

# AmeriCorps\*State 2010

## Notice of Funding Opportunity

Revised December 18, 2009



## **Part 1: Tennessee State Specific Information**

Programs applying for AmeriCorps funds to operate exclusively within Tennessee must apply through Volunteer Tennessee (the Commission). The Commission receives funding through the Corporation for National and Community Service (the Corporation).

### **I. Funding Availability**

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation, a federal agency created in 1993. This *Notice of Funding Opportunity* begins the process of implementing the SAA. The provisions in the SAA are wide-reaching and complex; we recognize there will be many details to determine in the months and years to come.

This *Notice* is for both Competitive and Formula funding.

#### **A. National Competitive:**

This year, for the first time, state competitive and national direct programs will participate in a combined competition for \$221,908,000 of grant funds – all budget justifications found here - [http://www.nationalservice.gov/pdf/2010\\_budget\\_justification.pdf](http://www.nationalservice.gov/pdf/2010_budget_justification.pdf).

#### **B. Formula:**

**The Commission encourages applicants that have never received AmeriCorps funding to apply for funding under this Notice.** Funding for new programs could be available if an existing program is terminated for less-than-competitive-performance or if Congress approves increased funding.

#### **C. Professional Corps:**

These grants are awarded to organizations that propose to operate a Professional Corps program. The Professional Corps program model places AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is an inadequate number of such professionals. Applicants can apply for up to \$2,500 per Member Service Year (MSY). Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

Applicants may also apply for up to \$50,000 to support start-up costs for a new Professional Corps program that operates in more than one state. A new Professional Corps program in Tennessee must apply for a state formula grant.

#### **D. Education Awards Program (EAP):**

Grantees are eligible to apply for a small grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to \$800 per MSY. There is no match requirement for EAP grants.

### **E. Fixed-Amount Pilot:**

Organizations that are put forward to the Corporation to participate in a nationwide competition by the Commission, organizations that operate their AmeriCorps program in more than one state, Professional Corps, States and Territories without Commissions, and Indian Tribes may apply to receive a fixed-amount grant for a full-time program. There is no match requirement for fixed-amount grants.

The Fixed-Amount Pilot is only available for new and re-competing applicants. Second and third year continuation applicants must submit a new application if they are interested in participating in the Fixed-Amount Pilot.

### **F. Planning Grants:**

The purpose of a Planning Grant is to support the development of an AmeriCorps program so the applicants are better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning Grants may not be used to support AmeriCorps members. AmeriCorps State and National Planning Grant applicants must *not have* previously received an AmeriCorps State or National grant. Applicants may apply for up to a maximum of \$50,000. Applicants must provide 24% of the total project cost in match. Match may be cash or in-kind. The project period for these grants is up to one year.

## **II. Application**

### **A. AmeriCorps\*State new applicants:**

Organizations applying for AmeriCorps funds for the first time should read this document, the [Notice of Funding Opportunity \(NOFO\)](#). New applicants must apply through the AmeriCorps **Formula** funding process by completing the new application described in the [AmeriCorps\\*State 2010 Application Instructions](#). Please follow the instructions completely. Organizations that have had a program in the past but that do not currently have an AmeriCorps program must also complete the new application described in the Instructions. Organizations that would like to start a new program can apply for **Competitive Planning Grants** through the same application.

### **B. AmeriCorps\*State programs in the third year of the grant cycle:**

The Commission will review and consider previous grant performance information for re-competing AmeriCorps programs including: enrollment and retention rates; accomplishments; timely submission of reports and forms; and increase in non-federal support. All reporting from previous grant years must be up-to-date.

Seven of Tennessee's existing programs are in the third year of the funding cycle and must re-compete this year: AIM Center, Inc., Clinch-Powell RC&D Council, Exchange Club Carl Perkins Center, Knoxville CAC, Porter-Leath, Tennessee Community Services Agency, and Vanderbilt Coalition for Healthy Aging. The Commission will submit these programs to the Competitive process as new programs. Re-competing programs should read this document, the [Notice of Funding Opportunity \(NOFO\)](#), carefully and complete the new application described in the [AmeriCorps\\*State 2010 Application Instructions](#). Please follow the instructions completely.

**C. AmeriCorps\*State Continuation Programs:**

Programs originally funded in 2008 and 2009 are the only programs eligible to submit continuation requests for the 2010-2011 program year.

Six of Tennessee's existing programs are in the first or second year of the three-year funding cycle and are considered continuation programs for 2010: Appalachia Habitat for Humanity, Emerald Youth Foundation, Exchange Club Family Center of the Mid South, Martha O'Bryan Center, Memphis Tomorrow, and Tennessee's Community Assistance Corporation. Continuation programs should read the [Notice of Funding Opportunity \(NOFO\)](#) carefully and complete the continuation application described in the [AmeriCorps\\*State 2010 Application Instructions](#). Please follow the instructions completely.

**D. Education Awards Program new applicants:**

Organizations applying for AmeriCorps EAP funds for the first time must complete the new application described in the [AmeriCorps\\*State 2010 Application Instructions](#). Organizations that have had a program in the past but that do not currently have an AmeriCorps program must also complete the new application described in the [AmeriCorps\\*State 2010 Application Instructions](#).

