



2017-2018 AmeriCorps Funding Opportunity Georgia-Specific AmeriCorps State Application Instructions

INTRODUCTION

These guidelines are vital to understanding the fundamentals of AmeriCorps programs. You must also review the guidelines posted by the Corporation for National and Community Services (CNCS) including the Notice of Funding Opportunity (NOFO) and CNCS Application Instructions. These requirements apply to all programs submitting applications to the GCSV (Georgia Commission for Service and Volunteerism) for funding consideration.

OVERVIEW

The Georgia Commission for Service and Volunteerism (GCSV), located within the Georgia Department of Community Affairs (DCA), receives funding from the Corporation for National and Community Services (CNCS) in Washington, DC. These funds are granted to qualifying agencies who then implement AmeriCorps programs in the State of Georgia.

CNCS brings vital leadership, resources, and coordination to some of the most pressing challenges facing America: educating students for jobs of the 21st century; assisting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans; helping communities rebuild after natural disasters; increasing energy efficiency and improving at-risk ecosystems; and providing information to improve the health and welfare of individuals in disadvantaged communities.

AmeriCorps, “the domestic Peace Corps”, is a National Service program that engages Americans of all ages and backgrounds in team-based, results-driven service.

ELIGIBLE APPLICANTS

Public or private nonprofit organizations, including faith-based and other community organizations with 501(c)3 status registered with the State of Georgia; institutions of higher education; government entities within states or territories (e.g. cities, counties); labor organizations; partnerships and consortia; and Indian Tribes.

Organizations operating in multiple states should apply directly to the Corporation for National and Community Service as an AmeriCorps National Direct Program. National Direct applicants should visit this site for further details: www.nationalservice.org. Programs that are applying for National Direct programs must consult with the GCSV and complete a [Consultation Form](#) and send it to linda.thompson@dca.ga.gov.

INELIGIBLE APPLICANTS

- Organizations that have been convicted of a federal crime.
- Organizations described in Section 501(c)4 of the Internal Revenue Code of 1986, 26 U.S.C. § 501(c)4, that engage in lobbying activities.

TECHNICAL ASSISTANCE

General Technical Assistance workshops will be provided by GCSV staff. All applicants are strongly encouraged to attend at least one of the workshops:

- Atlanta (Georgia Department of Community Affairs) Thursday, November 10, 2016
- Valdosta (Valdosta City Hall Annex) Thursday, November 17, 2016

Registration is required to attend: <https://www.surveymonkey.com/r/HM3DZ6S>

In addition, CNCS also offers a number of webinars to address questions and provide vital information to applicants. If you did not have an opportunity to participate in these workshops, it is strongly recommended that you access the replay prior to attending the GCSV workshops. You may access these replays at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2017/amicorps-state-and-national-grants-fy-2017>

APPLICATION DEADLINE AND OTHER IMPORTANT REMINDERS

Deadline to submit Formula Applications to the GCSV- Monday, February 13, 2017 at 3:00 p.m.

Note: Applications must be submitted via eGrants. Hard copy applications or applications submitted as an email attachments are not acceptable. Additional documents supporting the application may be submitted via email.

NOFO (NOTICE OF FUNDING OPPORTUNITY)

You are required to read the NOFO and Application Instructions in its entirety. They can be found at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2017/amicorps-state-and-national-grants-fy-2017>

FOCUS AREAS

CNCS seeks to prioritize the investment of national service resources in the following focus areas and funding priorities.

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

- **Governor and Mayor Initiatives**
- **Programming Supporting My Brother's Keeper**
- **Multi-Focus Intermediaries**
- **Safer Communities**
- **Evidence Based Intervention Planning Grants**
- **Encore Programs**

In addition, the GCSV has established focus areas specific to Georgia:

- **Homelessness** – As described in the preamble of the HUD Final Rule Defining Homelessness, the final rule establishes four categories of homelessness. These categories are as follows:
 1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution.
 2. Individuals and families who will imminently lose their primary nighttime residence;
 3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; or
 4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.
- **Rural Communities** are those communities with a population of less than 50,000 and where the poverty percentage is 10% or greater.
- **Educators in Rural Communities** are organizations placing AmeriCorps Members as tutors and/or individuals as teachers in rural schools and communities.
- **Human Sex Trafficking** – As defined by the Advocates for Human Rights. Human sex trafficking is a form of slavery and involuntary servitude resulting in grave human rights violations. Sex trafficking involves individuals profiting from the sexual exploitation of others and has severe physical and psychological consequences for its victims.

