



AmeriCorps
New Jersey

**AmeriCorps Formula
Notice of Funding
Opportunity**

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For Program Year 2022/2023

Application Due Date: April 21, 2022

**NEW JERSEY COMMISSION ON NATIONAL AND
COMMUNITY SERVICE**

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Trenton, NJ 08625

609-633-9627

Funding provided by AmeriCorps

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SECTION 1: NEW JERSEY COMMISSION ON NATIONAL AND COMMUNITY SERVICE GRANT INFORMATION AND TIMELINE

DESCRIPTION OF THE GRANT PROGRAM

AmeriCorps is a national service network that provides full- and part-time opportunities for AmeriCorps members to serve their communities and build the capacity of organizations to meet local needs. In exchange for their service, AmeriCorps members are provided with a living allowance (\$16,502 for a FT term), training, and the ability to earn a Segal Education Award (\$6,345 currently) for eligible college tuition, cost of attendance, or eligible college loans.

The New Jersey Commission on National and Community Service, in partnership with AmeriCorps State and National, seeks single-state applicants within New Jersey to apply for this AmeriCorps Formula Notice of Funding Opportunity (NOFO).

The New Jersey Commission on National and Community Service, New Jersey Department of State, seeks to fund local initiatives and utilize the AmeriCorps model to increase civic engagement and improve New Jersey's communities by deploying AmeriCorps members to provide services in the six focus areas identified in Section II of this NOFO, i.e., Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and/or Veterans and Military Families.

Through this AmeriCorps Formula Notice of Funding Opportunity (NOFO), the New Jersey Commission on National and Community Service (hereinafter, the NJ Commission) seeks submission of applications that demonstrate that they will engage AmeriCorps members in an evidence-informed and evidence-based approach to providing a service intervention that will result in intended solutions to community problems (e.g., based on proposed program's performance and evaluation data or research demonstrating the effectiveness of a similar intervention). Applicants will be awarded points for providing evidence that their proposal intervention will lead to the outcomes identified in the Theory of Change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

The AmeriCorps Formula program is federally funded and requires a local combination of significant cash and in-kind match.

A. Purpose of AmeriCorps Funding

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members receive a living allowance and other benefits while serving. Upon successful completion of their service, members can receive a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans. The Education Award can be used for a period of up to seven (7) years following successful completion of a term of service. Members over the age of 55 at the start

of service may do a one-time transfer of an Education Award to a child, grandchild, step-child, or foster child which is held in trust for up to ten years.

Applicants from New Jersey will submit directly to the NJ Commission on National and Community Service on eGrants. The application will be reviewed and scored among other New Jersey applicants. Applications must score above 75 points in order to be considered for funding.

In reading this Formula NOFO, applicants must follow the NJ Commission’s due dates first. Section I of this NOFO contains all of the NJ Commission specific requirements. Section II will contain all of the AMERICORPS STATE AND NATIONAL specific requirements.

The following sections should be read in order to develop a complete application:

Section I: NJ Commission Grant Information and Timeline

Section II: AmeriCorps State and National Notice of Funding Opportunity (NOFO)

Section III: Mandatory Supplemental Guidance

Section IV: AmeriCorps State and National Application Instructions

Section V: 2022 Performance Measures

Section VI: Applicant Operational and Financial Management Survey (OFMS)

B. Timeline:

Date	Activity
March 7	Dissemination of NOFO flyer announcing the 2022/23 AmeriCorps Formula competition. NOFO goes live on the NJ DOS website https://www.state.nj.us/state/volunteer-grant-opportunities.shtml
March 16	NOFO Technical Assistance Session via ZOOM 9:30A – 1P. Register here to receive link to both sessions. Session will be recorded and available at the NJ Department of State AmeriCorps grants website.
March 18	Technical Assistance Session on Theory of Change, Evidence, Logic Models and Performance Measures via ZOOM. 9:30A – 1P. Register here to receive link to both sessions. Session will be recorded and available at the NJ Department of State AmeriCorps grants website
April 14	Notice of Intent to Apply due to Commission. Link to Notice of Intent to Apply form
April 21	Formula applications due to Commission on eGrants by 4:00 pm.
April 22	Staff review of applications and budgets are begun
April 26	Technical Assistance Session for Readers via ZOOM. Independent reading begins.
May 12	Reader Arena Session via ZOOM. Arena scores and final rankings.
May 13	Notification of applicants selected and Reader revisions requested for applications recommended for funding
May 24	Final staff review on revisions
May 26	Commission board vote on selected applicants
June 1	NJ Commission target date for submission of Formula package to AMERICORPS.