**E. Grant Information Sessions:**

The Commission will hold three grant information sessions and eGrants trainings for all interested applicants. The grant information sessions are:

- Nashville – Wednesday, October 21, 2009 from 1:00-3:00pm
- Knoxville – Friday, October 23, 2009 from 10:00am-12:00pm
- Memphis – Thursday, October 29, 2009 from 1:00-3:00pm

**Visit the Volunteer Tennessee website at [www.volunteertennessee.net](http://www.volunteertennessee.net) for a schedule of the grant information sessions and eGrants training. To register for the grant information sessions in, please contact Rayna Coe at 615-253-6313 or [Rayna.Coe@tn.gov](mailto:Rayna.Coe@tn.gov) no later than October 20, for the Nashville and Knoxville sessions and no later October 28 for the Memphis session..** The Commission strongly encourages all applicants (new and re-competing) to attend in this extremely competitive year.

### ***III. Calendar***

Technical Assistance to Programs.....	October 12, 2009 – Submission Date
Grant Information Sessions & eGrants Training.....	October 19- October 30, 2009
<b>Draft Competitive, EAP and</b>	
<b>Planning Grants Applications Due.....</b>	<b>November 2, 2009 by 3:00 p.m. CST</b>
Staff Compliance/Quality Review of Competitive	
Applications.....	November 9-24, 2009
Commission Makes Competitive, EAP and Planning Grant	
Funding Recommendation.....	November 6
Competitive, EAP and Planning Grant Applicants Receive	
Staff Continuous Improvement & Compliance Issues.....	December 1, 2009
<b>Letter of Intent for Formula Applicants Due.....</b>	<b>January 12, 2010 by 3:00 p.m. CST</b>
<b>Final Competitive, EAP and Planning Grant</b>	
<b>Applications Due.....</b>	<b>January 14, 2010 by 3:00 p.m. CST</b>
Commission Makes Competitive, EAP and Planning Grant	
Submission to Corporation .....	January 20, 2010
TN Competitive, Planning Grant and EAP Submission Due	
to Corporation.....	January 26, 2010
<b>Formula and Planning Grant Applications Due.....</b>	<b>February 12 by 3:00 p.m. CST</b>
Staff Compliance/Quality Review of Formula Applications.....	March 8 – April 2, 2010
Formula Review Team Reviews Applications.....	March 12 – April 2, 2010
Notice of Planning Grant Funding from CNCS.....	May 1, 2010
Inform Planning Grant Applicants of Final Funding Decision....	May 4, 2010
Notice of Competitive and EAP Funding from CNCS.....	June 2010
Commission Grants Committee Develops Formula	
Grant Recommendation for Full Board.....	June 15, 2010
Commission Makes Formula Funding Decisions.....	June 18, 2010
<b>Inform Formula Applicants of Final Funding Decision.....</b>	<b>June 21, 2010</b>
<b>Formula Budget &amp; Performance Measure Revisions</b>	
<b>~If Needed.....</b>	<b>June 25, 2010</b>
Volunteer Tennessee Makes Formula Submission	
to Corporation.....	June 28, 2010
Formula Award letters expected from CNCS.....	July 2010
AmeriCorps*State Program Start-Up.....	Fall 2010

### ***IV. What's New!***

#### **A. Cost Per Member Service Year**

The federal cost per member service year (MSY) for AmeriCorps\*State programs will increase to **\$13,000** in 2010. The cost per MSY for 2010 AmeriCorps\*Education Awards Programs is \$800. The Commission requires that each program follow the allowable cost per MSY in order to establish equity and fairness among all our programs. **Programs that submit budgets with a cost per MSY that exceeds \$13,000 will be returned for revision. The Commission will make no exceptions to this policy.**

## **B. Living Allowance**

Programs should note that the minimum living allowance for full-time AmeriCorps members will increase to **\$11,800 in 2010**. EAPs are not required to pay a living allowance.

## **C. Professional Corps:**

These grants are awarded to organizations that propose to operate a Professional Corps program. The Professional Corps program model places AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is an inadequate number of such professionals. Applicants can apply for up to \$2,500 per MSY. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

Applicants may also apply for up to \$50,000 to support start-up costs for a new Professional Corps program that operates in more than one state. A Professional Corps program must apply for a state and national competitive or formula grant from the State Commission of the state in which it intends to operate.

## **D. Fixed-Amount Pilot:**

Organizations may apply to receive a fixed-amount grant for a full-time program. There is no match requirement for fixed-amount grants. The maximum cost per MSY is \$13,000.

The Fixed-Amount Pilot is only available for new and re-competing applicants. Second and third year continuation applicants must submit a new application if they are interested in participating in the Fixed-Amount Pilot.

## **E. State Planning Grants:**

The purpose of a planning grant is to support the development of AmeriCorps programs so applicants are better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members.

Eligible applicants include: Public or private nonprofit organizations, including labor organizations; faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties). Community-based organizations, including faith-based organizations and intermediary organizations are encouraged to apply for planning grants.

