AMERICORPS FORMULA NOTICE OF FUNDING OPPORTUNITY

2022/23

TECHNICAL ASSISTANCE SESSIONS
**General T/A Session,
Wednesday, March 16, 9:30 a.m.**

**Theory of Change T/A Session
Thursday, March 18, 9:30 a.m.**

NOFO T/A Session Agenda

1. What is AmeriCorps?

2. How to Apply

3. Review of National Performance Measures

4. Navigating eGrants

Part 1

What is AmeriCorps?

AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges, through national service and volunteering.

Individuals called AmeriCorps "Members" are recruited to serve with organizations dedicated to improving communities.

AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at AmeriCorps.gov.

What is AmeriCorps?

Well, AmeriCorps is a lot of things, so check out this video that will break it down for you.

AmeriCorps IS

- A TERM OF SERVICE

- A COMMITMENT of #hours of Service

- A win/ win for community and member

- A program of service **not longer than one year** that has LOTS of regulations that MUST be followed by organizations and members

AmeriCorps Pledge

I will get things done for America - to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.
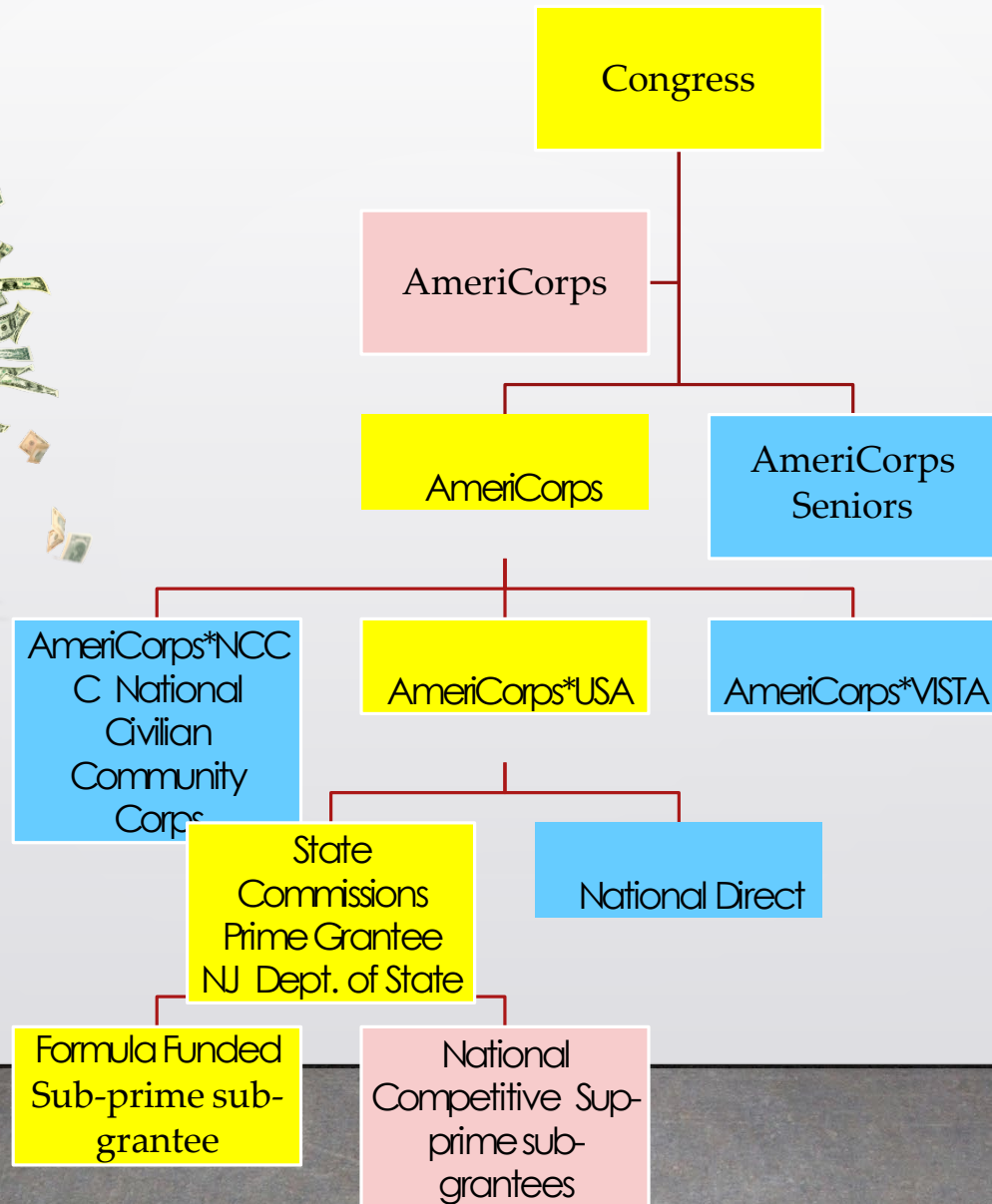
Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.