NOTE: Attendance at both of the virtual NOFO Technical Assistance Sessions is required in order to submit an application. Register [here](#) to receive link to both sessions.

AWARD INFORMATION

The NJ Commission is offering the opportunity to compete for a three-year cycle of Formula AmeriCorps programs. **Awards from this Formula NOFO will implement the first year of the program which runs from September 1, 2022 to August 31, 2023.**

Types of Award

The NJ Commission will accept applications for Cost-Reimbursement Grants including Traditional Professional Corps. Professional Corps are not eligible to apply for Cost-Reimbursement. The NJ Commission will also accept Fixed Amount Grants for Full-time, Education Award Only, or Professional Corps. Please refer to *Section II AMERICORPS STATE AND NATIONAL NOFO* for a fuller description of the Grant Types and Sub-Types.

Funding Period

For New or Re-competing applications, this is Year 1 of 3 of a multi-year grant period covering the following funding periods:

Year 1 September 1, 2022 to August 31, 2023

Year 2 September 1, 2023 to August 31, 2024

Year 3 September 1, 2024 to August 31, 2025

ELIGIBILITY TO APPLY

Eligibility is open to public or private non-profit organizations, including community organizations and faith-based organizations; Local Education Agencies (LEAs) including charter schools; institutions of higher education; government entities within the state (e.g., cities/municipalities, counties, state departments); labor organizations; and partnerships or consortia consisting of the aforementioned. Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this NOFO. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 ©(4), that engages in lobbying activities is not eligible to apply.

All applicants must have a current New Jersey Charities Registration number and certificate in order to receive a contract from the New Jersey Department of State. To register, visit: [Pages - Charities Registration Information / Portal \(njconsumeraffairs.gov\)](https://www.nj.gov/state/volunteer-grant-opportunities.shtml)

STATUTORY/REGULATORY SOURCE AND FUNDING

The applicant's project must be designed and implemented in conformance with all applicable state and federal regulations. In addition to the program requirements outlined in this NOFO, applicants should refer to the new AmeriCorps regulations, [45 CFR §§ 2520-2550](https://www.ecfr.gov/current/title-45/chapter-I/subchapter-B/part-2520)

TECHNICAL ASSISTANCE

General Technical Assistance Workshops will be held as listed in the Timelines section. These sections will be recorded and posted on the NJ Department of State website under AmeriCorps Funding Opportunities. <https://www.nj.gov/state/volunteer-grant-opportunities.shtml>

APPLICATION SUBMISSION

1. Notice of Intent to Apply

Submission of a Notice of Intent to Apply is requested and is due by **Thursday, April 14, 2022**

Please complete the online form: [Notice of Intent to Apply for 22/23 AmeriCorps Formula Funding](#)

You will need to answer the following questions

- Address
- Contact Name
- E-mail address
- Phone Number
- Focus area your organization plans to address
- Applying as New, Recompeting or Continuation and Regular Cost Reimbursement or Fixed Amount.

The New Jersey Commission on National and Community Service, Department of State operates this grant program in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, ***will not accept late applications***. The responsibility for a timely submission resides with the applicant.

Applications must be submitted electronically on eGrants NO LATER THAN 4:00 PM ON Thursday, April 21, 2022.

Applications must be submitted to the corresponding NJ Commission Prime application on eGrants.

Submission of Additional Documents:

All documents that are requested in the Section II: AmeriCorps State and National NOFO need to be sent to the NJ Commission and not to AmeriCorps State and National. Please see the Section II: AmeriCorps State and National NOFO for all of the required additional documents.

Additional Documents may be e-mailed to AmeriCorps.NJ@sos.nj.gov with the following subject line: [Legal Applicant Name]–[Application ID number].

