



# 2018-2019 AmeriCorps\*State Funding Opportunity Georgia Application Guidelines

## INTRODUCTION

These guidelines are vital to understanding the fundamentals of AmeriCorps programs. You must also review the guidelines posted by the Corporation for National and Community Services (CNCS) including the Notice of Funding Opportunity (NOFO) and CNCS Application Instructions. These requirements apply to all programs submitting applications to the Georgia Commission for Service and Volunteerism (GCSV) for funding consideration.

## OVERVIEW

The Georgia Commission for Service and Volunteerism (GCSV), located within the Georgia Department of Community Affairs (DCA), receives funding from the Corporation for National and Community Services (CNCS) in Washington, DC. These funds are granted to qualifying agencies who then implement AmeriCorps programs in the State of Georgia.

CNCS brings vital leadership, resources, and coordination to some of the most pressing challenges facing America: educating students for jobs of the 21<sup>st</sup> century; assisting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans; helping communities rebuild after natural disasters; increasing energy efficiency and improving at-risk ecosystems; and providing information to improve the health and welfare of individuals in disadvantaged communities.

AmeriCorps, “the domestic Peace Corps”, is a National Service program that engages Americans of all ages and backgrounds in team-based, results-driven service. GCSV currently funds, monitors, and supports thirteen AmeriCorps State programs through Formula and national Competitive grants, as well as two Planning grants. AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address unmet community needs.

GCSV makes funding decisions based upon the strength of individual applications, as well as strategic considerations at the statewide level. GCSV will make funding decisions that maximize the opportunities to serve in Georgia, address critical needs, leverage available dollars, and strengthen the national service field in Georgia. In order to maximize the impact of AmeriCorps resources in Georgia, GCSV will fund programs that can demonstrate community impact and solve community problems using **evidence-based** or **evidence-informed approach** (e.g. performance measure data, quality of research, theory of change).

## FOCUS AREA AND FUNDING PRIORITIES

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

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

CNCS seeks to prioritize the investment of national service resources in the following funding priority areas. (Please see the *2018 AmeriCorps Mandatory Supplemental Guidance* for further information about some of the priorities)

- **Disaster Services** - improving community resiliency through disaster preparation, response, recovery, and mitigation
- **Economic Opportunity** - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- **Education** - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- **Healthy Futures** – reducing and/or preventing prescription drug and opioid abuse
- **Veterans and Military Families** – positively impacting the quality of life of veterans and improving military family strength
- **Governor and Mayor Initiatives**
- **Rural Intermediaries**- organizations that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure
- **Safer Communities** – programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community
- **Evidence Based Intervention Planning Grants**
- **Encore Programs** – programs that engage Americans age 55 and older

In addition, the GCSV has established focus areas specific to Georgia:

- **Homelessness** – As described in the preamble of the HUD Final Rule Defining Homelessness, the final rule establishes four categories of homelessness. These categories are as follows:
  1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution.
  2. Individuals and families who will imminently lose their primary nighttime residence;
  3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; or
  4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.
- **Rural Communities** are those communities with a population of less than 50,000 and where the poverty percentage is 10% or greater.

- **Educators in Rural Communities** are organizations placing AmeriCorps members as tutors and/or individuals as teachers in rural schools and communities.
- **Human Sex Trafficking** – As defined by the Advocates for Human Rights. Human sex trafficking is a form of slavery and involuntary servitude resulting in grave human rights violations. Sex trafficking involves individuals profiting from the sexual exploitation of others and has severe physical and psychological consequences for its victims.

Applicants addressing any of the above focus areas, may receive extra points on their application.

## **ELIGIBILITY INFORMATION**

### **ELIGIBLE APPLICANTS**

Public or private nonprofit organizations, including faith-based and other community organizations with 501(c)3 status registered with the State of Georgia; institutions of higher education; local government (e.g. cities, counties); labor organizations; partnerships and consortia; Indian Tribes; and intermediaries planning to sub-grant awarded funds are encouraged to apply.