Applicants can apply for up to \$50,000 which must be used within a year from the award date.

## **F. National Performance Measures Pilot**

Consistent with the Edward M. Kennedy Serve America Act, the Corporation is developing national performance measures to collect meaningful data on the critical impact of AmeriCorps across the country. These national measures are optional in the 2010 application. However, applications that include national measures will be a funding priority in 2010. The development of national measures will allow for aggregated reporting of impact across the portfolio and contribute to the growth of AmeriCorps envisioned in the Serve America Act.

The national measures for each priority area are listed in Section X. of this *Notice*. In order to opt into the national performance measures pilot, you must do the following:

1. In the performance measures screens of your eGrants application, a) indicate the priority area(s) that fits your program's activities, and b) indicate that you will be selecting national performance measures.
2. In the Rationale and Approach section of your application narrative when describing your proposed activities, identify your priority areas and the national measures from the list below that you plan to select.
3. Please note that you will not be required to enter your performance measures into the performance measure screens until you are notified to participate in the pre-award clarification process.

Section X. of this *Notice*, "National Performance Measures Instructions" provides detailed information on which performance measures to select for your program, which measures must be selected together, and the types of data that will be required to demonstrate success. Two separate documents may also be helpful to those considering the Performance Measure Pilot: "2010 National Performance Measures Background Information," which includes references and authorities, definitions, suggestions regarding data collection, and additional notes for each National Performance Measure; and a "Frequently Asked Questions" document. These documents can be found attached to this *Notice*.

## **Part 2: Notice of Funding Opportunity**

Below is an excerpt of the Notice of Funding Opportunity (NOFO) from the Corporation that has been edited to include information specific to the State of Tennessee. The NOFO outlines the purpose and source of AmeriCorps State and National funding for the federal fiscal year 2010, AmeriCorps national service priority areas, types of grant programs available, and Code of Federal Regulation (CFR) citations related to AmeriCorps program management requirements.

### ***I. Notice Of Federal Funding Opportunity Overview***

<b>Federal Agency Name:</b>	Corporation for National and Community Service
<b>Funding Opportunity Title:</b>	AmeriCorps State and National Grants Fiscal Year (FY) 2010
<b>Announcement Type:</b>	Initial announcement
<b>CFDA Number:</b>	94.006

#### **Dates:**

##### **Competitive Applicants**

Competitive, EAP and Planning Grant Applications are due **January 14, 2010**, 3:00 pm CST

Planning Grant Applicants will be notified in **May 2010**

Competitive and EAP Applicants will be notified in **June, 2010**

##### **Formula Applicants**

Formula Applicant Letters of Intent are due on **January 12, 2010**, 3:00 pm CST

Formula Applications are due **February 12, 2010**, 3:00 p.m. CST

Formula applicants will be notified by **June, 2010**.

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation for National and Community Service, a federal agency created in 1993. This *Notice of Federal Funding Opportunity* begins the process of implementing this Act. The provisions in the Act are wide-reaching and complex; we recognize there will be many details to determine, in conjunction with our stakeholders, in the months and years to come.

### ***I. Funding Opportunity Description***

#### **What is the purpose of AmeriCorps State and National Grants?**

The mission of the Corporation for National and Community Service (the Corporation) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. In the FY 2010 competition, the Corporation's funding priorities are projects that address compelling, unmet needs in one or a combination of the following five national service priority areas which are described more fully in Section III. B., below.

- **Education**
- **Clean Energy/Environment**
- **Healthy Futures**
- **Veterans**
- **Opportunity**

#### ***National Performance Measures Pilot***

Consistent with the Edward M. Kennedy Serve America Act, the Corporation is developing national performance measures to collect meaningful data on the critical impact of AmeriCorps across the country. These national measures are optional in the 2010 application. However, applications that include national measures will be a funding priority in 2010. The development of national measures will allow for aggregated reporting of impact across the portfolio and contribute to the growth of AmeriCorps envisioned in the Serve America Act.

The national measures for each priority area are listed in Section X. of this *Notice*. In order to opt into the national performance measures pilot, you must do the following:

1. In the performance measures screens of your eGrants application, a) indicate the priority area(s) that fits your program's activities, and b) indicate that you will be selecting national performance measures.
2. In the Rationale and Approach section of your application narrative when describing your proposed activities, identify your priority areas and the national measures from the list below that you plan to select.
3. Please note that you will not be required to enter your performance measures into the performance measure screens until you are notified to participate in the pre-award clarification process.

Section X. of this *Notice*, "National Performance Measures Instructions" provides detailed information on which performance measures to select for your program, which measures must be selected together, and the types of data that will be required to demonstrate success. Two separate documents may also be helpful to those considering the Performance Measure Pilot: "2010 National Performance Measures Background Information," which includes references and authorities, definitions, suggestions regarding data collection, and additional notes for each

National Performance Measure; and a “Frequently Asked Questions” document. These documents can be found attached to this *Notice*.

