

REVISED ANNOUNCEMENT OF FEDERAL FUNDING AVAILABILITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: VetSuccess AmeriCorps Initiative FY13
Announcement Type: Updated Announcement
CFDA Number: 94.006

Dates: Applications are due **Friday, September 6, 2013** no later than 5:00 p.m. Eastern Time (ET). Successful applicants will be notified by late September. **This competition is open to current FY2013 AmeriCorps formula and competitive grantees.**

OVERVIEW

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS—through its AmeriCorps programs—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action. CNCS seeks to direct the power of national service to solve a common set of challenges, expand opportunities for all Americans to serve, build the enduring capacity of individuals, organizations, and communities to effectively use service and volunteering to solve community problems, and embrace innovative solutions that work.

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. This landmark law not only expands service opportunities, but focuses national service on key outcomes; builds the capacity of individuals, nonprofits, and communities to succeed; and encourages innovative approaches to solving problems.

In order to carry out the intent of Congress and to maximize the impact of the investment in national service, CNCS seeks to fund programs that can demonstrate community impact and address community problems through service and volunteering.

In accordance with the Obama Administration's emphasis on open government, CNCS is committed to transparency in grant-making. This Notification of Funding Availability (*Notice*) includes a description of the application review and selection process in Section V. In addition, the following information pertaining to this competition will be published on the CNCS website at (<http://nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>), within a period not to exceed 90 business days after all grants are awarded:

- List of all compliant applications submitted.
- Executive summaries of all compliant applications.
- SF424 Face sheet and Program Narrative for successful applications.

Publication of this *Notice* does not obligate CNCS to award any specific number of grants or to obligate the entire amount of funding available.

I. FUNDING AVAILABILITY DESCRIPTION

A. Purpose of the VetSuccess AmeriCorps Initiative

VetSuccess on Campus AmeriCorps (hereafter known as VetSuccess AmeriCorps) will combine the resources, expertise, and infrastructure of AmeriCorps and the Department of Veterans Affairs' VetSuccess on Campus program. The purpose of this initiative is to expand and strengthen the VetSuccess on Campus program by providing AmeriCorps members as additional human capital to VA Counselors. Through this partnership, 64 AmeriCorps members will be placed on as many as 32 college campuses for the 2013-14 academic year.

Veteran-Students face a multitude of potential barriers to their academic success, including difficulty adjusting to campus life after military service. The Department of Veterans Affairs (VA) places specially trained professional vocational rehabilitation counselors, known as VetSuccess on Campus Counselors (VSOC Counselors), on the specific campuses listed below on attachment A. The VSOC Counselors provide services and support to all Veteran-Students, Servicemembers and their dependents. At host schools, the VSOC Counselors offer a broad range of services, including educational, vocational/career, and adjustment counseling. CNCS seeks programs that can place AmeriCorps members on the specific campuses listed below to support and assist the VSOC Counselors in order to increase access to supportive services for Veteran-Students. These supportive services are designed to make Veteran-Students more successful in their academic pursuits, ease adjustment to the campus environment, and successfully transition to civilian employment after graduation. The AmeriCorps members will assist in providing increased support to Veteran-Students at campuses with large Veteran student populations as identified by VA.

Once on campus, the AmeriCorps members will coordinate efforts with the VSOC Counselors and support Veteran-Students. VSOC Counselors will coordinate VA-provided training, access to the host campus, and space for members, as available. AmeriCorps programs will provide additional logistical support as required for the success of the initiative.

B. Requirements

Successful applicants must place AmeriCorps members *in teams of two members* for the full 2013-14 academic year at current VetSuccess campuses. See Attachment A for a list of current campuses. Full-time placements are preferred; however, part-time placements will be considered. Members must begin on campuses at the earliest possible date with a target date of October 14, 2013.

AmeriCorps members will support the services of the VSOC Counselors and directly serve the needs of Veterans on campuses; therefore, AmeriCorps members will:

1. Refer Veteran-Students to VSOC Counselors for career, academic, or adjustment counseling and/or provide supportive services to assist and encourage Veteran-Students to seek and receive counseling services.