Emails should include the following information:

- the legal applicant name and its point of contact information
- the eGrants application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and eGrants application ID number within the body of each document.

Do not submit other items not requested in this *Notice* or Application Instructions. The NJ Commission will not review or return them.

ADDITIONAL PROGRAM REQUIREMENTS OR BENEFITS

The NJ Commission would like to highlight the following additional requirements and benefits of AmeriCorps.

Terms of Service

Programs may engage members full-time or less than full-time. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Reduced Full-time members must serve at least 1200 hours. Half-time members must serve at least 900 hours. Programs may propose member terms of at least 675 hours for reduced half-time members; 450 hours for quarter-time members; 300 hours for minimum-time, and; 100 hours for abbreviated terms.

Living Allowance

The NJ Commission requires that all AmeriCorps members receive a living allowance regardless of the federal regulation which does not require a living allowance for less than full-time members. Full-time members must receive the minimum stipend amount listed in the chart. Recommended levels for less than full-time members are listed below:

Type of Member Position	Min. # of Hours	MSY	Min. Total Living Allowance	Max. Living Allowance
Full-time	1700	1.000	\$16,502	\$33,004
Three Quarter-time	1200	0.070	\$ 11,648	\$23,103
Half-time	900	0.500	\$ 8,736	\$16,502
Reduced HT	675	0.381	\$ 6,552	\$12,542
Quarter-time	450	0.265	\$ 4,368	\$ 8,581
Minimum-time	300	0.212	\$ 2,912	\$ 6,931
Abbreviated-time	100	0.056	\$ 971	\$ 1,980

AmeriCorps members are not considered employees and, therefore, a living allowance is not considered a wage. **In New Jersey, AmeriCorps members are not eligible for unemployment insurance, family leave or disability.**

Child Care Benefit Overview

AmeriCorps VISTA and NCCC offer a child care benefit to qualifying members. To qualify you must have children under the age of 13 and you must be determined eligible based on certain income guidelines. The maximum amount of child care assistance a member can receive is either \$400 per child or the maximum allowed by the state in which the care is provided, whichever is lower. For more information, visit the National Association of Child Care Resources and Referral Agency (NACCRRA) [website](#).

For more information on how to access the Child Care Benefit go to:

https://my.americorps.gov/trust/help/member_portal/child_care_benefit_overview.htm

Health Insurance

Grantees must provide full-time members with health insurance at the time of acceptance into the program if the member is not otherwise covered by a health insurance policy. If a member who previously had coverage loses it through no deliberate act of his or her own, such as parental or spousal job loss, the grantee must provide the member with basic health insurance that meets AmeriCorps requirements.

In general, AmeriCorps does not pay the costs of health benefits for half-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.

Reasonable Accommodation for Individuals with Disabilities

Increasing the participation of individuals with disabilities in national and community service programs is a key interest of AmeriCorps State and National. All AmeriCorps programs are required to actively reach out to people with disabilities for inclusion in AmeriCorps service as AmeriCorps members.

Participation in National Days of Service

As part of the National Service Network, there are a number of opportunities for grantees to take part in national service days. AmeriCorps State and National and the NJ Commission expect all national service programs, including AmeriCorps programs, to participate in national service days, including the 9/11 Commemorative, the Martin Luther King, Jr. Holiday and AmeriCorps Week. In addition, AmeriCorps State and National and the NJ Commission expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath at Launch), orientations, and training.

STATE COMMISSION TRAINING AND EVENTS

Program Manager Trainings and Meetings

All program managers must attend a three-day orientation known as Starting Strong held in the last week or so in July, 2022, and any other training (e.g., site supervisor training) developed for program managers during the contract period. Program Managers are also required to participate in all monthly conference calls or meetings.

[America's Service Commissions](#) (ASC), an association of State Commissions, also sponsors a yearly Mid-Atlantic Regional Conference. Programs are required to send at least one AmeriCorps staff person to this conference as part of their contract commitment.

In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all AmeriCorps State and National or NJ Commission training sessions.

Statewide AmeriCorps Member Trainings and Events

All AmeriCorps members and program managers are required to attend the following trainings/events:

- AmeriCorps Launch – Fall 2022
- End-of-the-Year Event – late Spring 2023
- Other statewide training such as Career Day or Disaster Preparedness.

