

Table of Contents

IMPORTANT DATES	3
A. PROGRAM DESCRIPTION.....	3
A.1. Purpose of AmeriCorps Funding	3
A.2. Funding Priorities.....	5
A.3. Performance Goals or Expected Outcomes	6
A.4. Program Authority	6
B. FEDERAL AWARD INFORMATION	6
B.1. Estimated Available Funds.....	6
B.2. Estimated Award Amoun	6
B.3. Period of Performance.....	6
B.4. Type of Ohio AmeriCorps Awards	6
C. ELIGIBILITY INFORMATION	8
C.1. Eligible Applicant	8
<i>Types of Applicants</i>	<i>9</i>
<i>Threshold Issues.....</i>	<i>9</i>
C.2. Cost Sharing or Matching	9
<i>Fixed Amount Grants</i>	<i>9</i>
<i>Cost Reimbursement Grants</i>	<i>9</i>
<i>Alternative Match.....</i>	<i>10</i>
C.3. Other Eligibility Requirements	10
D. APPLICATION AND SUBMISSION INFORMATION	11
D.1. Application Package	11
D.2. Content and Form of Application Submission.....	11
<i>D.2.a. Application Content.....</i>	<i>11</i>
<i>D.2.b. Page Limits.....</i>	<i>12</i>
D.3. Unique Entity Identifier and System for Award Management (SAM).....	12
D.4. Submission Dates and Times	13
<i>D.4.a. Application Submission Deadline.....</i>	<i>13</i>
<i>D.4.b. Additional Documents Deadline.....</i>	<i>13</i>
<i>D.4.c. Late Applications.....</i>	<i>13</i>
D.5. Intergovernmental Review	14
D.6. Funding Restrictions	14
<i>D.6.a. Award Funding Requirements.....</i>	<i>14</i>
<i>D.6.b. Indirect Costs</i>	<i>16</i>
<i>D.6.c. Pre-Award Costs</i>	<i>17</i>
D.7. Other Submission Requirements.....	17
<i>D.7.a. Electronic Application Submission in eGrants.....</i>	<i>17</i>
<i>D.7.b. Submission of Additional Documents</i>	<i>17</i>
E. APPLICATION REVIEW INFORMATION	19
E.1. AmeriCorps Review Criteria.....	19

<i>E.1.a. Executive Summary</i>	19
<i>E.1.b. Program Design</i>	20
<i>E.1.c. Organizational Capability</i>	23
<i>E.1.d. Cost Effectiveness and Budget Adequacy</i>	24
<i>E.1.e. Evaluation Plan (Required for re-competing grantees)</i>	25
<i>E.1.f. Amendment Justification</i>	25
<i>E.1.g. Clarification Information</i>	25
<i>E.1.h. Continuation Changes</i>	26
E.2. Review and Selection Process	26
<i>E.2.a. Initial Application Compliance and Eligibility Review</i>	26
<i>E.2.b. Application Review</i>	26
<i>E.2.c. Applicant Clarification</i>	27
<i>E.2.d. Pre-Award Risk Assessment</i>	27
<i>E.2.e. Consideration of Integrity and Performance System Information</i>	28
<i>E.2.f. Selection for Funding</i>	28
E.3. Feedback to Applicants	29
E.4. Transparency in Grant-making	29
F. FEDERAL AWARD ADMINISTRATION INFORMATION	29
F.1. Federal Award Notices	29
F.2. Administrative and National Policy Requirements	30
<i>F.2.a. Uniform Guidance</i>	30
<i>F.2.b. Requests for Monitoring or Payment Integrity Information</i>	30
<i>F.2.c. AmeriCorps Terms and Conditions</i>	30
<i>F.2.d. National Service Criminal History Check Requirements</i>	30
<i>F.2.e. Official AmeriCorps Guidance</i>	31
F.3. Use of Material	31
F.4. Reporting	31
F.5. Continuation Funding Information and Requirements	32
G. FEDERAL AWARDED AND STATE AGENCY CONTACTS	32
H. OTHER INFORMATION	33
H.1. Technical Assistance	33
H.2. Re-Focusing of Funding	33
I. IMPORTANT NOTICES	33

NOTICE OF FUNDING OPPORTUNITY

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

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate ServeOhio 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

- Applications are due to ServeOhio by **Wednesday, April 6, 2022, by 5:00 p.m.** Eastern Time.