2. Coordinate with VSOC Counselors to build an on-campus mentor and tutor program, including engaging Veterans in student organizations and assist with campus employment outreach for Veteran-Students needing part-time or full-time jobs.
3. Provide VSOC Counselors with Careerscope Assessment Reports and other activity data reports.
4. Coordinate outreach and marketing events to publicize VSOC services in order to encourage Veteran-Students to engage with VSOC Counselors.
5. Provide advice to Veteran-Students on the registration process for utilizing campus resources.
6. Assist in building and enhancing efforts that help create and sustain a Veteran-supportive campus.
7. Provide guidance to Veteran-Students on support resources available on their college campus and from VA.
8. Refer Veteran-Students to other on-campus Veterans programs (e.g. health care, counseling, education benefits).
9. Coordinate and assist with campus internship/fellowship placement programs that lead to employment.
10. Assist Veteran-Students with programs including, among other things: online testing using Careerscope portal; Employment Workshops focusing on “Translating Military Skills into a Civilian Resume”; Coordination of vocational testing; New Student Orientation; On campus Veteran-Student mentoring program; On campus Veteran-Student tutoring program; Town Hall Meetings; Job Fairs; Health Fairs in collaboration with VA Medical Centers; “Boots to Books” Workshops; and Yellow Ribbon events.
11. Report issues or concerns regarding Veterans on campus to VSOC Counselors and complete monthly reports requested by the VSOC Counselors.

Programs may request a cost per MSY no greater than \$13,300 for this initiative. Programs must participate in any evaluation of this program upon request by CNCS.

CNCS sees Veterans and military families as resources to their communities. As such grantees must prioritize the recruitment of Veterans or military family members with some college experience to serve as AmeriCorps members in this program. Specifically, grantees should prioritize selection of AmeriCorps members with:

- a. Veteran status, current military experience (i.e. Reserve Component or National Guard), or coming from a military family (i.e. is a dependent of a Servicemember);
- b. at least some college education;
- c. good communication skills; and
- d. an understanding of military structure, culture, and terminology.

Veterans who successfully complete their term of service in VetSuccess AmeriCorps may be eligible to receive the President's Volunteer Service Award.

C. Funding Priorities

In this competition, CNCS seeks to prioritize and increase its investment of national service resources in programs that serve veterans and military families or engage veterans and military families in service. In this competition, CNCS expects to fund applicants that successfully meet the requirements described in this *Notice*.

No applicant is guaranteed funding and all funded applicants will first need to demonstrate that they effectively meet program requirements.

D. National Performance Measures

1. Required National Performance Measures

- V1: Number of Veterans that receive CNCS-supported assistance.
- V2: Number of Veterans engaged in service opportunities as a National Service Participant or volunteer.
- V3: Number of Veterans assisted in pursuing educational opportunities.

II. AWARD INFORMATION

A. Funding Available

CNCS anticipates approximately \$1.2 million to award to current AmeriCorps programs.

B. Award Amount

Awards will be for funds and AmeriCorps member slots. CNCS will review applications and determine the appropriate award amount, if any. Award amounts vary.

C. Award Period

Unless otherwise specified, the grant generally covers a three-year project period. In approving a multi-year project period, CNCS generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is contingent upon satisfactory performance, demonstrated capacity to manage the grant and comply with grant requirements, availability of Federal appropriations, and a policy determination by the Department of Veterans Affairs that continuation of the program represents the best means for the Department to address veteran-students' counseling needs. CNCS and the VA reserve the right to adjust the amount of a grant award for subsequent years, or elect not to continue funding on any or all these bases.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible organizations are current FY2013 AmeriCorps formula and competitive grantees only.

Organizations that have been convicted of a Federal crime may not receive assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply.

Failure to meet the applicant eligibility criteria will render the applicant ineligible for review and consideration in this competition.

B. Match Requirements

The match can be cash or in-kind sources. Grant applicants must describe the expected source of their cash or in-kind share in their application.

For purposes of determining the applicable match schedule, CNCS will assess match level based on the particular grant and project in the application and not the legal applicant. Thus one legal applicant may be able to receive funding for separate projects under separate grants subject to different match levels. See 45 CFR § 2522.340 for more information about this topic.

Section 121(e)(5) of the National Community Service Act (NCSA) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on the Federal Financial Report.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Apply

This *Notice* should be read together with the AmeriCorps regulations 45 CFR Section 2520-2550. All application instructions are incorporated into this *Notice*. The TTY number is 800-883-3722. For further information or for a printed copy of related material, call (202) 606-7508 or e-mail: AmeriCorpsGrants@cns.gov.

CNCS requires all applicants (including single-state applicants) to submit applications directly to CNCS via eGrants. Single-state applicants should inform the state commission of their application submission. If selected for funding, single-state applicants will become subgrantees of their state service commission.

1. Submission Dates and Times

The deadline for applications is 5:00 pm Eastern Time on Friday, September 6, 2013. CNCS will not consider applications received after the deadline, except as noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted in eGrants and communicated via email.

