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2024 AmeriCorps Funding Opportunity Planning Grant Application Guidance and Instructions



AmeriCorps Nebraska

**Notice of Funding Opportunity
Applications due March 1, 2024**

Important Notice to Applicants: The following documents necessary to complete a 2024 Planning grant application for AmeriCorps funding. All can be found on the ServeNebraska website: <http://www.serve.nebraska.gov/>

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Contact Information

This planning Grant Application Guidance and Instructions are available at ServeNebraska webpage.

Please submit questions about this funding opportunity to dhhs.americorps@nebraska.gov. Responses will be included in the Frequently Asked Questions (FAQS) that will be updated on the ServeNebraska funding website. ServeNebraska encourages any questions to be submitted well in advance of the deadline. ServeNebraska is not obligated to answer and/or respond to questions that are received within 48 hours prior to the application due date.

2024 ServeNebraska AmeriCorps Planning Grant Timeline

This timeline is subject to change due to ServeNebraska and/or AmeriCorps announcements and other events

January 8, 2024	Release Notice of Funding Opportunity (NOFO)
March 1, 2024	Grant applications due to ServeNebraska
March 25-26, 2024	Clarifications, corrections and updates due from applicants
April 22-26, 2024	Applications awarded funding will submit into the e-grants system, once notified by ServeNebraska Staff

State Entity Name: ServeNebraska
Funding Opportunity Title: 2024 AmeriCorps Planning Grant
Announcement Type: Initial Announcement
CFDA Number: 94.006

Funding Program Description

ServeNebraska

As the State Service Commission for Nebraska, ServeNebraska addresses community and state challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. Through AmeriCorps, and Volunteer Action, ServeNebraska transforms small investments into big community impact. Cathleen Plager, ServeNebraska Executive Director leads the agency in conjunction a Governor approved board of Commissioners. The Commission develops and adopts policies that guide the State's AmeriCorps grant making process. ServeNebraska receives federal funds from the AmeriCorps Agency to support AmeriCorps programs. AmeriCorps mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, AmeriCorps has helped to engage millions of citizens in community and national challenges through service and volunteer action.

Purpose of AmeriCorps Funding

AmeriCorps is a national service program that provides opportunities for Americans each year to serve their communities as AmeriCorps members by engaging in results-driven service that addresses community problems. An AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps members are recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust that they can use to pay for higher education expenses or apply to qualified student loans. Members must be: U.S. Citizens, U.S. Nationals or Lawful Permanent Residents of the United States, at least 17 years of age (no upper age limit), high school graduates or GED recipients (or working towards this goal), and are subject to criminal history checks. AmeriCorps Programs may add program-specific requirements.

AmeriCorps grants include an allotment of AmeriCorps member positions and provide partial funding to support AmeriCorps projects and programs. Grants are solely for program expenses and cannot be used for general organizational operating expenses. **AmeriCorps members or grant funds can help meet unmet needs or can expand an organization's ability to better address community needs, but cannot be used to duplicate, displace, or supplant resources that already exist in a community.**

Using national service as an appropriate strategy.

ServeNebraska is committed to continuing to demonstrate that service is a powerful strategy to address community challenges. Successful program designs clearly identify those directly impacted by the challenges, and identify an intervention proven to address the need, and clearly articulate why the efforts of AmeriCorps members are an appropriate strategy to deliver the intervention. This includes demonstrating how AmeriCorps member service activities will enhance or expand an organization's ability to better address a community problem, and how the AmeriCorps program will not duplicate, displace or supplant resources that already exist to address the stated problem.

Applying an evidence-based approach.

ServeNebraska expects those seeking an investment from AmeriCorps to demonstrate that their proposed intervention is guided by the best available research evidence that supports its effectiveness. This includes demonstrating that the proposed intervention will lead to the desired outcomes, and providing strong evidence that the proposed intervention is effective for the target population and community challenge identified.

Dedicated to quality.

ServeNebraska seeks to invest in programs that are committed to making a difference and incorporate quality management practices to oversee the program and ensure appropriate investment of public funds.

ServeNebraska values programs that can successfully implement the program design by assuring that the systems and processes necessary for managing and accessing the effectiveness of the program are present.