This Notice is open to organizations that propose to operate an AmeriCorps program in Ohio. Multi-state applicants are not eligible to apply to ServeOhio. Go to www.AmeriCorps.gov for more information.

- Successful applicants will be notified after **May 12, 2022.**

FULL TEXT OF THE NOTICE

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 (See Section *C.1 Eligible Applicants*) 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 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.

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.

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.

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.

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.

A.2. Funding Priorities

ServeOhio funding priorities for this grant competition are:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic.
- Activities that support educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Programs that prioritize civic engagement and social cohesion.
- Evidence-based interventions on the [AmeriCorps Evidence Exchange](#) that are assessed as having Moderate or Strong evidence.
- Economic Opportunity – program models that increase economic opportunities for communities by preparing people for the workforce.
- Efforts to increase access, information and/or resources to safe, healthy, affordable, and/or more efficient housing.
- Healthy Futures – program models that reduce and/or prevent prescription drug and opioid abuse; Increase access to health information/knowledge, resources and/or services; Improve individual and/or community health conditions
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Faith-based organizations providing any of the funding priorities.
- Efforts to mobilize volunteers to meet regional community needs utilizing ServeOhio's Get Connected platform.

Additionally, ServeOhio seeks to develop a diverse portfolio of programs that includes:

- Diverse geographic representation and distribution of resources.
- Unique service models that engage members in meaningful service and reflects the communities being served.
- Organizations committed to National Service as a solution.

To receive priority consideration, applicants must show that the funding priority is a significant part of the program focus and intended outcomes. Priorities may overlap but applicants must identify the program's primary funding priority. Priority consideration does not guarantee funding.

A.3. 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.

A.4. Program Authority

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. 12501 et seq.](#))

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

ServeOhio expects a highly competitive grant competition. ServeOhio 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

ServeOhio 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 period is 12 months, with a **Project Period start date not prior to August 1, 2022**. Awarded programs may not enroll AmeriCorps members prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the Project Period and may not begin service on the first day of the Project Period. A program may not certify any AmeriCorps member hours prior to becoming a member in the system of record and the beginning of the member enrollment period.

Applications are submitted with details for one year (up to 12 months) of program operations including:

- a budget with one-year program expenses.
- a performance measure with Target Numbers for one year of service activities.
- a total Member Service Years (MSY) for one year.
- a total Member Slot request for one year.

B.4. Type of Ohio AmeriCorps Awards

ServeOhio Operational Grants: ServeOhio may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant and reserves the right to offer either a Cost Reimbursement or

Fixed Amount Grant to any applicant. ServeOhio will not provide both types of grants for the same project in one fiscal year.

ServeOhio Planning Grants: Planning grants are available under the [FY 2022 Ohio AmeriCorps Planning Grant Notice of Funding Opportunity](#).

If applicants submit an operational grant but not awarded an operational grant and planning grant funding is available, ServeOhio reserves the right to offer prospective applicants a planning grant. Planning grants are only Cost Reimbursement grants and provide no more than \$75,000. Planning grants are used to develop national service models and build the capacity of organizations to implement a federal AmeriCorps grant. No member slots are awarded with a planning grant. Planning grants are awarded for a single year, and usually only cover minimal personal costs/consultation costs, training, and travel. Full details would be communicated upon offer.

ServeOhio will not provide a Planning Grant and Operational Grant for the same project in one fiscal year.

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.

Grant Types	Cost Reimbursement	Fixed Amount			
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	\$28,800	\$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	Yes**	Yes	

* Per 42 U.S.C. § 12581a, AmeriCorps 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.

New applicants may be requested to provide additional documentation. See **New Applicants below

FT = Full time, 1700 hours; TQT = Three Quarter Time, 1200 hours; HT= Half Time, 900 hours; RHT = Reduced Half Time, 675 hours, QT = Quarter Time, 450 hours; MT = Minimum Time, 300 hours; AT = Abbreviated Time, 100 hours

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

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 applicant organizations may request as few as **5 Member Service Years (MSY)** annually in their first three-year grant cycle. However, ServeOhio strongly encourages new applicants to request a minimum of 10 MSY. See the Table on pages 14-15 for the various member slot types.

Renewal applicants requesting less than 10 Member Service Years (MSY), without prior authorization from ServeOhio, may not be reviewed or considered for funding.