2. Late Applications

CNCS may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to LateApplications@cns.gov explaining the extenuating circumstance(s) that caused the delay. The letter must be received within 24 hours immediately after the deadline.

B. Content and Form of Application Submission

1. Submitting in eGrants

CNCS requires that all applicants (including single-state applicants) submit applications directly to CNCS via the web-based application system, [eGrants](#). Applications must arrive at CNCS by September 6, 2013 at 5 p.m. Eastern Time in order to be considered. CNCS reserves the right to extend the submission deadline. Any notice of such extended deadline will be posted in eGrants.

Single-state applicants should inform the state commission of their application submission. If selected for funding, single-state applicants will become subgrantees of their state service commission.

Applicants should draft the application as a word processing document, then copy and paste the document into eGrants.

Contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID, organization's name, and the *Notice* (VetSuccess AmeriCorps). Hours for the eGrants Help Desk are 9:00 a.m. to 7:00 p.m. ET Monday through Thursday.

If technical issues will prevent an applicant from submitting an application on time, please contact the eGrants Help Desk before the deadline to explain the technical issue and get a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the eGrants Help Desk to submit via eGrants.

2. Page Limits

You may not exceed 7 double-spaced pages in the Narratives, including the Executive Summary and Cover Page (SF 424 Facesheet), as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit. From the Review and Submit page,

print out your application prior to final submission to ensure it is not over the 7 page limit. This limit does not include the budget and performance measures.

Do not submit supplemental materials such as videos, DVDs, brochures, or any other item not requested in the *Notice*. CNCS will not review or return them.

C. Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR Part 220), A-122 (2 CFR Part 230), or A-87 (2 CFR Part 225) and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 21).

V. APPLICATION REVIEW INFORMATION

A. Assessment Criteria

Grant decisions will be made based on: applicants' past experience with Veterans; experience with campus-based programming; and capacity of the applicant to carry out the programming outlined herein. Applicants may be contacted during an abbreviated clarification period. A request for clarification is not an indication that you will receive a grant award; however, your response during the clarification period is critical. CNCS expects to make grant award notifications by late September 2013. CNCS will follow its standard criteria as described in the AmeriCorps *Notices* as well as the following criteria:

Program Design (50%)

When addressing this criterion, please provide the following information:

- Describe your approach to addressing the need or problem described in the *Notice*.
- What are your expected outcomes and how will you measure them?
- Which CNCS national measures are you selecting?
- What is the connection between the community need(s) you describe and the approach you are proposing?
- What do you plan to do? Where and when? Please include a timeline.
- Who will be the beneficiaries of this proposed project?
- Why will this approach be successful and why is it more promising than other alternative approaches?
- Why should CNCS invest in the project?

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which the program design aligns with the purpose (see section I.A. above) and program requirements (See section I.B. above) of the VetSuccess AmeriCorps initiative.

- The extent to which the program design aligns with the required national performance measures of the VetSuccess AmeriCorps initiative.
- Likelihood of effectiveness of the applicant's plan for establishing a relationship with the Veteran-Students and VSOC Counselors on the selected campus(es).
- Likelihood of effectiveness of the applicant's plan for ensuring members are adequately trained, supervised and supported.
- Likelihood of effectiveness of the applicant's plan for recruiting members with the desired characteristics (listed above on page 3-4) and ensuring that members begin at the earliest possible date in the upcoming semester for the schools identified herein, with a target date of October 14, 2013.

Organizational Capacity (25%)

When addressing this criterion, please provide the following information:

- Describe your capacity to initiate and manage the proposed program.
- Your description should address the following:
 - **Ability to Provide Program Compliance Oversight.** Describe the experience and infrastructure your organization has in managing similar programs.
 - **Ability to Provide Fiscal Compliance Oversight.** Describe the experience and infrastructure your organization has in managing grants. What is your current organizational budget? What percentage of the budget would this grant represent? How will you ensure compliance with Federal requirements?

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which your organization is well positioned to be a part of the VetSuccess AmeriCorps initiative.
- The extent to which your organization has experience with recruiting and/or serving Veterans, working with institutions of higher education, and/or working on the specific campuses/geographic areas that you are proposing to serve (see attachment A for a list below of campuses where AmeriCorps members may be placed).
- The extent to which the organization has the ability and structure to ensure compliance with Federal regulations, including those related to prohibited activities at the grantee, subgrantee, and service location level.
- The extent to which your organization has systems in place to track and report on the identified outputs and outcomes as required.