B. AmeriCorps Planning Grant

An AmeriCorps Planning Grant provides successful applicants with resources needed to develop program components and to build operational capacity critical to managing an AmeriCorps grant. Grant recipients also receive training and technical assistance from ServeNebraska to strengthen their AmeriCorps program design and to create implementation plans and systems for managing a complaint AmeriCorps program. Recipients who successfully complete their planning grant deliverables will be better prepared to apply for an operational grant as well as operate an AmeriCorps program, if funded.

C. National Service 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 carry out Congress' intent and to maximize the impact of investment in national service, AmeriCorps has the following focus areas:

Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

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 circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; and provide reforestation services after floods or fires.

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 positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by AmeriCorps

programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

D. Fundable Activities

Grant funds support activities that are directly tied to AmeriCorps program planning and development. The grant shall only be used to cover costs that directly support the development of the planning grant deliverables and reporting requirements. Fundable grant activities include, but are not limited to:

- Staff or consultants(s) to facilitate project planning and provide training and technical assistance aimed at improving the Grantee’s ability to implement an AmeriCorps program effectively.
- Assessing and analyzing community needs-related information to identify specific gaps or needs that can be addressed through AmeriCorps.
- Researching appropriate evidence-based interventions to inform service activities to be performed by AmeriCorps members.
- Developing a program theory of change and logic model.
- Outreach and establishment of community partnership to support the planning and implementation of AmeriCorps program.
- Partnership planning meetings.
- Meeting or office space.
- Developing plans for member recruitment, selection, placement, training and supervision.
- Developing plans and systems for ensuring grant compliance and accountability.
- Travel to training and technical assistance sessions provided by ServeNebraska.
- Travel to see and learn about program models the applicant would like to replicate.

E. Grant Award Amount

The maximum grant amount that can be requested through this opportunity is up to \$40,000.00.

F. Matching Requirement

The grantee is required to provide a match to support at least 24% of the project’s total cost. Match may be cash and/or in-kind.

G. Award Period

The project period of this grant is to be determined. ~~October 17, 2022 August 31, 2023.~~

H. Authority

AmeriCorps legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.)

Eligibility

A. Eligible Applicants

The following Non-Federal entities (as defined in 2 CFR §200.69) that propose to operate only within Nebraska who have a valid SAM registration and Unique Entity Identifier to receive an award are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

Applicants that are Indian Tribes apply directly to AmeriCorps. In addition to Indian Tribes as defined in 2 CFR §200.54, tribal organizations controlled, sanctioned, or chartered by Indian Tribes are also eligible to apply. An entity applying on behalf of a federally recognized tribe or multiple specific federally recognized tribes must submit a sanctioning resolution, applicable for the entirety of the period of performance that the applicant is applying for, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian Tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in a AmeriCorps application for the purpose of conducting the activities and providing the services described in the application. A current resolution will not suffice to meet this requirement unless the resolution applies for the entire period of performance of the award, i.e., current resolutions that are applicable to a previous AmeriCorps award at the time of the application submission but expire during the prospective period of performance of a new award, do not meet this requirement.

Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to AmeriCorps. In addition to being eligible to apply under this *Notice*, federally recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the Winter with an application deadline in the Spring. AmeriCorps may request applicants apply under the Tribal competition, rather than under this *Notice*.

B. Other Requirements

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *Notice*.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if AmeriCorps is aware that any corporation has any unpaid Federal tax liability which—

- Has been assessed.
- For which all judicial and administrative remedies have been exhausted or have lapsed, and
- That is not being paid in a timely manner pursuant to an agreement with the authority responsible or
- That not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that appropriation which will fund awards under this *Notice*.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501©(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501©(4) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.

C. Unique Entity Identifier (UEI) and System for Award Management (SAM)

All applicants must register with the System for Award Management (SAM) at <http://www.sam.gov/SAM/> and maintain an active SAM registration until the application 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/content/home>

Sam registration must be renewed annually. ServeNebraska suggests that applicants finalize a new registration or renew an existing one at least four 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 ServeNebraska.

ServeNebraska will not make awards to entities that do not have a valid SAM registration and UEI. If an applicant has not fully complied with these requirements by the time ServeNebraska is ready to make an award, ServeNebraska may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a general award to another applicant.

Application Review Information

A. ServeNebraska Review and Selection Process

Applications will be reviewed for funding using a multi-stage process that includes ServeNebraska Staff Review, Clarification and Feedback, and ServeNebraska Commission approval.