New Applicants

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

New applicants requesting a Full Cost Fixed Amount grant may be requested to submit additional documentation and may include a full line-item budget, fiscal management policies or procedures, most recent audit or financial statements, detailed experience with AmeriCorps or federal grants, and/or the [Organizational Management Readiness Assessment](#).

Types of Applicants

1. Single-State Applicants

Organizations that propose to operate only in Ohio must apply through the Governor-appointed State Commission, ServeOhio. ServeOhio administers its own selection and funding process.

See the [Mandatory Supplemental Information](#) for descriptions of National Direct and Single-State applicants.

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 AmeriCorps, the agency, or ServeOhio 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.

Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and 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.¹ 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.² 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 time of application submission to ServeOhio at mary.cannon@serveohio.gov for review and approval. If approved by ServeOhio, the request will be forwarded to AmeriCorps for consideration. Applications should include the required minimum match for your project’s year of funding. If selected for funding and the alternative match schedule is approved by AmeriCorps and ServeOhio, the budget will be made available for revisions. [See Attachment G in the Application Instructions for details on what to include in the request.](#)

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 or ServeOhio 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—

¹ Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)).

² 45 Code of Federal Regulations CFR 2521.60(b)

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.serveohio.org/Grants-Funding/AmeriCorps-Funding>. The full Regulations are available online at www.ecfr.gov.

D.1. Application Package

All information associated with this funding opportunity is available through the ServeOhio’s AmeriCorps Funding webpage. Applicants should refer to <https://www.serveohio.org/Grants-Funding/AmeriCorps-Funding> for all application materials.

D.2. Content and Form of Application Submission

D.2.a. Application Content

New and Renewal applications must include the following elements in eGrants:

- 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
 - Program Design
 - Organizational Capability
 - Cost-Effectiveness & Budget Adequacy
 - Evaluation Summary/Plan
 - Clarification Summary: If applicable, see Review Criteria on page 26
- Logic Model
- Performance Measures
- Program Information
- Documents
- Standard Form 424A Budget: Budget Sections 1, 2, and 3
- Funding/Demographics
- Authorization, Assurances, and Certifications ³

³ <https://egrants.cns.gov/cnsmisc/ECERTS.HTM>
and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>

Continuation applications must include the following elements in eGrants. See the Continuation Instructions in the Application Instructions for detailed guidance on what to include.

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system. Please ensure this information is updated and accurate.
- Narrative Sections: Enter data only in the following sections -
 - Executive Summary: Updated with any programs changes and budget request.
 - Continuation Changes: See the Application Instructions for details on what to include in this section.
- Performance Measures: Updated with any program changes
- Standard Form 424A Budget: Budget Sections 1, 2 and 3
- Authorization, Assurances, and Certifications ⁴

D.2.b. Page Limits

There are page limits for the Narratives and Logic Model:

- Narratives
 - Applications must not exceed 11 double-spaced pages for the Narratives or 12 pages for Intermediaries, rural or other, as the pages print out from eGrants.
 - 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. **ServeOhio 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.**

ServeOhio 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.3. 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

⁴ <https://egrants.cns.gov/cnsmisc/ECERTS.HTM>
and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>

process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf.

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.**

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 eventually replace DUNS numbers. AmeriCorps or ServeOhio may 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, you can enter it at the time you submit your application.

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

Applications are due **Wednesday, April 6, 2022 by 5:00 p.m. Eastern Standard Time.**

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

D.4.b. Additional Documents Deadline

Additional documents are due by the application submission deadline. See *Sections D.4.a. Application Submission Deadline* and *D.7.b. Submission of Additional Documents* for more information. An application is incomplete if additional documentation is late or not provided.

D.4.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 ServeOhio receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to mary.cannon@serveohio.gov no later than 24 hours after the application deadline stated in the Notice.

Communication with ServeOhio or AmeriCorps staff, including an 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. ServeOhio 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 ServeOhio sustains a noncompliant determination, the application will not be reviewed or selected for award.

Please note: ServeOhio 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.5. Intergovernmental Review

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

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

1. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. However, ServeOhio recommends the below living allowance minimums. If a program chooses to provide a living allowance to a less than full-time member, it 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. Exceptions are noted below.