Cost-Effectiveness and Budget Adequacy (25%)

When addressing this criterion, please provide the following information:

- Explain how the proposed program budget reflects the program’s goals and design.
- List your planned sources of match.
- How will you use existing community resources, such as other service or community organizations, community volunteers, to implement your approach?
- How will the proposed program benefit the community?
- How will the program collaborate with organizations in your community and beyond?

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- The extent to which the budget includes sufficient resources to carry out the program effectively.
- The extent to which the program will obtain financial and in-kind resources to support program implementation.

B. Goals of the Review and Selection Process

The assessment of applications involves a wide range of factors and considerations. In the end, the review and selection process is intended to produce a diversified set of high-quality programs that demonstrate a commitment to the goals of VetSuccess AmeriCorps and represent the priorities and selection factors described in this *Notice*.

Specifically, the review and selection process will:

1. Identify eligible applications that satisfy the following consideration:

- High alignment with the criteria.

C. Stages in the Review and Selection Process

1. Compliance and Eligibility Review

CNCS will review all applicants to determine compliance with eligibility requirements identified in Section III: Eligibility Information, as well as deadline, and completeness requirements identified in Section IV: Application and Submission Information. The compliance review does not include reading the entire application. In order to be compliant and advance to the application assessment, an applicant must satisfy all of the following requirements:

- Submit an application by an eligible type of organization;
- Submit an application by the application submission deadline: September 6, 2013;
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this *Notice*.

Applications that do not meet all required elements will not be considered.

2. Application Assessment

Panels of CNCS staff reviewers will assess the application based on the assessment criteria detailed in section V. Application Review Information. Reviewers will make assessments based on the selection criteria, the comprehensiveness and feasibility of the application.

3. Clarification Process

Following the review process described above in step 2, applicants may receive requests to provide clarifying information to resolve questions and issues, or to clarify performance measures or the budget. Clarification information is used by CNCS staff in making final selection recommendations. A request for clarification does not guarantee a grant award. Failure to respond to requests for information during the clarification period will result in removal of the application from consideration.

State commissions will be consulted by CNCS during the clarification period to seek input on the decision-making process. Commission input will be a significant factor for whether a single-state applicant will receive a grant for this initiative. Single-state applicants awarded a VetSuccess AmeriCorps grant will become a subgrantee of their state service commission. During clarification, commissions will inform CNCS of their decision to accept VetSuccess AmeriCorps programs or not.

4. Selection for Funding

The CNCS Chief Executive Officer will select the final VetSuccess AmeriCorps grantees based on the results of the application review and selection process.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notice

CNCS will award grants following the grant selection announcement. We anticipate announcing the results of this competition in late September 2013.

B. Administrative and National Policy Requirements

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the applicable regulations and grant provisions.

C. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS 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. See 45 CFR § 2543.36.

D. Reporting Requirements

Grantees are required to provide bi-annual progress reports, bi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740. All grantees provide quarterly expense reports through the Payment Management System at the U.S. Department of Health and Human Services.

1. Progress Report Data

In addition to reporting outcomes and progress toward the grant approved performance measures, additional data must be reported semiannually (as applicable).

2. Federal Funding Accountability and Transparency Act

Grant recipients will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

VII. AGENCY CONTACTS

The TTY number is 800-833-3722. For further information and/or for a printed copy of related material(s), please call (202) 606-7508 or contact via email at AmeriCorpsgrants@cns.gov.

The mailing address for application submission material is:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/VetSuccess Application
1201 New York Avenue NW
Washington, DC 20525

VIII. OTHER INFORMATION

A. Technical Assistance

CNCS will host a technical assistance call to answer questions regarding the funding opportunity. All applicants are strongly encouraged to participate in this call. Call-in information for any and all technical assistance calls will be sent via email.

As a reminder, if you have technical difficulties when you submit your application, please contact the eGrants Help Desk: **Phone:** 1-800-942-2677 **Online:** <http://www.nationalservice.gov/questions/app/ask> **Hours of operation:** Monday through Thursday: 9:00 a.m. to 7:00 p.m. EST.

B. For additional information on the Edward M. Kennedy Serve America Act

Please go to: http://www.nationalservice.gov/pdf/09_0331_recovery_summary.pdf.

CNCS is not obligated to make any award as a result of this *Notice*.

C. Public Burden Statement

The Paperwork Reduction Act of 1995 requires CNCS to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i).) This collection is approved under OMB Control #3045-0047.