Applicants addressing any of the above focus areas, CNCS and/or GCVS, may receive extra points on their application.

APPLICATION INSTRUCTIONS AND SUBMISSION REQUIREMENTS

All Applicants must submit applications via eGrants and must include the following additional documents:

- Logic Model Chart
- Financial Statements
- Most Recent Audit
- Most Recent Evaluation or Evaluation Plan (does not apply to new applicants)
- Resources Support Strong to Moderate Evidence Base (where applicable)
- Memorandums of Agreement or Memorandums of Understanding when partnering with sub-sites or other entities
- Immigration Affidavit (O.C.G. A. § 50-36-1(e)(1))
- Documentation verifying Federally Approved Indirect Cost Rates (if applicable)

APPLICATION INSTRUCTIONS

- Submit your application in eGrants
- Additional documents should be submitted electronically to AmeriCorpsGA@dca.ga.gov no later than **February 13, 2017 at 3:00 p.m.** NO APPLICATIONS WILL BE ACCEPTED AFTER 3:00 P.M.
- Adhere to the page limit in the NOFO which is 15 pages for the narratives (18 pages for multi-focus intermediaries). Included in the 15 or 18-page limit is the Executive Summary, the SF 424 Face sheet, and the Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

- **NEW APPLICANTS** are organizations that have never received funding from the Corporation for National and Community Service. New applicants are encouraged to apply and must submit a complete application based on the above application instructions and guidelines.
- If you have not done so, you will need to obtain a DUNS number.
 - You will need to apply for an eGrants account.

All interested new applicants are STRONGLY encouraged to submit a **Notice of Intent to Apply** form. The Notice of Intent to Apply form can be requested by emailing zaneta.ivery@dca.ga.gov. Please type in the *subject line*: **"NOI 2017 Form Request"**. The form must be completed and submitted to AmeriCorpsga@dca.ga.gov by **5:00 PM Eastern on December 21, 2016**

- The following additional guidelines apply to new applicants:
 - Are not allowed to apply for fixed grants.
 - Are not allowed to apply for competitive grants.
 - May only apply for formula cost reimbursement (formula) grants.
- **RE-COMPETE APPLICANTS** are organizations that have completed a three-year cycle of funds from the Corporation for National and Community Service and are submitting an application for a new cycle and must submit a complete application based on the above application instructions, guidelines and format.
- **CONTINUATION APPLICANTS** are organizations that have current AmeriCorps awards that do not end in 2016. Applicants in the continuation phase must submit the following narratives:
 - Description of proposed changes
 - Justification of Member Enrollment
 - Justification of Member Retention
 - Plans for corrective actions for any compliance issues
 - Updated performance measures using the performance measures worksheet
 - Budget
 - Evaluation Report
 - Logic Model

FUNDING LIMITS

Funding is dependent on the availability of funds granted to the Georgia Commission for Service and Volunteerism by the Corporation for National and Community Service. Allocation is determined by using a

state population-based formula. Guidelines are set by CNCS and additional Georgia-specific guidelines are set by the GCSV and may vary from one program year to another. Maximum costs per MSY can be found in the Notice of Federal Funding Opportunity/2017 AmeriCorps State and National Grants.

MATCH REQUIREMENTS

An overall match requirement of 24 percent is mandatory for the first 3 years of funding. The match requirement is graduated accordingly after the initial three-year period. Starting with year 4, the match requirement gradually increases every year to 50% by year 10. This information can also be found in the NOFO.

	Year 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Overall Match	24%	26%	30%	34%	38%	42%	46%	50%

Match may be in the form of cash or documented in-kind contributions.

For professional Corps programs, the living allowances or salaries provided to AmeriCorps Members do not count toward the match requirement.

ALTERNATIVE MATCH WAIVER

Under certain circumstances, programs may qualify to meet alternative matching requirements that increase over ten years to 35% instead of 50%. To qualify, programs must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the CNCS Application Instructions. Requests should be submitted to the GCSV.