In constructing the budget, figure in the cost of transportation to all of the training sessions even though some or all may be conducted virtually.

EVALUATION OF NEW AND RECOMPETING APPLICATIONS

State-level Review Process

All applications for AmeriCorps Formula grants will be reviewed and scored by a panel of three readers. The evaluation panel typically consists of one reader from the originating office or Commission Board, one from another office within the NJ Department of State, and one reader external to the NJ Department of State who is knowledgeable in the content area. Readers of grant applications for the NJ Department of State certify that no conflict of interest exists that would create an undue advantage or disadvantage for any applicant in the application evaluation and scoring process.

Applications are evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the guidelines and requirements of the governing NOFO. Applicants may request information about their evaluation scores by writing to the NJ Commission on National and Community Service. The Commission reserves the right to withdraw from consideration any application that does not include each and every component to be evaluated and scored in the evaluation process.

Applications must receive a score of at least 75 points out of 100 and include all required components to be eligible for funding. Eligible applications are ranked and funded in descending order, from highest to lowest score. In the event of a tied score at or above the NJ Department of State's cutoff score of 75, the NJ Department of State will select the applicant with the highest combined score for the Program Design section.

SECTION II: FEDERAL NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: **AmeriCorps**
Funding Opportunity Title: Fiscal Year (FY) 2022 AmeriCorps State and National Grants
Announcement Type: Initial Announcement
Assistance Listing Number: 94.006

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

Important Dates

Please refer to Section I for the Formula NOFO timeline.

A. PROGRAM DESCRIPTION

A.1. Purpose of AmeriCorps Funding

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants are awarded to eligible organizations 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](#) that they can use to pay for higher education expenses or apply to qualified student loans.

AmeriCorps 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 maximize the impact of investment in national service, AmeriCorps has the following focus areas:

Disaster Services

Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed, economic mobility for communities experiencing persistent unemployment or underemployment.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically-disadvantaged children; improved school readiness for economically-disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically-disadvantaged students' preparation for success in post-secondary educational institutions. Also, educational opportunity for students experiencing homelessness or those in foster care.

Environmental Stewardship

Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature-based solutions. Also, environmental stewardship and climate change mitigation including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.

Healthy Futures

Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition for improved well-being and/or the purpose of reducing obesity. Also, efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the [Elementary and Secondary Education Act](#).

Veterans and Military Families

Programs to improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs

A.2. Performance Goals or Expected Outcomes

Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. See the Performance Measure Instructions for details about performance measure requirements and selection rules.

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

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

B.2. Estimated Award Amount

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

B.3. Period of Performance

AmeriCorps anticipates making three-year grants. The agency generally makes an initial award for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date AmeriCorps awards the grant. AmeriCorps applicants may not enroll prior to the start date of the award. AmeriCorps applicants may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours an applicant performs prior to the applicant becoming a member in the system of record and the beginning of the member enrollment period.

B.4. Type of Award

AmeriCorps Operating Grants: AmeriCorps may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed-Amount grant is limited to certain applicants.

Professional Corps applicants are ineligible to apply for Cost Reimbursement grants. See the C.1. Eligible Applicants section and the Mandatory Supplemental Information for more information. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

GRANT TYPES	COST REIMBURSEMENT	FIXED AMOUNT			
		Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$28,800	\$21,600	\$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	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Grant Types	Cost Reimbursement	Fixed Amount			
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 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.

** 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.

(FT = Full time, TQT = Three Quarter Time, HT= Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time)

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

See Section I for a list of eligible applicants.

Applicants must have a valid SAM registration and DUNS and/or Unique Entity Identifier to receive an award. See Section D.3. Unique Entity Identifier and System for Award Management (SAM) for more information.

New Applicants

AmeriCorps encourages organizations that have not received prior funding from AmeriCorps to apply.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full Cost Fixed Amount grants.

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 the agency, 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 (for example, 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.

C.2. Cost Sharing or Matching

Fixed Amount Grants

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

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full Cost Fixed Amount grants.

Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section D.6. Funding Restrictions for more information.

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

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

Law requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

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. 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 who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf. Commissions and National Directs will submit requests to directly to ACAlternateMatchRequests@cns.gov.