D. Privacy Act Notice

The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the these Application Instructions 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 - 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 Department contractors that have a need to know the information for the purpose of assisting the Department's efforts 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. The information will not otherwise be disclosed to entities outside of the Corporation for National and Community Service without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

E. Universal Identifier:

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

IX. APPLICATION INSTRUCTIONS

Section 2522.450 of the AmeriCorps regulations describes types of programs or program models that may receive special consideration in the selection process. Section 2522.455 describes how you can find out about additional priorities governing the selection process. Section 2522.470 describes other factors or information CNCS may consider in making final decisions.

A. In eGrants, before Starting Section I, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a *Notice*: VetSuccess AmeriCorps FY 2013

Note: Once you create an application, you will be allowed to edit as needed until you are ready to submit. When you want to return to a previously created application, it will now appear under View My grants/Applications in the status For Grantee Edit or Action. Clicking on this option will allow you to re-enter the application. Do not use the New button again.

B. Application Components

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Budget
- VI. Review, Authorize, and Submit

I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. Select **New** and enter, or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The earliest allowable program start date is October 1. The project period is three years. Indicate Yes or No if you are delinquent on any federal debt. Any applicant that checks Yes must submit a complete explanation to americorpsgrants@cns.gov. This information must be received at CNCS by 5 p.m. Eastern Time on the deadline. Include the name of the document and organization in the file name.

State Application Identifier: Enter N/A.

- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- If you plan to request a waiver of the volunteer leveraging requirement please select “Request a waiver” at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- Leave the box for “Program Initiative” blank.
- The “Estimated Funds Requested” box will be populated automatically after you complete the budget.

III. Narratives

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.

Note: The Narratives Section also includes fields for Evaluation, Clarification Information, and Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, and to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

A. Executive Summary

Fill in the blanks in the following template to complete your executive summary.

[Number of] AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] to [what the members will be doing] in [where they will be working]. At the end of the [duration of project] period, [anticipated outcome of project]. This project will focus on the CNCS focus area of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match].

CNCS will post these summaries on **www.nationalservice.gov** in the interest of transparency and Open Government.

B. Selection Criteria

Review the information outlined in this Notice under **Assessment Criteria**.

The AmeriCorps regulations include pertinent information (see Table 1, below). The *Notice* can be found at http://www.americorps.org/for_organizations/funding/nofa.asp. The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 1: Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

C. Evaluation Summary or Plan

Enter N/A.

D. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

F. Continuation Changes

Enter N/A.

IV. Performance Measures

Please enter Focus Areas, Service Categories, and Performance Measures following the prompts on the screens in eGrants. All applicants must submit the required performance measures with their application.

V. Budget Instructions

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III).
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, enter a brief description of the source of match. Identify each match source separately. Include dollar amount, the match classification (cash, in-kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.
- If you think you may be eligible and wish to be considered for the Alternative Match Schedule, send an email to AmeriCorpsGrants@cns.gov for instructions for applying.

Note: The CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. The Federal Financial Report (FFR) will be used to collect the federal match data. Grantees that use federal funds as match will be required to report the sources and amounts on the FFR.

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative.

Prior to submission, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220

- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over \$500,000 in federal funds, as required in OMB Circular A-133.

VI. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

ATTACHMENT A: VETSUCCESS ON CAMPUS SCHOOLS

School
East Area
Cleveland State University-OH0001
Community College of Rhode Island-RI0001
Rhode Island College-RI0002
University of Maryland University College-MD0001
Kalamazoo Valley Community College-MI0001
Kellogg Community College-MI0002
Western Michigan University-MI0003
Eastern Michigan University-MI0004
University of Michigan - Ann Arbor-MI0005
Washtenaw Community College-MI0006
South Area
University of South Florida-FL0001
Middle Tennessee State University-TN0001
Eastern Kentucky University-KY0001
Norfolk State University Norfolk-VA0001
Tidewater Community College-Norfolk-VA0002
Tidewater CC -Chesapeake-VA0003
Tidewater CC -Portsmouth-VA0004
Tidewater CC - Virginia Beach-VA0005
Central Area
Texas A&M University-Central Texas-TX0001

Tarrant County College District-South-TX0002
Tarrant County College District-NorthEast-TX0003
University of Texas-San Antonio-TX0004
Sam Houston State University-TX0005
West Area
Arizona State University-AZ0001
Boise State University-ID0001
Salt Lake Community College-UT0001
University of Utah-UT0002
Portland State University-OR0001
San Diego State University-CA0001
University of Alaska Anchorage-AK0001
TBI/PTSD VetSuccess Pilot
Central New Mexico Community College-NM0001
University of New Mexico-NM0002