### **INELIGIBLE APPLICANTS**

- Organizations that have been convicted of a federal crime.
- Organizations described in Section 501(c)4 of the Internal Revenue Code of 1986, 26 U.S.C. § 501(c)4, that engage in lobbying activities.

### **TYPES OF AWARDS**

AmeriCorps programs receive funding from one of two sources: Competitive or Formula Awards. Regardless of Competitive or Formula funding, all AmeriCorps programs follow the AmeriCorps Regulations, Terms and Conditions, and State requirements.

#### **Competitive Award**

Competitive funds are awarded by CNCS. GCSV selects applications to submit to CNCS for review in competition with proposals from all single and multi-state applicants. The Corporation runs a Peer and Staff Review to make funding determinations. Applications submitted that are not selected by CNCS for Competitive funding are automatically considered for a Formula Award from the GCSV.

#### **Formula Award**

Formula funds are awarded by GCSV. Formula funds are made available to GCSV based on the federal allocation for AmeriCorps. The amount of funds available to GCSV depends on the allocation from CNCS.

### **NATIONAL DIRECT CONSULTATION PROCESS**

Organizations operating in multiple states should apply directly to CNCS as an AmeriCorps National Direct Program. Applicants proposing a multi-state AmeriCorps program are required to first consult with the State Service Commissions in states where they intend to operate an AmeriCorps program. Next, applicants that are applying for National Direct programs must complete the 2018 *Consultation Form* at <http://www.statecommissions.org/national-direct-consultation.html> This form must be completed and submitted to [linda.thompson@dca.ga.gov](mailto:linda.thompson@dca.ga.gov) by **Wednesday, December 13, 2017**.

## TYPES OF APPLICANTS

**New Applicants** are organizations that have never received funding from CNCS/GCSV. New applicants are encouraged to apply and must submit a complete application based on the application instructions and guidelines. The following additional guidelines apply to new applicants:

- Are not allowed to apply for fixed grants.
- Are not allowed to apply for competitive grants.
- May only apply for formula cost reimbursement grants.
- Minimum of 5 and a maximum of 10 Member Service Year (MSY).\*

*[\*Note: One Member Service Year (MSY) is equivalent to one full-time AmeriCorps member. AmeriCorps funds are contingent on the number of MSYs requested by the program.]*

All interested new applicants are required to submit the *Notice of Intent to Apply* survey form at <https://www.surveymonkey.com/r/R8WY2KH> by **December 5, 2017**.

**Re-Compete applicants** are organizations that have completed a three-year cycle of funds from CNCS and are submitting an application for a new cycle and must submit a complete application based on the NOFO, application instructions, GA guidelines and format provided.

**Continuation applicants** are organizations that have current AmeriCorps awards that do not end in 2018. Applicants in the continuation phase must submit the following narratives:

- Description of proposed changes
- Justification of Member Enrollment
- Justification of Member Retention
- Plans for corrective actions for any compliance issues
- Updated performance measures using the performance measures worksheet
- Budget
- Evaluation Report
- Logic Model

## APPLICATION DEADLINE

All application materials and supplemental documents must be completed and submitted to [AmeriCorpsGA@dca.ga.gov](mailto:AmeriCorpsGA@dca.ga.gov) by **3:00 p.m. (EST) on Tuesday, February 13, 2018**. Unless indicated otherwise, applications must be submitted via eGrants, the CNCS web based management system.

### FOR COMPETITIVE APPLICANTS ONLY

Competitive Applications are due **Wednesday, December 13, 2017**. GCSV will expect Competitive Applications to be submitted via eGrants along with the required additional supporting documents. (NOTE: Dates mentioned in the Guideline, from this point on, are for Formula Applicants.)