National Service: The Funding Tree

Focus Areas Include:

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

What did NJ AmeriCorps Members accomplish last year? A glimpse…

- Recruited 9,000+ volunteers

- Volunteers donated 55,000+ hours

- 1,700+ individuals affected by disaster served

- 8,800+ children and youth served

- 900+ acres of public land improved

Service Requirements

- Must be 17 years of age or older.

- Must have a High School Diploma or Equivalency; or must **be working** towards the GED.

- Must be a US Citizen or Permanent Resident of the USA.

  Proof: Birth Certificate and/or Specific LIMITED Acceptable Documents

- Must complete the Term of **DIRECT** Service – from 100 hours to 1,700 hours.

Committed to Making a Difference ….

- Serve according to the application submitted to the NJ Commission and within the scope of the grant.
- Serve according to their position description in their contract and consistent with the program's performance measures

Benefits for All Members…

- Receive Living Allowance
- Gain Professional Experience
- Improve Professional Network
- Develop Soft and Hard Skills
- Qualify for Segal Education Award
- Interest Accrual
- Loan Forbearance
- Member Assistance Program

Terms of Service

TERM	HOUR	EDUCATION AWARD
Full Time	S 1700	(est) $6,345.00
Three Quarter	1200	$4,441.50
Half Time	900	$3,172.50
Reduced Half	675	$2,417.14
Quarter Time	450	$1,678.57
Minimum Time	300	$1,342.86
Abbreviated Time	100	$ 357.08

Educational Award ➡ *TAXABLE*

- Up to **seven years** to use the award
- Can be used at more than one institution and can help pay more than one loan.
- MAY be used outside of the United States

In all cases, must be used at an institution or program that has been approved by the US Dept. of Ed, for participation in Title IV programs.

Education Award Transfer

If the AmeriCorps Member is age **55** or older

On or before their day of enrollment in an AmeriCorps state/National program, the award may be transferred once to a **child**, **grandchild**, **foster child, or step child** and is held at the NST for up to **10 years.**

The transferee or designated individual **must be**:

- A **citizen, national or lawful permanent resident alien of the U.S.**

Colleges & Universities Matching the Segal Education Award

Many colleges and universities around the country provide a match to the education award. The full list is on the AmeriCorps website: Schools of National Service search

Term Limits

A member can now serve up to 4 terms of service… BUT

Cannot earn or receive more than the equivalent of 2 FULL -TIME AWARDS

Background Checks

The following background checks must be cleared by the NJ Commission *before* AmeriCorps members can be enrolled to begin service:

- ✓ NSOPW (DOJ: National Sex Offender Public Website)
- ✓ State Background (TrueScreen)
- ✓ FBI Fingerprint-based (FieldPrint)

- All programs **must** use TrueScreen

- Cost is about $33 per member unless there are additional out-of-state residences that must be checked

- **NOTE: Staff on the grant must also have background checks prior to the commencement of the grant. When staff changes, the new staff must be cleared as well.**

Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- Attempting to influence **legislation;**

- Organizing or engaging in **protests, petitions, boycotts, or strikes**;

- Assisting, promoting, or deterring **union organizing**;

- Impairing existing contracts for services or **collective bargaining** agreements;

- Participating in, or endorsing, events or activities that are likely to include advocacy for/or against **political parties,** political platforms, political candidates, proposed legislation, or elected officials;

Nonduplication and Nondisplacement

- NONDUPLICATION
  Funding can not be used to duplicate an activity that is already available in the area of a program. AmeriCorps Agency assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the "nondisplacement" requirements.

- NONDISPLACEMENT
  Members are not allowed to perform an employee's duties or otherwise displace employees. Please refer to the Mandatory Supplemental Guidance for a full listing of nondisplacement regulations

AmeriCorps members are NOT...

