Managing your Subapplications: Recommendation Summary

Use the "Manage Sub" screen in the prime application to enter information on each of the new or re-competing sub-applications. For each continuation, new and re-competing competitive application (including Competitive, Fixed Amount, EAP, Professional Corps and Planning) that is being submitted to CNCS, provide a "Recommendation Summary" including the information listed below:

1. Provide a summary of the program, using the template below:
   "AmeriCorps members will (proposed member activities, include what, how, for whom - if appropriate link to CNCS focus areas, priorities, and goals) in (service location(s); if many locations, indicate regions to be served.)" e.g. AmeriCorps members will recruit and support volunteers to tutor middle school students resulting in increased scores on state standardized tests. The program will serve middle schools in rural communities in various states in the southern US.
2. Describe the program's strengths and how it will complement the commission's existing portfolio and address needs identified in the State Service Plan.
3. Discuss potential challenges to success and the commission's strategy for meeting the challenges through training and technical assistance.
4. For continuing and re-competing programs, review the most recent financial report, list the overall percentage of match, and provide the commission assessment of the program's ability to meet its match.
5. For continuing and re-competing programs, discuss any programmatic compliance issues, including enrollment, retention, performance and progress toward impact. If programmatic issues are identified, describe how the program will address them and what steps the commission will take to ensure success.
6. For continuing and re-competing programs, discuss each program's record for submitting forms and reports in a timely manner (including 30-day enrollment, 30-day exits, fiscal reporting deadlines, and progress reporting deadlines).
7. For re-competing programs, provide either an assessment of each program's evaluation efforts to date or a completed evaluation, as applicable.

Summarize the criteria and process used by the commission to arrive at the submitted rankings in the Commission Rank Justification field of the commission Competitive Prime Application. There is a character limit of 1,000 characters.
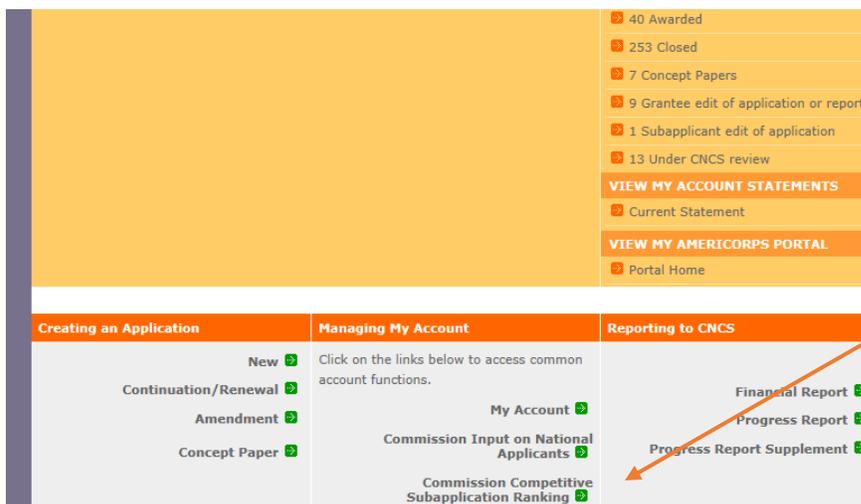
Once the information for each sub-application has been entered, save and close.

Commission Ranking

The AmeriCorps regulations, 45 CFR § 2522.465, include requirements regarding ranking applications for State Competitive funding and instruct Commissions to prioritize the proposals you submit in rank order based on their relative quality.

The Competitive Ranking function will appear on your eGrants homepage. This will permit you to rank all competitive subapplications across all the competitive prime applications in your portfolio.

Enter the rankings in eGrants by selecting the "Commissions Competitive Subapplication Ranking" link found on the lower middle of your eGrants homepage.

Select the NOFO Group "2018 AmeriCorps State & National" from the drop-down menu and wait for the page to refresh.

All new or renewal subapplications that are in "For Competitive Submission" status (for cost-reimbursement subapplications) or "For Submission to CNCS" status (for EAP and Fixed Award subapplications) should be listed.

- Select a rank value from the drop-down menu for each subapplication listed.
- Rank numbers must be entered in sequence starting with "1".
- Save after ranking each subapplication.
- Rankings must comply with the ranking regulations per 45 CFR § 2522.465 that are displayed on the screen (i.e., the top 5 sub applications must be ranked if the number of subapplications is between 1 and 12; the top 10 sub applications must be ranked if the number of sub applications is between 13 and 24; and the top 15 sub applications must be ranked if the number of sub applications is 25 or more).
- If you have met the ranking requirements, you may elect to select a "Not Ranked" value for other subapplications.
- All subapplications must either have a rank or "Not Ranked" value selected.