## APPLICATION INSTRUCTIONS AND SUBMISSION REQUIREMENTS

### NOFO (Notice of Funding Opportunity)

You are required to read the NOFO and *Application Instructions* in its entirety. They can be found at: <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2018/americorps-state-and-national-grants-fy-2018>

### Content and Form of Application Submissions

All Applicants must submit the following application components of a complete application via CNCS's web-based management system:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Plan (if applicable)
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

### Additional Documents

All applicants must submit the following additional documents along with their application no later than **February 13, 2018 at 3:00 p.m.** These documents will be submitted to GCSV as noted below.

#### ALL APPLICANTS

- Financial Statements
- Most Recent Audit
- Memorandums of Agreement or Memorandums of Understanding when partnering with sub-sites or other entities (if applicable)- All applicants
- Immigration Affidavit (O.C.G. A. § 50-36-1(e)(1))
- Documentation verifying Federally Approved Indirect Cost Rates (if applicable)
- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section of the NOFO for detailed instructions by evidence tier.

#### RE-COMPETING APPLICANT

- Evaluation report, if required. Please see the Evidence Base definition in the *Mandatory Supplemental Guidance* and *NOFO* Section E. Evaluation Plan for further information.
- **Learning memo**, if required. Any applicant required to submit an evaluation report in order to comply with CNCS evaluation requirements must also submit a learning memo that describes how they are using the evaluation to improve and to inform their activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:

1. A short summary of key learnings from the evaluation
2. An explanation of how the program will incorporate key learnings into its strategy, design or implementation
3. An explanation of how these changes will improve the program
4. A discussion of how learning from the evaluation may inform next steps in the program's long-term research agenda

**All Additional Documents must be emailed to [AmeriCorpsGA@dca.ga.gov](mailto:AmeriCorpsGA@dca.ga.gov) with the labels outlined below. Emails should include the following information:**

- Subject line: [Legal Applicant Name] – [Application ID number]
- Body of the email should identify:
  - A list of documents that should be attached to the email
  - Attachments to emails should include
  - Individually saved files that are clearly labeled
  - Each file should also include a header or title within the body of each additional document to include the legal applicant name.

### **Program Size**

First-time applicants may submit requests for a minimum of 5 and a maximum of 10 Member Service Years (MSY) or its equivalent in the form of full-time, half-time, quarter-time or minimum-time members. Applications requesting fewer than 5 MSYs will not be reviewed. AmeriCorps programs should be large enough to make a significant difference in communities.

### **Program Operating Period**

Programs can begin operation **no** earlier than August 1 and no later than September 15. The program may operate for 10, 11 or 12 months but must fall within the 12-month grant period.

### **Page Limitations**

There are three page limits that must be adhered to: Narrative, Logic Model, and Learning Memo (if re-competing). Please refer to the NOFO document for additional information.

#### Narrative

Applications must not exceed 12 pages for the Narratives. In determining whether an application complies with page limits, the following will count for the narrative:

- The application's Executive Summary, SF 424 Face sheet, and
- The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

Applicants are strongly encouraged to print out the application from the "Review" tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

#### Logic Model

The Logic Model may not exceed three pages when printed with the application from the "Review" tab in CNCS's web-based management system.

**Please note the length of a document in word processing software may be different than what will print out in eGrants system.** Reviewers will not consider any submitted material that exceeds the page limits in the printed report. Also, note that the system will not prevent an applicant from

entering text that will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

Learning Memo (if a re-competing applicant)

**Only re-compete applicants** must submit this information. The learning memo must be in a 12 point font or larger and should not exceed three single sided pages double spaced text. See NOFO for details.

## **PERFORMANCE MEASURES**

Applicants can decide to use self-directed or National Performance Measures. National Performance Measures allow the CNCS to demonstrate aggregated impact of all its National Service programs. They are divided into two categories: Priority Measures and Complementary Program Measures. Programs are strongly encouraged to use the National Performance Measures but are not required to do so if the program's focus area is not related to the National Measure.

Please be sure to read instructions on performance measures in the CNCS Application Instructions document.