BUDGET

Please follow the budget instructions in the Application Instructions. Outlined below are some key items that will be reviewed closely by GCSV Staff:

- ✓ Administrative/Indirect Costs (Section III) – This section includes 5% of the overall federal share as a separate Administrative Cost line item. The GCSV claims a portion of this percentage for oversight, training and technical assistance. Be sure to follow the formula to calculate the “Commission Share”.
- ✓ Check and double check match. Make sure that the proper amounts have been claimed for members’ living allowances and other member related costs.
- ✓ Be sure to budget for Statewide Meetings/Trainings:
 - Program Directors Training will be held in Atlanta at the Department of Community Affairs in June. Staff attendance is required. You should budget for at least one person. If you feel that more than one person should attend, please budget accordingly. If travel is 4 hours or more, you may want to consider overnight lodging. This is at your discretion.
- ✓ Please budget at least \$2,000 to attend either the Points of Light conference or the Southern Regional Training.
 - In 2017, the Points of Light Conference will be held in Seattle, Washington.

- The Southern Regional Conference will be held in Florida, but the city is yet to be determined. You may consider checking the Corporation's website for updated information on conferences while building your budget.
- ✓ Review detailed Budget Instructions and the Budget Worksheet which can be found in the CNCS Application Instructions.
- ✓ You must budget to provide First Aid/CPR training to at least 75% of your members. This is a Georgia-specific performance measure. You may use the vendor of choice.
- ✓ Check to insure that adequate match is met on the Grantee Share side of your budget. Please know that if "Budgeted" match exceeds "Required" match that you will be held accountable for the higher amount.
- ✓ Include all calculations. Please do not assume that the reader understands your budget. You will need to include calculations for all sections:
 - Personnel Expenses: Specify if staff is allocated a certain percentage to AmeriCorps and show the calculations clearly.
 - Personnel Fringe Benefits: Specify if staff is allocated a certain percentage to AmeriCorps and show the calculations clearly.
 - Travel: Show calculations to include all related expenses such as number of miles, mileage per diem, number of people, registration costs, meal allowances, lodging, etc. Do not forget to state the purpose of the travel. Show all calculations clearly.
 - Supplies: Specify the supplies, purpose, and calculations.
 - Contractual and Consultant Services: State the purpose and show calculations.
 - Training: State the purpose and show calculations.
 - Evaluations: Show calculations. If the evaluator charges by the hour or daily, please specify this.
 - Member Costs:
 - Make sure that members living allowances are on the correct line. i.e. Full-Time, Half-Time, etc. Make sure you are using the correct amounts for living allowances in your calculations.
 - Be sure to include FICA and Workers Comp. Healthcare should also be included, if applicable.
 - Corporation Fixed Percentage:
 - Be sure to include "Commission Fixed Cost". If you are a "Fixed" grant or if you have a "Federally Approved Indirect Cost Rate", you will not budget for "Commission Fixed Costs". These are the only exceptions.
 - If you have a "Federally Approved Indirect Cost Rate", you must provide documentation. Your organization should have received a letter from Health and Human Services or from the Corporation for National and Community Service stating that you have a FAICR. If you have this letter, copy it and send it to the GCSV.
 - Source of Funds: Use this section to show all other sources of funds. Be sure to provide the following information:
 - Source
 - Description
 - Amount
 - Type

PERFORMANCE MEASURES

Applicants can decide to use self-directed or National Performance Measures. National Performance Measures allow the CNCS to demonstrate aggregated impact of all its National Service programs. They are divided into two categories, Priority Measures and Complementary Program Measures. Programs are strongly encouraged to use the National Performance Measures but are not required to do so if the program's focus area is not related to the National Measure.

Please be sure to read instructions on performance measures in the Application Instructions.

Successful programs will be those that have clear performance measures. Programs are likely to have multiple performance measures. The application must include aligned measures that include:

- An output (the quantitative value of service provided)
- At least one intermediate outcome (a change in behavior, attitude, knowledge, skill, and/or condition as a result of the output, qualitative value)

GEORGIA-SPECIFIC PERFORMANCE MEASURES

Applicants are required to include two Georgia-specific performance measures as follows:

1. The [Program Name] AmeriCorps Members will recruit at the least 5 volunteers per MSY during the course of the program year.
2. At least 75% of [Program Name] AmeriCorps Members will receive first aid and CPR training within the first quarter of the program year.

FINANCIAL MANAGEMENT

All programs must have systems in place that clearly distinguish CNCS funds from other fund sources. Programs must also have accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. Recent revisions to the Single Audit Act and OMB Circular A-133 require all organizations to have financial audits if they annually expend \$750,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, including but not limited to AmeriCorps grants.

CONTACT INFORMATION

Georgia Department of Community Affairs
Georgia Commission for Service and Volunteerism
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Atlanta, GA 30329
Email: AmeriCorpsGA@dca.ga.gov
Website: <http://www.servega.org>