Compliance Check

ServeNebraska staff will review all applications to determine compliance with eligibility, deadlines and completeness of the requirements. Applications that are submitted by eligible organizations by the deadline and that meet minimal compliance check requirements will advance to staff review.

Staff Review

Reviewers will evaluate each application against a selection matrix based on assessment criteria outlined in the Notice.

Clarification and Feedback

Applicants may receive requests to provide clarifying information and/or make changes to their application and budget. This information is used by ServeNebraska staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarifications or questions. A request for clarification does not guarantee funding.

Selection

Primary consideration in the selection of AmeriCorps programs is merit based and address all clarification issues. ServeNebraska staff provides recommendations to the ServeNebraska's board of Commissioners for approval.

ServeNebraska reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to ServeNebraska in response to this Notice.

Application Instructions

A. Submission

A complete application must be submitted electronically to dhhs.americorps@nebraska.gov by March 1, 2024 by 5:00pm Central Time.

A “complete” AmeriCorps planning grant application includes all required and applicable components in order listed in the Application Checklist. Place a checkmark next to each item included in your original application submission.

B. Application Checklist

Complete the application checklist document and have all components filled out in its entirety.

C. Program Title Page

Complete the Title Page document, including information on Legal Applicant representative, the primary contact information.

D. Narrative Instructions

No more than 3 double spaced pages in portrait format, 12-point Time New Roman font, One-Inch Margin, Using the ServeNebraska headings provided.

Executive Summary (fill in the blanks) (0 percent):

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that 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, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

Program Design (50 percent)

1. Need (25 points):

- Describe the community problem that is prevalent in communities where the program plans to serve, providing documented and relevant data.
- Describe what AmeriCorps members will be doing to meet the community need and target(ed) beneficiaries.

2. Planning Process/Timeline (25 points):

- Describe in detail the planning process and who is leading it.

Organizational Capability (25 percent)

1. Organizational Background and Staffing (25 points)

- The applicant will describe their experience, staffing, and management structure to plan the proposed program.
- Describe if the applicant has any prior experience in the proposed area of programming.
- Describe if the applicant has established systems and processes for sound programmatic and fiscal oversight.

Cost Effectiveness and Budget Adequacy (25 percent)

E. Planning Grant Deliverable Timeline

Review and agree to the planning grant timeline.

F. Budget Narrative & Form

All applicants are required to submit a detailed budget using the ServeNebraska AmeriCorps Budget Template in Excel format.

Match Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations and summarized below.

Table 1: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement Grant (Traditional and Non Fixed Professional Corps)	Minimum grantee share is 24% of program costs for the first three years, Overall grantee share of total program costs increases gradually beginning in year 4 to 50% by the tenth year of funding and every year thereafter.
Fulltime Fixed Amount Grant	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.
Professional Corps Fixed Amount Applicants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.
Education Award Program Fixed Amount Grant	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY Awarded

Table 2: Minimum Match Requirements for Cost Reimbursement Grants

AmeriCorps Funding Year	1,2,3	4	5	6	7	8	9	10+
Grantee Match Requirement	24%	26%	30%	34%	38%	42%	46%	50%

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used.

Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in your detailed Budget Narrative in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

To prepare your budget, follow the detailed budget instructions below. Use the ServeNebraska Excel *Budget Narrative* tab to create your program budget. The *Budget Form* tab will be automatically populated from the information you enter in the Budget Narrative tab. Be sure to review your completed budget against the

Budget Analysis Checklist provided at the end of this section to ensure that your budget is complete and accurate.

As you prepare your budget:

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

Programs must comply with all applicable federal laws, regulations, and Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the Omni Circular. The OMB Omni Circular can be found online at www.whitehouse.gov/OMB/circulars.

Detailed Budget Instructions

These instructions apply to all applicants. Please note that it may be requested that you include description/calculation breakdowns for costs that are covered by funds outside of the grant.

Section I. Program Operating Costs

A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and , salary, and percentage of effort devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee Share. For Column 2, under “% of FTE Time Spent on Program”, please include the percentage of time for a full-time equivalent (FTE) employee. For example, if a part-time staff member who works 20 hours a week spends 100% of their time working on the AmeriCorps program, Column 2 should reflect 50%. This section should contain costs associated only with those staff performing direct program services. Those providing general administrative or management functions should be budgeted under Section III.