Successful programs will be those that have clear performance measures. Programs are likely to have multiple performance measures. The application must include aligned measures that include:

- An output (the quantitative value of service provided)
- At least one intermediate outcome (a change in behavior, attitude, knowledge, skill, and/or condition as a result of the output, qualitative value)

### **GA Specific Performance Measures**

If the applicant is funded, GCSV requires the following two Georgia-specific performance measures:

1. The [Program Name] AmeriCorps members will recruit at the least 5 volunteers per MSY during the course of the program year.
2. At least 75% of [Program Name] AmeriCorps members will receive first aid and CPR training within the first quarter of the program year.

These two performance measures will not be entered in eGrants but need to be included in the preparation of the applicant's budget and member expectations.

## **PERFORMANCE STANDARDS**

Successful applicants will be expected to: 1) meet the performance measures outlined in their eGrants /CNCS application, 2) enroll 100% of the Member Service Years awarded to them, 3) retain 90% or more of the AmeriCorps members enrolled in the program (CNCS expects 100%), 4) utilize 100% of the AmeriCorps dollars awarded to them, and 5) operate the program in accordance with all applicable laws, rules, and regulations.

## **FUNDING LIMITS**

Funding is dependent on the availability of funds granted to the Georgia Commission for Service and Volunteerism by the Corporation for National and Community Service. Formula allocation is determined by using a state population-based formula. Guidelines are set by CNCS and additional Georgia-specific

guidelines are set by the GCSV and may vary from one program year to another. Maximum costs per MSY can be found in the Notice of Federal Funding Opportunity/2018 AmeriCorps State and National Grants.

### **MATCH REQUIREMENTS**

An overall match requirement of 24% is mandatory for the first 3 years of funding. The match requirement is graduated accordingly after the initial three-year period. Starting with year 4, the match requirement gradually increases every year to 50% by year 10. This information can also be found in the NOFO.

	<b>Year 1-3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>
Minimum Overall Match	24%	26%	30%	34%	38%	42%	46%	50%

*(NOTE: Match may be in the form of cash or documented in-kind contributions.)*

For professional Corps programs, the living allowances or salaries provided to AmeriCorps members do not count toward the match requirement.

#### **ALTERNATIVE MATCH WAIVER**

Under certain circumstances, programs may qualify to meet alternative matching requirements that increase over ten years to 35% instead of 50%. To qualify, programs must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the CNCS Application Instructions. Requests should be submitted to the GCSV.

### **BUDGET**

Please review detailed Budget Instructions and the Budget Worksheet which can be found in the CNCS Application Instructions. Outlined below are some key items that will be reviewed closely by GCSV Staff:

- ✓ Administrative/Indirect Costs (Section III) – This section includes 5% of the overall federal share as a separate Administrative Cost line item. The GCSV claims a portion of this percentage for oversight, training and technical assistance. Be sure to follow the formula to calculate the “Commission Share”.
- ✓ Check and double check match. Make sure that the proper amounts have been claimed for members’ living allowances and other member related costs.
- ✓ Be sure to budget for Statewide Meetings/Trainings:
  - Program Directors’ Training is typically held in Atlanta. You should budget for at least one program staff person to attend. If you feel that more than one person should attend, please budget accordingly. If travel is 4 hours or more, you may want to consider overnight lodging. This is at your discretion.
- ✓ Please budget at least \$2,000 to attend either the Points of Light’s Conference on Volunteering and Service and/or a Regional Training Conference.
- ✓ You must budget to provide First Aid/CPR training to at least 75% of your members. This is a Georgia-specific performance measure. You may use the vendor of choice.