## ***II. Award Information***

### **How much funding is available?**

Subject to the availability of appropriations for fiscal year 2010, the Corporation announces the anticipated availability of approximately \$372.5 million to award new, re-competing, and continuation AmeriCorps State and National grants. The grant categories are: State Commission and National Competitive including Professional Corps and Fixed-Amount Grants; State and National EAP; States and Territories without Commissions; and Indian Tribes.

## ***III. Eligibility Information***

This *Notice of Federal Funding Opportunity (Notice)* should be read together with the AmeriCorps regulations 45 CFR Sections 2520 – 2550 which can be found here [http://www.americorps.gov/for\\_organizations/manage/index.asp](http://www.americorps.gov/for_organizations/manage/index.asp) and the Application Instructions for the program to which you are applying can be found here [AmeriCorps\\*State 2010 Application Instructions](#).

### **A. What is the purpose of this funding?**

For more than fifteen years, the Corporation for National and Community Service—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has mobilized a new generation of engaged citizens. This year, more than 1.8 million individuals of all ages and backgrounds will serve through these programs. They will help thousands of national and community non-profit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, health, veterans, economic opportunity, and other critical areas.

AmeriCorps grants are awarded to eligible organizations that identify an unmet need in their community that will be addressed by AmeriCorps members that the organization recruits, trains, and manages. An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members receive an education award from the National Service Trust.

AmeriCorps grant funding is distributed to Governor-appointed State Commissions and multi-state grantees. State Commissions award subgrants to organizations in their states, and the multi-state grantees work through operating sites in more than one state. These organizations recruit AmeriCorps members to respond to local needs.

### **B. What are priorities for this funding?**

In 2010, the Corporation’s national service priorities for AmeriCorps State and National are applicants that address:

#### ***Education***

Unmet educational needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation.

***Healthy Futures***

Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.

***Clean Energy/Environment***

Unmet energy-efficiency and environmental needs within communities.

***Veterans***

Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veterans in service.

***Opportunity***

Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.

***Performance Measures***

Corporation-designed national performance measures, which are currently being developed and will be released in November.

The Edward M. Kennedy Serve America Act requires that the Corporation design and use national performance measures to collect meaningful data on the critical impact of AmeriCorps across the country. These national measures are optional in the 2010 application. The development of national measures will allow for aggregated reporting of impact across the portfolio and contribute to the growth of AmeriCorps envisioned in the Serve America Act.

The Corporation anticipates that at least 15 percent of the funds described in this *Notice* will support applicants that have not received an AmeriCorps State or National operational grant in the last five years. Applicants that have received only a formula operational grant within the last five years will be considered new for purposes of this 15 percent target.

The Corporation will make an effort to allocate not less than 10 percent of the financial assistance and approved national service positions provided through the grants to eligible entities proposing to carry out “encore service programs” unless the Corporation does not receive a sufficient number of applications of adequate quality to justify making that percentage available to those eligible entities. The term “encore service program” means a program, carried out by an eligible entity that involves a significant number of participants age 55 or older in the program and that takes advantage of the skills and experience that such participants offer in the design and implementation of the program.

The Corporation reserves the right to re-focus program dollars in the event of disaster or other compelling need for service. Additional programs and program models that may receive special consideration in the selection process are described in the AmeriCorps regulations at 45 CFR 2522.450.

### **C. Who is eligible for this funding?**

Public or private nonprofit organizations, including labor organizations, faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; and partnerships or consortia are eligible. Intermediaries are encouraged to apply. The Commission encourages organizations that have never received funding from the Corporation or AmeriCorps to apply for the grants described in this *Notice*.

Organizations that propose to operate in Tennessee only must apply through Volunteer Tennessee. Organizations that propose to operate in more than one state are eligible to apply directly to the Corporation.

Indian Tribes may apply through State Commissions, or directly to the Corporation. Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

### ***IV. Fixed-Amount Grant Pilot for 2010***

The Serve America Act authorizes the Corporation to award fixed-amount grants in 2010. In 2010, these fixed-amount grants are available for programs that enroll full-time members only. Fixed-amount grants allow programs to apply for a fixed dollar amount per member. The fixed amount awarded per member is significantly less than the cost of running an AmeriCorps program and the applicant must raise the additional revenue necessary to operate the program. EAP programs, which have been authorized to receive fixed-amount grants for many years, may continue to enroll less-than-full-time members.

An AmeriCorps program that receives a fixed-amount grant is like any other AmeriCorps program except that, unlike the more typical cost-reimbursement grant, the fixed amount grant does not require:

- Compliance with OMB Cost Principles.
- Detailed, line-item budgets.
- Corporation FFRs.
- Match or documentation of match.

Applicants, other than Professional Corps, may apply for up to \$13,000 per full-time Member Service Year (MSY). Applicants for Professional Corps fixed-amount grants may apply for up to \$2,000 per MSY. Applicants for EAP fixed-amount grants may apply for up to \$800 per MSY. One MSY is the equivalent of a full-time term of service. The amount per full-time member requested will be a competitive factor in the Corporation's selection process.

Priority will be given in the selection process to organizations that have demonstrated capacity to track and report on performance measures. The Corporation may also prioritize those

organizations that adopt specific national performance measures or are aligned with national service priority areas.