C.3. 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 Notice.

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 Notice. However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has determined 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.

D. APPLICATION AND SUBMISSION INFORMATION

This Notice should be read together with the AmeriCorps Regulations, [45 CFR §§ 2520-2550](#), the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference.

These documents can be found on <https://www.americorps.gov/partner/funding-opportunities>. The full regulations are available online at www.ecfr.gov.

D.1. Content and Form of Application Submission

D.1.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
 - Executive Summary: This is a brief description of the proposed program.
 - Program Design
 - Organizational Capability
 - Cost-Effectiveness & Budget Adequacy
- Logic Model
- Performance Measures
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, Assurances, and Certifications

D.1.b. Page Limits

There are page limits for the Narratives and Logic Model:

Narratives

- Applications must not exceed 10 double-spaced pages for the Narratives.

The application sections that count towards the page limit are the:

- SF-424 Face Sheet
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

Logic Model

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. AmeriCorps strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.

AmeriCorps will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

D.2. Unique Entity Identifier and System for Award Management (SAM)

All applicants must register with the System for Award Management (SAM) at

<https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is

complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See [SAM.gov | Home](https://sam.gov)

SAM registration must be renewed annually. AmeriCorps suggests that 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. ****DUE TO COVID PANDEMIC, PLEASE NOTE THAT REGISTRATION CAN TAKE UP SIGNFICANTLY LONGER – REGISTER ASAP!**

AmeriCorps will not make awards to entities that do not have a valid SAM registration and DUNS or 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 DUNS number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the DUNS Request Service. AmeriCorps recommends registering at least 30 days before the application due date.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to replace DUNS numbers starting April 4, 2022. As of that date, AmeriCorps will ask applicants to add the UEI to their application as part of the clarification or pre-award process. AmeriCorps is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, enter it at the time you submit your application.

D.3. Submission Dates and Times

D.3.a. Application Submission Deadline

Applications are due **Thursday, April 21, 2022 no later than 4:00 pm.**

AmeriCorps will not consider applications submitted after the deadline, except as noted in Section D.4.c. Late Applications. AmeriCorps reserves the right to extend the submission deadline. AmeriCorps will post a notification in the event of an extended deadline on AmeriCorps' website.

D.3.b. Additional Documents Deadline

Additional documents are due by the application submission deadline.

D.3.c. Late Applications

All applications received after the submission deadline published in this Notice are presumed to be non-compliant. To overcome this presumption, the applicant must:

- Submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - the timing and specific cause(s) of the delay
 - the ticket number if a request for assistance was submitted to the AmeriCorps Hotline, if available
 - any information provided to the applicant by the AmeriCorps Hotline
 - any other documentation or evidence that supports the justification
- Ensure that AmeriCorps receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to AmeriCorps.NJ@sos.nj.gov no later than 24 hours after the application deadline stated in the Notice.

Communication with AmeriCorps staff, including a re-competing applicant's program officer, is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in eGrants, AmeriCorps' web-based application system and with the AmeriCorps Hotline to submit the application. AmeriCorps will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not meet the application submission deadline and do not submit a written explanation or justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will be deemed noncompliant. If AmeriCorps sustains a noncompliant determination, the application will not be reviewed or selected for award.

Please note: AmeriCorps will not consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

D.4. Intergovernmental Review

This Notice is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

D.5. Funding Restrictions

D.5.a. Award Funding Requirements

1. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs operating in New Jersey are required to provide a living allowance for members, even those serving in less than full-time terms of service.

Programs 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.

While Fixed Amount grant applicants 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.

Exception: Fixed Amount grant applicants should indicate that amount in the application.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$16,502	\$33,004
Three Quarter-time	1,200	\$11,648	\$23,103
Half-time	900	\$8,736	\$16,502
Reduced Half-time	675	\$6,552	\$12,542
Quarter-time	450	\$4,368	\$8,581
Minimum-time	300	\$2,912	\$6,931
Abbreviated-time	100	\$ 971	\$1,980

Exceptions to the Living Allowance Requirements

- a. 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.
- b. 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 and benefits including childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (Federal share).