All time spent on the grant must be tracked using functional timesheets that allow for time allocation. No time can be charged to the grant unless National Service Criminal History Checks have been completed.

Verification of timesheets and background check status must occur before any expenses can be incurred.

B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized and justified.

C. 1. Staff Travel

Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable. Only domestic travel is allowable.

C. 2. Member Travel

N/A

D. Equipment

N/A

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. or H., below.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. Please include any training/conference registration in this line item.

G. 2. Member Training

N/A

H. Evaluation

N/A

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Fieldprint and Truescreen Criminal history background checks for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). If your program covers the cost for background checks outside of grant funds, these items should still be included in "Other" with zero costs and explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

Section II. Member Costs

All Member Costs are N/A.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative

costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21 (2CFR 220), A-87 (2 CFR 225), and A-122 (2 CFR 230).

Options for Calculating Administrative/Indirect Costs (choose either A, B, or C)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a CNCS fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, CNCS's share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant.

A. CNCS Fixed Percentage Method

Five Percent Fixed Administrative Costs Option

CNCS fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose CNCS Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine CNCS share for Section III: Multiply the sum of CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as CNCS share. The 5% maximum is calculated by multiplying the sum of CNCS's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under CNCS's regulations.)
2. To determine the maximum Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of CNCS and grantee shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries, and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both CNCS and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine CNCS share: Multiply the sum of CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as CNCS share of indirect costs.
3. To determine the maximum Grantee share: Subtract the amount calculated in step 2 (CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

C. De Minimis Rate of 10% of Modified Total Direct Costs

Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

Source of Match

In the “Source and Types of Match Contributions” table that appears at the bottom of the *Budget Narrative*, enter the specific source of match (i.e. The Star Foundation, Franklin Unified School District, etc.), the match type [State/Local, Federal, or Private], the amount of cash and the dollar amount of in-kind, and a brief description of the intended purpose of the match (e.g. personnel expenses, travel, etc.). Define any acronyms the first time they are used. In the brief description, indicate whether the match is "proposed" or "secured."

G. Financial Management Survey

Completed the Financial Management Survey and submit with package.

Application Submission

A. Application Submission Deadline

A completed application must be submitted to ServeNebraska electronically dhhs.americorps@nebraska.gov on **March 1, 2024 5:00pm CST** to be considered.

ServeNebraska will not consider applications received after the deadline, except when noted below. ServeNebraska reserves the right to extend the submission deadline and any notice of such extended deadline will be posted.

Late Applications

All applications received after the submission deadline published in this Notice of Funding Opportunity are presumed to be non-compliant. ServeNebraska may, at their discretion, consider an application received after the deadline, but only if the applicant submits a written explanation or justification of the extenuating circumstance(s) that caused the delay, including the timing and specific cause(s) of the delay and any evidence that supports the circumstance(s). This must take place within one business day after the application deadline stated in the Notice.

B. Application Submission Deadline

Once selected for AmeriCorps funding, applicants will be required to submit their applications electronically into AmeriCorps’s web-based management system. Please ensure staff availability to enter the application into the system. ServeNebraska will provide instructions at a later date.

Award Administration Information

A. Governing Documents

A grantee’s fully executed award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations (45 CFR §§ 2520–2550), AmeriCorps General and Specific Terms and Conditions, and ServeNebraska Policies and Requirements.

B. AmeriCorps Terms and Conditions

All awards made under this *Notice* will be subject to the 2023 AmeriCorps General Terms and Conditions, and the 2023 AmeriCorps Program Specific Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>.

C. Uniform Guidance

All awards under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

D. Reporting Requirements

Programs 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. ServeNebraska will provide due dates for all reports required.

E. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such AmeriCorps funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Grantees should utilize the two vendors AmeriCorps has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs.

See 45 CFR § 2540.200–§ 2540.207 and [AmeriCorps Criminal History Check Resources](#) for complete information and FAQs

F. Request for Improper Payment information

AmeriCorps may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, AmeriCorps may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

G. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to grantees and non-grantees, 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 (b)).

H. Reallocation of Funding

AmeriCorps reserves the right to reallocate funding in the event of disaster or other compelling need for service.

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).) The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

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 of 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.