- Cheap Labor
- A Staff Builder
- Interns
- A Receptionist or Janitor

They ARE a cadre of individuals who are performing DIRECT SERVICE as the intervention to a specific community problem.

Supervision of AmeriCorps Members

Each program is required to have an **onsite qualified supervisor** to provide members with regular and adequate oversight on a daily basis, including certifying time sheets.

Members are prohibited from supervising another member.

Questions on What is AmeriCorps?

Thank you!
Vincent Funelis, Deputy Director
Vincent.Funelis@sos.nj.gov

Part 2
AmeriCorps Competitive NOFO Application process

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.

NOFO Sections

- Section I: NJ Commission Grant Information and Timelines

- Section II: Corporation on National and Community Service NOFO

- Section III: Mandatory Supplemental Guidance

- Section IV: Corporation Application Instructions

NOFO Sections

- Section V: 2021 Performance Measures

- Section VI: Section VIII: Financial Management Survey

- NOTE: Links to Sections II – VI are available in the NOFO Section I.

NOFO Application Focus Areas for Performance Measures

- Economic Opportunity

- Education

- Healthy Futures

- Veterans and Military Families

- Disaster Services

- Environmental Stewardship

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**.

-

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.

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 with 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

- Grants will 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.

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.

-

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.**

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.

Performance Measure Instructions: https://www.americorps.gov/funding-opportunity/fy-2021-americorps-state-national-grants#performance-measure

Determine Type of Program

- **REGULAR COST REIMBURSEMENT**

  Funds a portion of program costs and members' living allowance.

- **PROFESSIONAL CORPS**

  Professional Corps programs place professionals in communities where there is a documented shortage of such professionals.

  Stipends/salaries are paid by other organizations.

  Can be either cost reimbursement or fixed-amount.

- **FULL COST FIXED-AMOUNT GRANTS** (Only available for recompeting applications)

  Applicants apply for a fixed amount per MSY* & use their own or other resources for the remaining cost of the program. No match requirements, but the program must still raise the additional funds needed to run the program.

  *Member Service Year

Organizational Eligibility to Apply

Eligibility is open to:

- public or private non-profit organizations, including labor organizations;

- community organizations including faith-based organizations;

- American Indian Tribal communities;

- Local Education Agencies (LEAs) including charter schools;

- institutions of higher education;

- government entities within the state (e.g., cities/municipalities, counties, state departments);

- and partnerships or consortia consisting of the aforementioned.

Page Limitations

- There are two sections with mandatory page limits: **Narrative** and **Logic Model.**

- Applications must not exceed 10 pages for the Narrative.

- In determining whether an application complies with page limits, the Corporation will count the following for the **Narrative:**

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

- The Corporation strongly encourages applicants 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.

Page Limitations

- **LOGIC MODEL**
  The Logic Model may not exceed <u>three pages</u> when printed with the application from the "Review" tab in eGrants.

Please note the length of a document in word processing software may be different than what will print out in the AmeriCorps' web-based 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.**

<u>This applies to both the application page limit and the Logic Model page limit.</u>

Funding Period

For New and Recompeting applicants, this is Year 1 of 3 of a multi-year grant period covering the following funding periods:

- Year 1: Sept 1, 2022 to August 31, 2023

- Year 2: Sept 1, 2023 to August 31, 2024

- Year 3: Sept 1, 2024 to August 31, 2025

Notice of Intent To Apply

Applicants must fill out and submit the online **Intent to Apply** form by **Thursday, April 14, 2021**.

The following information is required:

- Organization Name
- Address
- Contact Name
- E-mail Address
- Phone Number
- Focus area/s application will address
- Applying as New or Continuation and Regular Reimbursement or Fixed Amount.

Click here to complete:
NOTICE OF INTENT TO APPLY form

(The form can be also be found on our website)
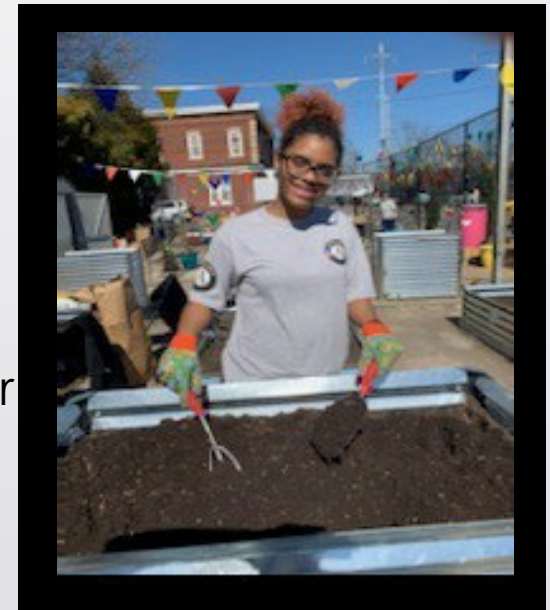
- Applications must be submitted electronically on **eGrants**

NO LATER THAN

Thursday, April 21, 4:00 p.m.