2. Maximum Cost per Member Service Year (MSY)

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of 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 an applicant may request from AmeriCorps per MSY is determined on an annual basis.

New and re-competing Commission subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY

Grant Program	Maximum
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Full-cost Fixed Amount Grant	\$21,600
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	\$800 or \$1,000**
All non EAP formula grants***	\$28,800***

*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.

***\$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.

3. [Segal AmeriCorps Education Award](#)

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the time of grant award.

D.5.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally-approved indirect cost rate, a 10 percent de minimis rate of modified total direct costs, or may claim certain costs directly, as outlined in 2 CFR 200.413. States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all Federal awards. Applicants that have a Federal negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps' regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.

The instructions for how to enter the organization's indirect cost rate. Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: To request a Federally-negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to IndirectCostRate@cns.gov. The applicant may also obtain instructions and additional information by contacting the email address above.

D.5.c. Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps.

D.6. Other Submission Requirements

D.6.a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via eGrants, AmeriCorps' web-based application system. AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

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.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via eGrants Questions if they have a problem when they create an account, prepare, or submit the application. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>.

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 AmeriCorps Hotline to submit via eGrants.

D.6.b. Submission of Additional Documents

Applicants are required to submit the additional documents below by the application submission deadline.

All applicants:

1. Evaluation briefs, reports, studies. Please refer to the Evidence Base section and Mandatory Supplemental Information for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.
2. Labor union concurrence (if applicable)

Rural Intermediaries (New and recompeting)

3. Letters of support from the consortium members

New and Recompeting applications

4. All new and recompeting applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS). Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.

Additional documents must be emailed to AmeriCorps.NJ@sos.nj.gov with the following subject line: “Legal Applicant Name” – “Application ID Number.” Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email by file name, labeling each document type according to the above numbered list
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document.
To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
- If the size of an applicant’s files requires multiple emails, please also include an ordering system in the subject line, such as “(1 of 3).”

Failure to submit the required additional documents, following the email instructions in this section, by the deadline and in the format requested above may have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

Please do not submit any items that are not requested in this Notice and Guidance. AmeriCorps will not review or return them.

E. APPLICATION REVIEW INFORMATION

E.1. Review Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. AmeriCorps urges applicants to submit high quality applications that carefully follow the guidance in this Notice and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

CATEGORIES/SUBCATEGORIES	PERCENTAGE
Executive Summary	0
Program Design	50
Theory of Change and Logic Model	20
Evidence Tier	4
Evidence Quality	8
Performance Measures	8
Member Experience	10
Organizational Capability	25
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
Cost Effectiveness and Budget Adequacy	25

E.1.a. Executive Summary (Required - 0 percent)

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

The [Name of the organization] proposes 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.]

This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)].* 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 (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

E.1.b. Program Design (50 percent)

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 Theory of Change 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.

1. Theory of Change and Logic Model (20 points)

The Theory of Change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services
 - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:

- The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
- The dosage of the intervention (e.g., the number of hours per session or sessions per week)
- The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- 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.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome 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 Theory of Change. The applicant’s performance measures should be consistent with the program’s Theory of Change and should represent significant program activities.

Applicants should discuss their rationale for setting output and outcome targets for their performance measures.

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 three pages will not be reviewed.

2. Evidence Base (12 points)

The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Information.) Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design, including program aligned with the priority areas identified above, will be assessed and scored.

Evidence Tier (4 points):

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.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Intervention for a definition of “*same intervention*”) may submit up to 2 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 (See Mandatory Supplemental Guidance for a definition of the *Evidence Tiers*). 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 Program Design 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 the Notice (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) 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 application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Information).

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 Notice instructions.

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

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Information, the applicant may be considered for a lower evidence tier.

Evidence Quality (8 points)

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

Applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports 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 in at least one key outcome of interest.

Applicants that are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application 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 in at least one key outcome of interest.

3. Performance Measures (8 points)

- Performance measures identify all components included in the Logic Model (refer to performance measures https://americorps.gov/sites/default/files/document/ASN_FY2022_PerformanceMeasuresInstructions_FINAL.508.pdf).
- Performance measures provide for adequate and quality data collection including instruments (refer to performance measures https://americorps.gov/sites/default/files/document/ASN_FY2022_PerformanceMeasuresInstructions_FINAL.508.pdf).
- Applicant describes a data collection schedule including collection of baseline data (data collection schedule is described in narrative).