### **Performance Measurement and Evaluation for Fixed-amount Grants**

Fixed-amount grant applicants in the education priority area will be required to select national education performance measures. Applicants proposing non-education programs may select from the national measures or report on their own performance measures. All performance measures will be negotiated prior to grant decision-making and award. Approved applicants must agree to participate in any relevant evaluations conducted by the Corporation. One such evaluation will be designed to measure the success of this pilot, including whether fixed-amount grants reduce administrative burden on grant recipients.

#### ***V. What are the categories of funding available?***

##### **A. State Competitive**

These grants are awarded to organizations that are put forward to the Corporation by Volunteer Tennessee to participate in a nationwide competition. Applicants are eligible to apply for funding for a portion of the members' living allowance and program costs.

##### **B. State Professional Corps**

These grants are awarded to organizations that propose to operate a Professional Corps program. The Professional Corps program model places AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there is an inadequate number of such professionals. Applicants can apply for up to \$2,500 per MSY. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

Applicants may also apply for up to \$50,000 to support start-up costs for a new Professional Corps program that operates in more than one state. An organization proposing a Professional Corps program that operates in more than one state applies directly to the Corporation. A Professional Corps program that operates in Tennessee only, must apply for a state and national competitive or formula grant from Volunteer Tennessee.

##### **C. State Education Award Program (EAP)**

Grantees are eligible to apply for a small grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to \$800 per MSY. There is no match requirement for EAP grants.

##### **D. Fixed-Amount Pilot**

Organizations that are put forward to the Corporation to participate in a nationwide competition by Volunteer Tennessee may apply to receive a fixed-amount grant for a full-time program. There is no match requirement for fixed-amount grants. The maximum cost per MSY is \$13,000.

The Fixed-Amount Pilot is only available for new and re-competing applicants. Second and third year continuation applicants must submit a new application if they are interested in participating in the Fixed-Amount Pilot.

**E. Indian Tribes**

The Corporation sets aside 1 percent of grant funds to support programs operated by Indian Tribes selected by the Corporation on a competitive basis. Applicants are eligible to apply for funds for a portion of the members’ living allowance and program costs.

**VI. What are the requirements to apply for these grants?**

**A. What are the matching requirements for these grants?**

Program requirements, including requirements on match, are specified in the AmeriCorps regulations, as modified by 2009 appropriations language, and summarized below.

**Fixed-Amount Grants**

There is no match requirement for fixed-amount grants.

**Reimbursable Grants (non-fixed-amount)**

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

**Table 1: Match Requirements in the AmeriCorps Regulations**

<b>Competition</b>	<b>Match Requirement</b>
State Competitive and Formula	Minimum grantee share is 24%. Starting in Year 4, overall grantee share of total program costs increases gradually to 50% by the tenth year of funding and any year thereafter.
Fixed-Amount Pilot	There is no matching requirement for fixed-amount grants. Grantees pay all program costs and the Corporation provides a fixed amount, to be determined, per MSY.
State EAP and Fixed-Amount Grants	There is no matching requirement for fixed-amount grants. Grantees pay all program costs and the Corporation provides up to \$800 per MSY.

**B. What are the requirements regarding member living allowance?**

The proposed budget must include a living allowance for full-time members that is between \$11,800 (minimum) and \$23,600 (maximum) per member except as noted below. For reimbursable grants, this amount must be included in the proposed budget. If a program chooses to provide a living allowance to part-time members, it must comply with the maximum limits in the chart below. While fixed-amount grant applicants don’t submit detailed budgets, they are still required to provide a living allowance to members following these guidelines, but need not identify that amount in the application.

**Table 2: Minimum and Maximum Living Allowance**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Ed Award</b>	<b>MSY</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1700	\$5,350	1.000	\$11,800	\$23,600
One-year Half-time	900	\$2,675	0.500	n/a	\$12,500
Two-year Half-time	900	\$2,675	0.250	n/a	\$12,500

Reduced Half-time	675	\$2,038	0.381	n/a	\$9,370
Quarter-time	450	\$1,415	0.265	n/a	\$6,250
Minimum-time	300	\$1,132	0.212	n/a	\$4,160

**C. What are the exceptions to the living allowance requirements?**

**1. Prior to September 21, 1993.** If your program existed prior to the National and Community Service Trust Act of 1993 (enacted September 21, 1993), the law does not require you to provide a living allowance. If you choose to offer a living allowance, you are exempt from the minimum requirement of \$11,800, but not the maximum requirement of \$23,600.

**2. Education Award Program Grantees.** 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 section above.

**3. Professional Corps Grantees.** Full-time Professional Corps members must receive a living allowance or salary, which must meet the minimum, but may exceed the maximum set for other AmeriCorps programs. Professional Corps member salaries are paid entirely by the organizations where the members serve, and are not included in the budget. Professional Corps may request funds for other costs, and must meet the 24 percent match on these budgeted costs only, unless proposing a fixed-amount grant.