Additional Documents

- All documents that are requested in Section II: AmeriCorps NOFO need to be sent to the NJ Commission and not to AmeriCorps. The NJ Commission will forward additional documents to AmeriCorps upon selection of the application at the NJ level. Please see the *AmeriCorps NOFO, Section I for further directions on submission of additional documents.*

- Applicants are required to submit the following additional documents by the application submission deadline:Financial Management Survey, Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.

DUNS Number and SAM Registration

Applications must include a DUNS* number **and** an Employer Identification Number (EIN). The DUNS number does not replace an EIN.

DUNS numbers may be obtained at no cost by calling the DUNS request line at (866) 705-5711 or by applying online: DUNS Request Service.

● **AmeriCorps recommends registering at least 30 days before the application due date.**

After obtaining a DUNS, all applicants **must** register with the SAM ** and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually.

● 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.

PART 3   Selection Criteria

Category	Percentage
Executive Summary	**0**
Program Design • Theory of Change & Logic Model • Evidence Tier • Evidence Quality • Performance Measures • Member Experience	**Total 50%** 20 points 4 points 8 points 8 points 10 Points
Organizational Capability • Organizational Background & Staffing • Compliance and Accountability • Culture that Values Learning • Member Supervision	**Total 25%** 9 points 8 points 4 points 4 points
Cost-Effectiveness and Budget Adequacy	**Total 25%**

Review Criteria (see Section II of NOFO)

A. Executive Summary (Required – 0%)

Please fill in the blanks of these sentences to complete the executive summary:

- 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 an additional [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 application- you may omit the section after the asterisk.

Review Criteria (cont.)

B. Program Design (50%)

NOTE: The following information will be reviewed on the March 18 THEORY OF CHANGE SESSION

- Theory of Change & Logic Model   20 pts.
- Evidence Tier   4 pts.
- Evidence Quality   8 pts.

Theory of Change and Logic Model (TOC) (20 points)

- **The TOC shall address**:

- The **problem** is prevalent and severe in communities where the program plans to serve – documented with relevant data.

- The proposed **intervention** is responsive to the identified community problem.

- The intervention is clearly articulated including the design, dosage, target population and roles of AmeriCorps members.

- The intervention is likely to lead to the **outcomes** identified in the TOC.

Theory of Change and Logic Model (TOC) (20 points) cont'd.

- Outcomes in the narrative and logic model represent **meaningful progress** in addressing the community probem.

- 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.

Theory of Change and Logic Model (TOC) (20 points) cont'd

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:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who will deliver the intervention.

- The core **activities (interventions)** or program model that members will implement or deliver, including:
  - **Duration** of the intervention (# of weeks, sessions or months)
  - **Dosage** of the intervention (# of hours per session or sessions per week)
  - **Target population** for intervention (e.g., disconnected youth, 3rd graders at a certain reading level proficiency.

Theory of Change and Logic Model (TOC) (20 points) cont'd.

Logic Model (cont.)
The measurable **outputs** that result from delivering the intervention (i.e., number of beneficiaries served, types and numbers of activities conducted, etc.).

Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. **If using National Performance Measures, indicate which.**

Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

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.

- 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
  - 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.

Evidence Quality (8 points)

- Standards applied to assess quality of Preliminary, Moderate or Strong evidence:
    - Methodology
    - Relatively recent
    - Meaningful and Positive Effect on Beneficiaries
- For Pre-Preliminary:

    Same except should include past performance measure data or cited research studies.

Performance Measures (8 points)

- Performance measures identify all components included in the Logic Model (refer to performance measures

- 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).

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.*

Member Experience (10 points) Cont.

- 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.

Organizational Capability (25 points)

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 or strategic plan.

Organizational Capability (25 points)

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.

- If applicable, the AmeriCorps-required evaluation report meets AmeriCorps requirements.