3. Member Experience (10 points)

- Describe the rationale by which you selected the number of members and slot types for your program. Describe how you plan to conduct the onboarding process and orientation on the first day of service to your cadre of members. Include training topics to be included in the orientation, including training on Prohibited Activities—see General Technical Assistance session PowerPoint presentation.
- AmeriCorps members as a result of their service will have opportunities to develop as leaders. Please describe leadership training, topics and timeline that will enable members to develop as leaders. Discuss opportunities they will have to take leadership roles through service, service events, and/or project development.
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed. Please describe the career exploration to be provided for transitioning to *Life after AmeriCorps*.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate. Please describe your recruitment plan, recruitment sources, criteria for selection and interview process for your AmeriCorps members.
- Describe what a typical day will look like for your members. Discuss how you plan to manage your AmeriCorps members, your site supervisors and how regularly you will meet with your members--individually and as a group--to reflect on their service.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- The applicant's organization and/or program has a diversity, equity, and inclusion council that seeks to diversity its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

E.1.c. Organizational Capability (25 percent)

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (9 points)

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program. A full-time dedicated program manager is required in most instances.
- The 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.).
- The organization has a stated commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council, join the NJ Commission's DEIA council or its own strategic plan.

2. Compliance and Accountability (8 points)

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

3. Culture that Values Learning (4 points)

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.
- The applicant's board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

4. Member Supervision (4 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations. Provide a description of how your site supervisors will be trained.

E.1.d. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will assess the quality of the application’s budget to the following criteria below. Do not assume all sub-criteria are of equal value.

These criteria will be assessed based on the budget detail submitted. Do not include narrative in the narrative box except for “See budget”.

1. Cost Effectiveness and Budget Adequacy (25 points)

- Budget is submitted without mathematical errors.
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

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

E.1.f. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

E.1.g. Clarification Information (0 percent)

Please make a heading entitled “FY 2022 Match replacement” and enter the dollar amount of match replacement your program would like to request. The amount cannot result in your program being above the maximum cost per MSY. Should your application go to clarification, this field will also be used to enter information that requires clarification in the post-review period.

E.1.h. Continuation Changes (0 percent)

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

F.1. Administrative and National Policy Requirements

F.1.a. Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR Parts 200 and 2205.

F.1.b. Requests for Monitoring or Payment Integrity 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.

F.1.c. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2022 AmeriCorps General Terms and Conditions, and the FY 2022 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at <https://americorps.gov/grantees-sponsors/directs-territories-tribes>.

F.1.d. 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. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.
- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

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.

F.1.e. Official Guidance

All AmeriCorps active Guidance is available on the agency's Guidance webpage: <https://www.americorps.gov/about/agency-overview/official-guidance>. 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.

F.2. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, 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).

F.3. Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

F.4. Continuation Funding Information and Requirements

Organizations that have current awards that continue beyond FY 2021 must submit an application in order to be eligible to receive funding for the following year. *The NJ Commission will send out **Continuation Instructions separately from this Formula NOFO***. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the review criteria published in this Notice. The review will also be based on progress reports, the federal financial report, evaluation plans, and AMERICORPS staff's knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

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

G. FEDERAL AWARDING AGENCY CONTACTS

For more information, email AmeriCorps.NJ@sos.nj.gov.

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>. Potential applicants can also AmeriCorps Hotline at 1-800-942-2677. Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

H. OTHER INFORMATION

H.1. Technical Assistance

The NJ Commission will host technical assistance virtual sessions to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all applicants to participate in these sessions. There are also various technical assistance resources on AmeriCorps' website:

<http://www.americorps.gov/partner/funding-opportunities>

H.2. Re-Focusing of Funding

AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

I. IMPORTANT NOTICES

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 Statement: 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.

**PLEASE REFER TO THE LINKS IN THE PAGE
INDEX ON PAGE 1 TO ACCESS THE
REMAINING REQUIRED SECTIONS III, IV, V.
AND VI**