**D. What is the Maximum Cost per Member Service Year (MSY)?**

The maximum amount an applicant may request from the Corporation is determined on an annual basis. Applicants may calculate their cost per MSY by dividing the Corporation’s share of their budget request by the number of MSYs requested in the application.

**Table 3: Maximum Cost per MSY**

Grant Program	Maximum
Individual State Program	\$16,000
Average across State Formula & State Competitive Grants	\$13,000
Multi-state (National Direct)	\$13,000
Indian Tribes	\$13,000
Professional Corps	\$2,500
Education Award Program	\$800
Fixed-Amount Pilot	\$13,000

**E. What are the member enrollment requirements for existing grantees?**

We expect grantees to enroll the full number of members included in their grant award. Enrollment rates have a direct bearing on the number of slots and the size of awards approved in the continuation and re-compete processes. Applicants that do not fully enroll are likely to receive a decrease in funding.

**F. What are the member retention requirements for existing grantees?**

We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible. Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation and re-compete processes. Applicants that do not retain members are likely to receive a decrease in funding.

**G. What is the value of the Segal AmeriCorps Education Award?**

As of October 1, 2009, AmeriCorps members serving in programs funded with 2010 dollars who successfully complete a term of service will receive an education award from the National Service Trust of \$5,350 for a year of full-time service, with correspondingly smaller awards for less-than-full-time service. The amount of the Education Award is determined on the basis of the Pell Grant award, as required by the Serve America Act. A member has up to seven years after the term of service has ended to use the award.

**Table 4: Term of Service and Education Award**

<b>Term of Service</b>	<b>Minimum # of Hours</b>	<b>Education Award</b>
Full Time	1700	\$5,350
One-Year Half Time	900	\$2,675
Two-Year Half Time	900	\$2,675
Reduced Half Time	675	\$2,038
Quarter Time	450	\$1,415
Minimum Time	300	\$1,132

**VII. Application and Submission Instructions**

**A. Notice of Intent to Apply.**

If you intend to apply as a Formula Applicant, please send an e-mail by January 12<sup>th</sup> by 3:00 pm CST to Rayna Coe at [rayna.coe@tn.gov](mailto:rayna.coe@tn.gov). Although submission of the notice of intent to apply is not mandatory, your e-mail will help the Commission to plan more efficiently for review. In your e-mail, include the name of your organization, address, contact person, and phone number. Or, you may mail a letter of intent to the address in Section XII., Agency Contacts, below.

**B. Universal Identifier**

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. **The DUNS number does not replace your Employer Identification Number.** DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, **we suggest registering at least 30 days in advance of the application due date.** Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line.

**C. Content and Form of Application Submission**

The Commission requires that all applicants make every effort to submit their applications electronically utilizing the Corporation’s web-based application system, eGrants. Applications must arrive at the Corporation by deadline in order to be considered. In the event of prolonged unavailability of the eGrants system on the date of submission, the Commission reserves the right to extend the eGrants submission deadline. A notice will be posted in on [www.volunteertennessee.net](http://www.volunteertennessee.net).

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application to the address below in Section XI. Agency Contacts, via overnight carrier (non-U.S. Postal Service because of security–related delays in receiving mail from the

U.S. Postal Service). All deadlines and requirements in this *Notice* apply to hard copy applications.

**D. Funding Restrictions**

Grants under this program, except for fixed-amount grants, are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

**E. Other Submission Requirements**

**Equal Opportunity Survey.** Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. You may complete the survey in eGrants while preparing your application for submission or contact the Corporation to obtain a copy.

**VIII. Application Review Information**

**What is the selection process and criteria for these grants?**

In evaluating applications for funding, in addition to the five priority areas identified in the Edward M. Kennedy Serve America Act, reviewers will assess program design, organizational capability, and cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in the chart below. Reviewers will assess application narratives against these criteria and weight them accordingly. Please see the AmeriCorps regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category.

Commission program managers may seek clarification, resolve questions and issues, develop performance measures, and request revised budgets as part of the pre-award review process.

**Table 5: Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights**

Category	Percentage	Sub-Categories and Weights
Part A: Program Design	50%	Rationale and Approach (10%)
		Member Outputs and Outcomes (20%)
		Community Outputs and Outcomes (20%)
Part B: Organizational Capability	25%	No sub-categories
Part C: Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness (15%)
		Budget Adequacy (10%)

## ***IX. Award Administration Information***

### **A. When will grants be awarded?**

We anticipate announcing the results of the 2010 Planning Grant competitions by May 4, 2010, state Competitive and EAP competitions by June 2010, and the state Formula competition by June 21, 2010. Selected applicants are approved to negotiate with the Commission and the Corporation for a grant award. **The project start date may not occur prior to award date.**

### **B. What documents govern the grant?**

The AmeriCorps regulations and grant provisions are incorporated in the Notice of Grant Award (NGA). The NGA incorporates the approved application as part of a binding commitment under the grant.

### **C. What is the Project/Award Period?**

The Corporation generally makes grant awards for three years, with funding in annual increments. Grantees will be eligible for continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance.