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. Exceptions are noted below. New Fixed Amount grant applicants

should indicate that amount in the application. Fixed Amount applicants may be asked to submit a full line-item budget before being approved for a Fixed Amount award.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance*	Maximum Total Living Allowance
Full-time (1.0 MSY)	1,700	\$16,502	\$33,004
Three Quarter-time (.7 MSY)	1,200	\$11,648	\$23,103
Half-time (.5 MSY)	900	\$8,736	\$16,502
Reduced Half-time (.381 MSY)	675	\$6,552	\$12,542
Quarter-time (.265 MSY)	450	\$4,368	\$8,581
Minimum-time (.212 MSY)	300	\$2,912	\$6,931
Abbreviated-time (.056 MSY)	100	\$971	\$1,980

**AmeriCorps programs are not required to provide a living allowance to members serving in less than full-time capacity. However, ServeOhio recommends programs provide at least the minimum living allowance listed in the table above.*

Exceptions to the Living Allowance Requirements

a. Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

b. 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.

c. 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 subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY

Education Award Program (EAP) Fixed Amount Grant	\$800 or \$1,000*
All non EAP formula grants (except planning grants)	\$28,800
Professional Corps Fixed Amount Applicants/Grantees	\$1,000**
Full-Cost Fixed Amount Grant	\$28,800

* 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.

** 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.

ServeOhio and AmeriCorps reserve 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. The amount of the Education Award is not included in the budget.

D.6.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 grants.

See the Ohio AmeriCorps Application for detailed budget guidance, administrative costs and how to enter the organization's indirect cost rate.

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 and copy mary.cannon@serveohio.gov. The applicant may also obtain instructions and additional information by contacting the email address above.

D.6.c. Pre-Award Costs

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

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). ServeOhio recommends that applicants create an eGrants account and begin the application at least three to five 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.

ServeOhio does not accept applications submitted via fax or mail.

D.7.b. Submission of Additional Documents

Applicants are required to submit the additional documents below to ServeOhio 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
3. Alternative Match Schedule request, if applicable.
4. Delinquency on Federal Debt explanation, if applicable

Recompete applicants who have previously received three or more years of funding for the same project being proposed:

5. Evaluation plan. The required evaluation plan template is [available on the ServeOhio webpage](#). An evaluation plan is not required at time of application but will be required for submission and approval if selected for funding.

Recompete applicants who have previously received six or more years of funding for the same project being proposed:

6. Evaluation report. Please submit in Word. The evaluation report should include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

Rural Intermediaries (New and Recompeting)

7. Letters of support from the consortium members. Letters should be addressed to the applicant organization and include the legal applicant's name and contact information.

New and Recompeting applications

8. All New and Recompeting applicants are required to submit an [Operational and Financial Management Survey \(OFMS\) available on the ServeOhio website](#). 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 mary.cannon@serveohio.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. ServeOhio will not review or return them.

E. APPLICATION REVIEW INFORMATION

E.1. AmeriCorps 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
Executive Summary
Program Design
Theory of Change and Logic Model
Evidence Tier
Evidence Quality
Notice Priority
Member Experience
Organizational Capability
Organizational Background and Staffing
Compliance and Accountability
Culture That Values Learning
Member Supervision
Cost Effectiveness and Budget Adequacy

E.1.a. Executive Summary

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.

*If the program is not operating in an AmeriCorps focus area, omit this sentence.

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

Reviewers will consider the quality of the application's response to the criteria below. Please ensure the Theory of Change and Logic Model incorporates the funding priorities listed in the Executive Summary

1. Theory of Change and Logic Model

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 that is no more than 3-5 years old.
- The community need is discussed as it relates to the CDC's Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>.
- 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.
- There is a rationale for setting/determining Target Numbers for each Output and Outcome in the performance measure(s). 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.
- If the applicant is submitting a Renewal applicant, there are details on the program's past performance within the last grant cycle including member enrollment and retention, compliance challenges and successes, and performance measurement goals and success.

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
 - Member Service Term(s) start and end dates
- 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.

Notes:

- The logic model is a visual representation of the program’s Theory of Change. Logic Models 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 program’s performance measures should be consistent with the program’s Theory of Change and should represent significant program activities.
- 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 Tier

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.⁵ See the Mandatory Supplemental Information for details and requirements for each evidence tier including Pre-Preliminary, Preliminary, Moderate and Strong evidence tiers.

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. 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;

⁵ In 2021, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 38%, Moderate 19%, Preliminary 16%, and Pre-Preliminary 26%. As these figures indicate, AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

- 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.

Applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will consider the submitted evaluation reports using the following elements:

- 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.⁶

3. Notice Priority

- The applicant proposed program fits within one or more of the AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Information and the proposed program meets all of the requirements.