- If applicable, the AmeriCorps-required evaluation report is of satisfactory quality.

Organizational Capability (25 points)

3. *Culture that Values Learning (4 points)*

- The applicant's board, management, and staff collects and uses information 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.

Cost Effectiveness and Budget Adequacy (25 points)

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.

-

PART 3
Constructing the Budget

What is a Cost Per MSY?

Grant Program	Maximum
Formula Cost Reimbursement	$28,800
Professional Corps	Up to $1,000
Professional Corps Fixed Amount Grants	Up to $1,000
Full Cost Fixed Amount Grants	$21,600

- The federal AmeriCorps grant is based on the number of MSY's (or FTE's) multiplied by the Maximum Cost Per MSY

- EXAMPLE: An applicant requesting 10 full-time members may apply for a maximum of $288,000 and a program of 15 full- time members may apply for a maximum of $432,000..

Terms of Service and Living Allowance

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

Value of Stipend Plus Education Award

FT Stipend	Ed Award	Total	Total P/Hr.
$16,502	$6,345	$22,847	$13
$18,000	$6,345	$24,345	$14
$20,000	$6,345	$26,345	$15

Section II: Member Living Costs

SCENARIO 1

10 FT x **$16,502**	$165,020
FICA $165,020 x .0765	$12,624
WC $165,020 x .015	$2,475
Healthcare 8 x $2,000	$16,000
	$196,119
Cost Per MSY = $28,800	
Max. Award = $28,800 x 10	$288,000
Minus Sect. II Costs	$196,119
Total To Allocate to Operations and Admin Costs	**$91,881**

SCENARIO 2

10 FT x **$20,000**	$200,000
FICA $200,000 x .0765	$15,300
WC $200,000 x .015	$3,000
Healthcare 8 x $2,000	$16,000
	$234,300
Cost Per MSY = $28,800	
Max. Award = $28,800 x 10	$288,000
Minus Sect. II Costs	$234,300
Total To Allocate to Operations and Admin Costs	**$53,700**

Match Requirements

Minimum Overall Share

Single overall minimum match of 24% for the first three-year cycle, match gradually increases every three years to 50% by year ten. Match may be cash or in-kind or a combination of both.

Yrs. 1, 2 & 3	Yr. 4	Yr. 5	Yr. 6	Yr. 7	Yr. 8	Yr. 9	Yr.10
24%	26%	30%	34%	38%	42%	46%	50%

Budgeting Administration

Applicants may allocate administrative funds for their programs.

A portion or 1% - 2% of the administrative cap of 5% must be allocated for the NJ Commission according to the following:

1. Programs requesting 12 or less MSY's do not have to allocate any portion of the administrative allowance to the Commission.

2. Programs requesting 13-17 MSY's should allocate 1% of their administrative allowance to the Commission using this formula:
   Section I + Section II x 0.0526 x 0.20 = Commission Share

3. Programs requesting 18 or more MSY's should allocate 2% of their administrative allowance to the Commission using this formula:
   Section I + Section II x 0.0526 x 0.40 = Commission Share

SUBMITTING YOUR APPLICATION IN EGRANTS

//

Please follow directions in the Application Instructions on page 4.

Here is the link to the Application Instructions:
https://americorps.gov/sites/default/files/document/ASN_FY2022_ApplicationInstructions_FINAL_.508.pdf

Program Manager Trainings and Meetings

- **Starting Strong** – 3 days during end of July 2022
- **ASC Regional Training** – 3 days late Spring 2023
- Other Training and D (e.g., Career Day, Site Supervisor Training) developed for members and project directors during the contract period.
- Participate in all monthly conference calls or meetings.

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

Statewide Corps Member Trainings and Events

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

- **AmeriCorps Launch** – October 2022

- **End-of-the-Year Training** – May or June 2023

- Other statewide training and events i.e., MLK Day of Service, Career Day, etc.

Additional Application Resources

- Please consult the AmeriCorps.gov website for tutorials, evidence checklist, logic model Instructions, frequently asked questions, AmeriCorps Terms and Conditions and other resources.

- The full Regulations are available online at www.ecfr.gov

CONTACT INFORMATION

//

NJ Commission on National and Community Services
NJ Department of State
33 West State Street,
4th Floor PO Box 456
Trenton, NJ 08625-0456

_____

AmeriCorps.NJ@sos.nj.gov

THANK YOU FOR YOUR INTEREST IN AMERICORPS!