**AmeriCorps members may not begin service until the Corporation issues a grant award. A program may not certify any hours a member performs prior to the award being issued.**

### **D. What are the reporting requirements for these grants?**

Grantees other than fixed-amount grantees are required to provide annual performance and bi-annual financial reports. Fixed-amount grantees are required to provide annual performance reports only. All grantees provide expense reports through the U.S. Department of Health and Human Services.

## ***X. National Performance Measures Instructions***

In order to opt into the national performance measures pilot, you must do the following:

1. In the performance measures screens of your eGrants application, a) indicate the priority area(s) that fits your program's activities, and b) indicate that you will be selecting national performance measures.
2. In the Rationale and Approach section of your application narrative when describing your proposed activities, identify your priority areas and the national measures from the list below that you plan to select.
3. Please note that you will not be required to enter your performance measures into the performance measure screens until you are notified to participate in the pre-award clarification process. At that point, you will have the option of adding your own outcome measures in eGrants, unless you select the Education Priority Area.

## **EDUCATION PRIORITY AREA**

***Unmet educational needs within communities especially those that help children and youth achieve success in school and increase high school graduation rates.***

The Corporation intends to focus its AmeriCorps funding on increasing high school graduation rates. In designing the following measures, the Corporation worked with current grantees, experts in school success and dropout prevention, and researchers at the Department of Education. The measures listed below have been linked to high school completion in evaluation

studies. By focusing funding on programs using these measures, the Corporation intends to invest in proven strategies that have demonstrated impact.

**Applicants proposing an Education Program other than Teacher Corps or Mentoring must select Measures 1 and 2 and at least one measure from Measures 5-11, below. Teacher Corps must select Measures 1 and 2 and Measures 12-17, below.**

1. Number of students who start in an AmeriCorps education program.
2. Number of students who complete participation in an AmeriCorps education program.

**Applicants proposing a Mentoring Program must select Measures 3 and 4 and at least one measure from Measures 5-11, below.**

3. Number of disadvantaged youth/mentor matches that are commenced by the AmeriCorps program.
4. Number of disadvantaged youth/mentor matches that were sustained for at least the required time period.

**Tutoring programs must select Measure 5 as one of their measures.**

5. Number of students with improved academic performance.
6. Number of youth who have improved their school attendance over the course of the AmeriCorps program's involvement with the student.
7. Number of students who have not been suspended over the course of the AmeriCorps program's involvement.
8. Number of youth with decreased substance abuse, arrest, or gang involvement.
9. Number of students graduating from high school.
10. Number of students entering post-secondary institutions.
11. Number of students earning a post-secondary degree.

### ***Teacher Corps Measures***

**Applicants proposing a Teacher Corps Program must select Measures 12-17. Measures 18 and 19 are optional.**

12. Number of AmeriCorps members who begin serving as teachers through a Teacher Corps program.
13. Number of AmeriCorps members who completed serving as teachers through a Teacher Corps program.
14. Number of individuals teaching in high-need public schools.
15. Number of students in AmeriCorps teacher classrooms with improved academic performance.
16. Number of individuals teaching in public schools in the year after term of service.
17. Number of teachers remaining in the education field, but not teaching in a public school (teaching in a private school serving a predominantly low-income community, school support staff, school administration, district administration policy, education non-profits, etc.) after their term of service.
18. Number of teachers who have had a positive impact on student learning as determined by observation-based assessments of teacher performance.
19. Number of individuals receiving certification to teach in public schools after their

term of service.

### **HEALTH PRIORITY AREA**

***Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.***

The measures below are based on the indicators listed in the Serve America Act. In Year One of the performance measure pilot, the Corporation is only issuing national outputs in this area. Applicants must submit an aligned outcome measure of their own design. These outcome measures will serve as input for future Corporation national outcome measures in the Health Priority Area.

**Applicants must select at least one of the measures (1-7) that matches their program model.**

1. Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs.
2. Number of clients to whom information on health insurance, health care access or health benefits programs is delivered.
3. Number of clients enrolled in health insurance, health services, or health benefits programs.
4. Number of clients participating in health education programs.
5. Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity.
6. Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity.
7. Number of clients receiving language translation services at clinics and in emergency rooms.

### **ECONOMIC OPPORTUNITY PRIORITY AREA**

***Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.***

The measures below are based on the indicators listed in the Serve America Act. In Year One of the performance measure pilot, the Corporation is issuing primarily national outputs in this area. Applicants must submit an aligned outcome measure of their own design if the measure they select does not have a required second measure showing impact. These outcome measures will serve as input for future Corporation national outcome measures in the Economic Opportunity Priority Area.

**Applicants must select at least one measure (1-8) that matches their program model.**

**Applicants selecting Measure 1 must also select Measure 9.**

***(See measures 12-17 if primary focus of program is on member development.)***

1. Number of economically disadvantaged individuals receiving financial literacy services.
2. Number of economically disadvantaged individuals receiving job training and other skill development services.

**Applicants selecting Measure 3 must also select Measure 10.**

3. Number of economically disadvantaged individuals receiving job placement services.
4. Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities.