4. Member Experience

- AmeriCorps members will have opportunities to develop as leaders.
- 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.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the program operates.
- The program has a plan to educate members about their local communities and the need addressed by their service.
- The program will incorporate a member orientation and training plan that includes information about AmeriCorps, program goals and service expectations.
- The program has plans to connect members, virtually and/or in-person, throughout the service year for shared learning and professional development opportunities.
- 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 prioritizes diversity, equity, and inclusion to diversify its members, staff and board and create a supportive and safe environment as well as ensure that its programming is culturally and community appropriate.

E.1.c. Organizational Capability

Reviewers will consider the quality of the application's response to the following criteria below.

1. Organizational Background and Staffing

- 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.
- If applicable, 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.
- If the budget does not include .5 FTE staff allocated to the program, include a rationale to support this decision.
- If a new applicant is requesting a Full Cost Fixed Amount grant, include the following:

- The organization’s experience managing federal award(s);
- Any prior experience with AmeriCorps grants and/or programs;
- Detail the sources of match and/or funding plan
- Detail how the organization has the internal and fiscal capacity to manage an AmeriCorps grant and all federal requirements.

2. Compliance and Accountability

- 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 within the organization and, if applicable, at 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 effective protocols and plan to train staff and members how to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to the AmeriCorps Office of Inspector General, AmeriCorps and ServeOhio.

3. Data Collection and Learning

- The organization has a plan to regularly collect valid and reliable data regarding program activities, including performance data, and member experiences and use the 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

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- The program has a plan to provide members with ongoing and consistent access to direct supervisors and/or program staff.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The program has plans to maintain communications with and among supervisors during the program year.

E.1.d. Cost Effectiveness and Budget Adequacy

Reviewers will assess the quality of the application’s budget to the following criteria below.

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

1. Cost Effectiveness and Budget Adequacy

- 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.e. Evaluation Plan (Required for re-competing grantees if grant awarded)

All applicants should enter “N/A” in the “Evaluation Summary or Plan” field of the Narrative. Any other text entered in this field will not be reviewed.

If the applicant has previously received three or more years of funding for the same project being proposed (see the Mandatory Supplemental Information for the AmeriCorps definition of “same project”) and selected for funding, the applicant must submit an evaluation plan with the annual self-assessment. If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit an evaluation report at time of application. See D.7.b. Additional Documents section.

If applicable, an evaluation plan will be required after funding decisions have been announced. Selected organizations must use the evaluation plan template available on the *Notice* webpage to craft their evaluation plans. The template document provides detailed information and specifies the information that must be provided for the evaluation plan to be approved by ServeOhio.

E.1.f. Amendment Justification

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

Enter N/A or make a heading entitled “FY 2022 Match Replacement” and enter the dollar amount of match replacement your program would like to request.

The amount of match replacement must be equal to or less than the amount of cash match listed as Proposed in the Budget Narrative Source of Funds AND cannot result in your program being above the maximum cost per MSY when the match replacement amount is added to the total Grant Share.

For this calculation, determine the cost per MSY by adding the total grant share in the budget to the match replacement amount divided by total MSY requested in the grant. See the Table on page 15 for the maximum cost per MSY by grant type. For most programs, the maximum cost per MSY is **\$28,800**.

Fixed Amount grants are not eligible for match replacement.

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

New and Renewal applicants are to enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

Continuation applicants (in grant year 1 or 2) must include the information requested in the Application Instructions.

E.2. Review and Selection Process

ServeOhio will engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by AmeriCorps and ServeOhio reviewers may be different than what the applicant self-determined upon submission of its application. The stages of the review and selection process follow:

E.2.a. Initial Application Compliance and Eligibility Review

ServeOhio will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- is eligible to submit directly to ServeOhio
- submitted a complete application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

E.2.b. Application Review

External Review

ServeOhio External Reviewers will review and assess the program design and organizational capability sections detailed in the Notice. All reviewers will be screened for conflicts of interest.

Internal Review

Each application will be assessed by several ServeOhio staff. Staff reviewers will evaluate the application using the application review criteria, consider the comprehensiveness and feasibility of the application, assess the priorities and strategic considerations detailed in the Notice, and past performance, if applicable.

E.2.c. Applicant Clarification

ServeOhio may ask an applicant for clarifying and additional information during the Clarification Period. ServeOhio staff will use this information to make funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

The Clarification Period is scheduled from **April 18 to May 6, 2022**. Applicants should make themselves available during this period.

