awarded.

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

Information about funded grants and subgrants is also available in USASpending.gov.

Appeal of Grant Decision

Serve Kentucky offers an appeal process for AmeriCorps grant applicants whose request for funding has been denied or reduced. This process offers dissatisfied grant applicants an avenue to appeal an award decision and assures that the Commission review process and subsequent grant award decisions are accurate, fair, and reasonable. Such a process encourages confidence in the grant process.

The Commission strives to assure that all grant awards fully reflect sound judgment and compliance with all RFA terms and conditions and all appropriate AmeriCorps federal, state and Commission regulations. Therefore, grant applicants may appeal an award decision based on substantive issues of fact concerning bias, discrimination, conflict of interest, and/or non-compliance with procedures described in the RFA document, such as significant computational errors or contextual omissions.

If a grant applicant has substantive objections to the results of the external review process and wishes to appeal the decision made, the applicant may request reconsideration. A request for reconsideration must be made by the applicant in writing within 10 business days of the date of the notice of the Commission funding decision via a letter of appeal submitted to the Executive Director of Serve Kentucky.

The letter must:

1. Describe the factor(s) or fact(s) concerning bias, discrimination, conflict of interest, or non-compliance that cause the applicant to conclude that the proposal should have been approved.
2. Outline the specific area(s) in the proposal that the applicant believes significantly addresses the RFA requirements.
3. Identify specific information in the proposal that the applicant believes the Commission overlooked or misinterpreted.

Serve Kentucky Executive Director and/or other designated staff will review the appeal request within five (5) business days of its receipt to ensure that it is complies with this policy and merits further review by the Commission. If the Executive Director or designee determines the appeal letter substantiates material issues concerning bias, discrimination, conflict of interest, or non-compliance with procedures set forth in the RFA, the Executive Director and the Commission Chair will re-review the proposal and submit the request to the Commission for a vote. Applicants will be notified in writing within three business days of final funding decisions. Ultimately, AmeriCorps has final approval rights for all grant proposals.

VI.   Award Administration Information

Federal Award Notices

AmeriCorps will make awards following the grant selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by mid-April 2024 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin grant activities. The Notice of Grant Award is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award unless it has received a written pre-award cost approval from AmeriCorps.

Administrative and National Policy Requirements

1. **Uniform Guidance:**
   All awards under the criteria in this RFA are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR 200 and 2205.

2. **Requests for Improper Payment Information:**
   AmeriCorps may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Payment Integrity Information Act of 2019. Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

3. **AmeriCorps Terms and Conditions:**
   All awards made under the criteria in this RFA will be subject to the FY 2024 AmeriCorps General Terms and Conditions, and the FY 2024 AmeriCorps Program Specific Terms and Conditions. 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.

4. **National Service Criminal History Check Requirements:**
   The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participants, or volunteers) receiving a salary, living allowance, stipend or education award through a program receiving AmeriCorps funds. This includes staff who receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such AmeriCorps funding 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.

   See the NSCHC Regulations and Guidance and other information on the [AmeriCorps NSCHC](#) webpage.

   Failure to conduct a NSCHC will result in significant disallowed costs.

   A NSCHC consists of a check of the:
   - National Sex Offender Public Website;
   - State criminal history record repository or agency-designated alternative for the individuals State of Residence AND State of Service; and
   - Fingerprint-based check of the FBI criminal history record database

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

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

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

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

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

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

7. **Re-Focusing of Funding:**
AmeriCorps reserves the right to re-focus program dollars for this competition in the event of disaster or other compelling needs.

VII.   Notices

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

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

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to Federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate Federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive Federal benefits.

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

Indirect Cost Rates: AmeriCorps allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants (see Attachment L).

Universal Identifier: Applicants must include a Unique Entity Identifier (UEI) in eGrants at the time of submission. Applicants must obtain their UEI and register their entity through the System for Award Management (SAM.gov). All grant recipients are required to maintain a valid registration, which must be renewed annually.

VIII.   Attachments

Unless otherwise noted, these are for reference. If an attachment indicates being requested via email, send to Alexis.Matthews@ky.gov along with other additional documents by October 4, 2023 at 4:30 p.m. EST.

Attachment A: Performance Measure eGrants Guide (pages 17-21)

Attachment B: AmeriCorps FY24 National Performance Measure Instructions

Attachment C: Cost Reimbursement Budget Instructions (pages 22-28)

Attachment D: Cost Reimbursement Budget Excel (**submit with additional documents**)*

Attachment E: Cost Reimbursement Budget Checklist (pages 36-38)

Attachment F: Fixed Cost Budget Instructions (pages 33-34)

Attachment G: Fixed Cost Budget Excel (**submit with additional documents**)*

Attachment H: AmeriCorps Operational Financial Management Survey (submit if New/Recompete)*

Attachment I: Evaluation Plan Template (submit if applicable)

Attachment J: GARP Review Form*

Attachment K: Mandatory Supplemental Information (MSI)

Attachment L: Indirect Cost Rate User Instructions (eGrants guide)

Indicates document can be found on Serve Kentucky Grant Information webpage.