**Applicants selecting Measure 5 must also select Measure 11.**

5. Number of economically disadvantaged individuals, including homeless individuals, receiving housing placement services.
6. Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations.
7. Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger.
8. Number of homebound individuals receiving food, transportation, or other services that allows them to live independently.
9. Number of economically disadvantaged individuals with improved financial knowledge.
10. Number of economically disadvantaged individuals placed in jobs.
11. Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.

***Economic Opportunity for AmeriCorps Members***

**Applicants must select at least one of the measures (12-14) that matches their program model. Applicants selecting Measure 12 must also select Measure 15.**

12. Number of economically disadvantaged AmeriCorps members who are unemployed prior to their term of service.

**Applicants selecting Measure 13 must also select Measure 16.**

13. Number of economically disadvantaged AmeriCorps members who have not obtained their high school diploma or equivalent prior to the start of their term of service.

**Applicants selecting Measure 14 must also select Measure 17.**

14. Number of AmeriCorps members who have their high school diploma or equivalent but have not completed a college degree prior to their term of service.
15. Number of economically disadvantaged AmeriCorps members that secure employment during their term of service or within one year after finishing AmeriCorps.
16. Number of members that obtain a GED/diploma while serving in AmeriCorps or within one year after finishing AmeriCorps.
17. Number of members that complete a college course within one year after finishing AmeriCorps.

**CLEAN ENERGY/ENVIRONMENT PRIORITY AREA**

***Unmet energy-efficiency and environmental needs within communities.***

The measures below are based on the indicators listed in the Serve America Act. In Year One of the performance measure pilot, the Corporation is issuing primarily national outputs in this area. Applicants must submit an aligned outcome measure of their own design if the measure they

select does not have a required second measure showing impact. These outcome measures will serve as input for future Corporation national outcome measures in the Clean Energy/Environment Priority Area.

**Applicants must select at least one of the measures (1-6) that matches their program model. Applicants selecting Measure 1 must also select Measure 7.**

1. Number of housing units of low-income households and structures weatherized or retrofitted to significantly improve energy efficiency and reduce carbon emissions.
2. Number of low-income households home and public building energy audits conducted.
3. Number of students and youth receiving education or training in energy efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture.
4. Number of acres of national parks, state parks, city parks, county parks, or other public lands and tribal communities that are cleaned or improved.
5. Number of miles of trails or rivers (owned/maintained by national, state, county, city governments or tribal communities) that are cleaned, improved, and/or created.
6. Number of tons of materials collected and recycled.
7. Annual energy usage reduction for housing units and structures from weatherizing and retrofiting (in units).

#### **VETERANS PRIORITY AREA**

*Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veterans in service.*

The measures below are based on the indicators listed in the Serve America Act. In Year One of the performance measure pilot, the Corporation is only issuing national outputs in this area. Applicants must submit an aligned outcome measure of their own design. These outcome measures will serve as input for future Corporation national outcome measures in the Veterans Priority Area.

**Applicants must select at least one measure (1-7) that matches their program model.**

1. Number of veterans receiving services and assistance, including veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities.
2. Number of veterans engaged in service opportunities (other than mentoring).
3. Number of veterans assisted in pursuing educational opportunities.
4. Number of veterans assisted in receiving professional certification, licensure, or credentials.
5. Number of veterans engaged in mentoring relationships with economically disadvantaged students.
6. Number of housing units developed, repaired, or otherwise made available for veterans.
7. Number of military families receiving services and assistance.

#### ***XI. Agency Contacts***

This *Notice* is available at [www.volunteertennessee.net](http://www.volunteertennessee.net). For further information or for a printed copy of this *Notice*, call (615) 253-6313 or send an email to [Rayna.Coe@tn.gov](mailto:Rayna.Coe@tn.gov). For questions

regarding multi-state or Indian Tribes applications to be submitted directly to the Corporation, please call (202) 606-7508 or send an e-mail to [americorpsnational@cns.gov](mailto:americorpsnational@cns.gov).

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application to the following address, via overnight carrier. All deadlines and requirements in this *Notice* apply to hard copy applications.

Volunteer Tennessee  
William R. Snodgrass TN Tower  
312 Rosa L. Parks Ave., 12<sup>th</sup> Floor  
Nashville, TN 37243-1700

### ***XII. Additional Information***

**Technical Assistance:** The Commission will hold three regional grant information sessions and eGrants training for all applicants.

Nashville – Wednesday, October 21, 2009 from 1:00-3:00pm  
Knoxville – Friday, October 23, 2009 from 10:00am-12:00pm  
Memphis – Thursday, October 29, 2009 from 1:00-3:00pm

Visit Volunteer Tennessee’s website at [www.volunteertennessee.net](http://www.volunteertennessee.net) for schedule and electronic versions of this notice and the application instructions. To register for a session, please contact Rayna Coe at 615-253-6313 or [Rayna.Coe@state.tn.us](mailto:Rayna.Coe@state.tn.us) **no later than October 20, for the Nashville and Knoxville sessions and no later October 28 for the Memphis session.**

**Disclaimer:** Publication of this announcement does not obligate the Corporation or the Commission to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under the AmeriCorps State and National Program.