- ✓ Check to insure that adequate match is met on the Grantee Share side of your budget. Please know that if “Budgeted” match exceeds “Required” match that you will be held accountable for the higher amount.
- ✓ Include all calculations. Please do not assume that the reader understands your budget. You will need to include calculations for all sections:
  - Personnel Expenses: Specify if staff is allocated a certain percentage to AmeriCorps and show the calculations clearly.
  - Personnel Fringe Benefits: Specify if staff is allocated a certain percentage to AmeriCorps and show the calculations clearly.
  - Travel: Show calculations to include all related expenses such as number of miles, mileage per diem, number of people, registration costs, meal allowances, lodging, etc. Do not forget to state the purpose of the travel. Show all calculations clearly.
  - Supplies: Specify the supplies, purpose, and calculations.
  - Contractual and Consultant Services: State the purpose and show calculations.
  - Training: State the purpose and show calculations.
  - Evaluations: Show calculations. If the evaluator charges by the hour or daily, please specify this.
  - Member Costs:
    - Make sure that member living allowances are on the correct line. (i.e. Full-Time, Half-Time, etc.) Make sure you are using the correct amounts for living allowances in your calculations.
    - Be sure to include FICA and Workers Comp. Healthcare should also be included, if applicable.
  - Corporation Fixed Percentage:
    - Be sure to include “Commission Fixed Cost”. If you are a “Fixed” grant or if you have a “Federally Approved Indirect Cost Rate”, you will not budget for “Commission Fixed Costs”. These are the only exceptions.
    - If you have a “Federally Approved Indirect Cost Rate”, you must provide documentation. Your organization should have received a letter from Health and Human Services or from the Corporation for National and Community Service stating that you have a FAICR. If you have this letter, copy it and send it to the GCSV.
  - Source of Funds: Use this section to show all other sources of funds. Be sure to provide the Source, Description, Amount, and Type.

## **FINANCIAL MANAGEMENT**

All programs must have systems in place that clearly distinguish CNCS funds from other fund sources. Programs must also have accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. Recent revisions to the Single Audit Act and OMB Circular A-133 require all organizations to have financial audits if they annually expend \$750,000 or more under federal awards. This requirement applies to the organization’s total expenditures each fiscal year under all of its federal awards, including but not limited to AmeriCorps grants.

## **TECHNICAL ASSISTANCE**

General Technical Assistance workshops will be provided by GCSV staff. All applicants are strongly encouraged to attend at least one of the workshops listed below. **Registration is required to**

**attend.** Go to <https://www.surveymonkey.com/r/CVNXJZ3> to register and get detailed information on times and locations.

November 8, 2017	<b>Atlanta</b>
November 13, 2017	<b>Milledgeville</b>
November 15, 2017	<b>Brunswick</b>
November 17, 2017	<b>Columbus</b>
<b>November 28, 2017</b>	<b>Calhoun</b>

In addition, CNCS also offers a number of webinars to address questions and provide vital information to applicants. If you do not have an opportunity to participate in these workshops, it is strongly recommended that you access the replays of the webinars. GA applicants should also refer to the resources available on the GCSV website at [www.servega.org](http://www.servega.org).

### GRANT APPLICATION TIMELINE

<b>ACTION</b>	<b>DATE</b>
Notice of Funding released from CNCS	August 23, 2017
Request for Proposals released by GCSV	September 29, 2017
Technical Assistance Meetings	November 8 - 28, 2017
Technical Assistance Available (ongoing)	September 2017 – February 2018
Notice of Intent to Apply (new applicants and planning grants)	December 5, 2017
National Direct Consultation form Deadline	December 13, 2017
Competitive Applications Deadline	<b>December 13, 2017 3:00pm</b>
GCSV to submit Competitive applications to CNCS	January 17, 2018
Formula Applications Deadline	<b>February 13, 2018 3:00pm</b>
Review and Scoring of Formula Applications	February – April 2018
Rework/Clarification to Applicants	April – May 2018
CNCS Competitive funding decisions	May 15, 2018
Formula funding decisions made by GCSV	Late May 2018
GCSV to submit Formula applications to CNCS	June 2018

### CONTACT INFORMATION

Georgia Department of Community Affairs  
 Georgia Commission for Service and Volunteerism  
 Email: [AmeriCorpsGA@dca.ga.gov](mailto:AmeriCorpsGA@dca.ga.gov)  
 Website: <http://www.servega.org>