

Corporation for National and Community Service

NationalService.gov



To: State Commission Executive Directors

From: Jennifer Bastress Tahmasebi, Acting Director of AmeriCorps State and National
Dana Bourne, Chief Grants Officer

Subj: Instructions for Applying for Round Two 2017 Commission Support Grants

Date: May 19, 2017

CNCS received its final approved 2017 appropriation. This memo provides the information you need to prepare your budget for the remainder of the 2017 Commission Support Grant (CSG) funding. The appropriation provided \$16,538,000 for State Commission Support grants. The small-state minimum is 250,000. The attached allocation chart shows the final 2017 allocations.

Use of Unexpended Funds. Commissions with continuation grants in 2017 reported unexpended funds (Unobligated Balance of Federal Funds) to CNCS on the 12/31/16 FFR submitted by January 31, 2017. As we did in previous years, CNCS will allow state commissions to use prior year unexpended funds to supplement their current fiscal year (2017) funding, with some limitations. Except in very rare extenuating circumstances, states may only carry over unexpended funds up to 25% of their 2016 allocations.

Required Commission Actions for the Round Two Amendment. The CNCS Program Office will initiate amendments and return them to you for adjustments on May 19, 2017. The amendments will be available for commissions on May 19, 2017. Your commissions should:

1. Adjust your budget according to your allocation and include your carryover, if applicable, if your grant did not expire at the end of 2016. Except in cases of a no-cost extension, you need to include your allowable carryover funds in the budgets you submit to be able to expend those funds. If you received a no-cost extension on your grant that was to expire in 2016, do not include those funds in your 2017 budget.
2. Ensure all actions required to resolve any special conditions (e.g. for performance measure modifications, addressing commission board composition deficiencies, submitting required documents, etc.) on the Commission Support Grant have been completed satisfactorily.
3. Resubmit the revised budget amendment to CNCS by 5:00 pm May 30, 2017.

CNCS will review the application and if any clarification is necessary you will receive a request for clarification by June 7, 2017. Commissions will be expected to complete clarification by June 10, 2017. CNCS plans to make awards by July 1, 2017, provided all required commission actions for Round Two have been correctly completed.

Supplemental Funds. CNCS will allocate unrequested commission support funds to eligible commissions that request supplemental funds. Specific allocations are based on the existing population-based formula used to allocate CSG funds. No commission's basic, plus supplemental funding award, may exceed \$1,000,000.

Supplemental funds are available to commissions that:

- Request their full allocations **and** any allowable unexpended funds;
- Demonstrate the capacity to use the additional funds before the start of the next grant year and meet the additional match requirement (commissions that have failed to make effective use of available funds in previous years may be excluded);
- Have 25 percent or less of their immediate prior-year allocation in unexpended funds;
- Are not on the commission alternative match schedule;
- Are free of outstanding compliance or audit issues;
- Qualify for at least a \$2,000 allocation of supplemental funds based on the guidance articulated in the CSG Application Instructions and the population-based methodology used to allocate CSG funds; and
- Meet all other requirements for CSG funding, including submission and clarification response deadlines and submitting the requests in conformity with instructions (accurate and complete response of required information, submitted to the correct email box and eGrants).

Applying for Supplemental Funds.

- Submit your request for supplemental CSG funding via email to CommissionFormula@cns.gov no later than May 30 2017. CC your Program Officer and your Grants Officer. The subject line of the email should read “[State Abbreviation] 2017 CSG Supplemental Request.”
- Include the amount of supplemental funding you are requesting and a description of how you plan to spend any supplemental funds.
- **Do NOT include supplemental funds in your Round Two budget request submitted via eGrants.**
- If supplemental funds are available, CNCS will award them through a separate budget amendment *after* all Commission Support Grants are awarded.

CNCS will create a new amendment to augment your Commission Support Grant for the supplemental award. Once commissions have been notified of their supplemental allocation, they will be notified of the supplemental application submission deadline.

Compliance. Please remember CNCS will not award grants if a commission has not submitted financial reports; closeout documents or closeout actions are overdue (e.g. adjustments at PMS); the commission is not meeting matching requirements; the commission's CCR registration is not current, the commission has significant FAPIIS issues, the commission is delinquent on a Federal debt and/or is on the “Do Not Pay” list; the commission has outstanding Single Audit or OIG audit issues; and/or the commission has other outstanding compliance issues.

Please feel free to call your Program or Grants Officer if you have any questions. Please contact your Grants Officer if you need to confirm your unexpended funds.

Attachments: 2017 Commission Support Grant Allocation Chart