E.2.d. Pre-Award Risk Assessment

ServeOhio staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage Federal funds. This evaluation is in addition to assessments of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If ServeOhio determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if ServeOhio concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, ServeOhio may consider all or some of following criteria:

Due Diligence:

- Federal debt delinquency
- suspension and debarment
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Federal Awardee Performance and Integrity Information System (FAPIIS)
 - U.S. Treasury Bureau of Fiscal Services
 - System for Award Management (SAM)
 - "Do Not Pay"
- reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- Oversight.gov
- Public Litigation Records

Operational and Financial Management:

- financial stability

- Operational and Financial Management Survey

Past Performance:

- applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - timeliness of compliance with applicable reporting requirements
 - conformance to the terms and conditions of previous Federal awards
 - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
 - meeting matching requirements
 - the extent to which any previously awarded amounts will be expended prior to future awards
 - National Service Criminal History Check compliance.

Other Programmatic Risks:

- publicly available information, including information from the applicant organization's website

E.2.e. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds the \$250,000, ServeOhio is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (See [41 U.S.C. 2313](#)). Additionally, ServeOhio may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

ServeOhio may consider comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this Notice.

E.2.f. Selection for Funding

The review and selection process are designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
 - AmeriCorps Funding Priorities (See Section A.2. *Funding Priorities*)
 - meaningful representation of
 - rural, urban, and suburban communities
 - innovative community strategies

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting

applicants to receive awards under this Notice, ServeOhio will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

ServeOhio will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps' web-based management system in order to be considered for strategic considerations (see *Selection for Funding* section.) Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

ServeOhio reserves the right to prioritize funding existing awards over making new awards. ServeOhio reserve the right to award applications in an amount other than at the requested level of funding.

ServeOhio reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

E.3. Feedback to Applicants

Applicants not selected for funding will receive feedback from the Staff Review of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

E.4. Transparency in Grant-making

ServeOhio is committed to transparency in grant-making. The following information for successful applicants will be made available on the ServeOhio website:

- number of compliant applications received.
- executive summaries of funded applicants

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

ServeOhio will make awards following the selection announcement. ServeOhio anticipates announcing the results of this funding opportunity by mid May 2022 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin activities. The Notice of Grant Award is the authorizing document. An awardee may not expend Federal funds until the start of the Period of Performance identified on the Notice of Grant Award unless it has received a written pre-award cost approval from AmeriCorps.

F.2. Administrative and National Policy Requirements

F.2.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.2.b. Requests for Monitoring or Payment Integrity Information

AmeriCorps and ServeOhio 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.2.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 AmeriCorps State Terms and Conditions for the particular program, and the FY 2022 Ohio AmeriCorps Supplementary Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General, State, and Ohio Supplementary Terms and Conditions is available at www.serveohio.org and <https://americorps.gov/grantees-sponsors/directs-territories-tribes>.

F.2.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 subrecipients must conduct an NSCHC for all AmeriCorps members and all staff funded under, or whose salary is reflected as match on, the award (i.e. approved in the AmeriCorps budget).
- 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.

For Ohio AmeriCorps funded programs, 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 if not Ohio; 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. NSCHC documentation must be maintained by the legal applicant.

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.2.e. Official AmeriCorps 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.3. 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.4. 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.

Depending on the award type, subgrantee may be required to provide progress reports, financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR 2522.500-2522.540 and 2522.700-2522.740. Final financial and progress reports are due 30 days after the end of the agreement.

In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 30 days after the end of the period of performance.

Award recipients will be required to report at <https://www.FSRS.gov> on all subawards over \$30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report

this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

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.5. Continuation Funding Information and Requirements

Organizations that have current awards that continue beyond FY 2021 (currently in grant year 1 or 2) must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions, if applicable. 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 ServeOhio staff 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.

ServeOhio 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 AND STATE AGENCY CONTACTS

This Notice and application materials are available at www.serveohio.org.

ServeOhio can be reached via:

Director of AmeriCorps
30 East Broad Street, Suite 2487
Columbus, Ohio 43215

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 use this link: [eGrants Questions](#). 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

ServeOhio will host technical assistance calls to answer questions about the funding opportunity and eGrants. ServeOhio strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls is on the [ServeOhio AmeriCorps Funding Webpage](#).

H.2. Re-Focusing of Funding

ServeOhio 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.