



United Way Association
of South Carolina

2024-25 AmeriCorps SC Notice of Funding Opportunity and Application Instructions

“Formula Round”

FOR:

NEW OPERATIONAL PROJECTS
RECOMPETE OPERATIONAL PROJECTS
CONTINUATION OPERATIONAL PROJECTS
PLANNING GRANT PROPOSALS

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Terms, Acronyms, and Jargon used in this document

Term(s) / Acronym(s) / Jargon used in this document	What this term means in this document's context
NOFO	"Notice of Funding Opportunity" -> Refers to this document at-large, the general competitive round of funding through which proposals will be submitted.
LOI	"Letter of Intent" -> Refers to the survey form that is due from applicants as a first step in the application process (see 'important dates' section for more information)
AA	"AmeriCorps Agency" -> The federal AmeriCorps departmental agency that oversees all AmeriCorps-related grants.
CNCS	"Corporation for National and Community Service" -> This refers to the same "AmeriCorps" federal agency, and was the original and prior-known name of the federal AmeriCorps agency. This old name and acronym is still widely used in AmeriCorps-related documents.
SCSC / The Commission	"South Carolina Service Commission" -> The governor-appointed state service commission that hosts this funding round. The South Carolina Service Commission is housed within the United Way Association of South Carolina
UWASC / The Association	"United Way Association of South Carolina" -> The parent agency and lead, legal, fiscally accountable agency to which the South Carolina Service Commission has been assigned by the Governor of South Carolina.
AC	"AmeriCorps" -> An abbreviation
ACM	"AmeriCorps Member" -> An abbreviation
PY	"Program Year" -> refers to a given 'project period' for an AmeriCorps-related grant or subgrant
FY	"Fiscal Year" -> refers to a cycle at an agency level for annual budgets. Note that 'fiscal year' may differ depending on the context around what agency is being discussed e.g. federal, state, or local nonprofit's fiscal year
MSY	"Member Service Year" -> Refers to the approximate full-time-equivalent service year of an AmeriCorps member. This term is used as a baseline for operational application thresholds which determine how many AmeriCorps member slots and how much funding a program may be eligible for.
UEI	"Unique Entity Identifier" -> an identifying alphanumeric sequence assigned to an organization by the federal System on Award Management (SAM). Can be found on SAM.GOV
EIN / FEIN	"Entity Identification Number" -> This is the federal tax identification number for an organization.
NSCHC	"National Service Criminal History Check" -> This refers to the specific federal requirements as well as the processes related to background checks required to be performed for both AmeriCorps members as well as for all staff involved in (reimbursed by) AmeriCorps grants and subgrants.
eGrants	References the online website that acts as a central hub for AmeriCorps grant and subgrant management.
Grantee / Subgrantee	For the purpose of this document these terms are used interchangeably, however, generally speaking the primary 'Grantee' for these funds is the South Carolina Service Commission, while all funded proposals and programs are 'Subgrantees'.

IMPORTANT DATES

LETTER OF INTENT DEADLINE TO SUBMIT: FRI. JANUARY 26, 2024 (by 5:00 PM EST)	REQUIRED FOR ALL APPLICANTS – NEW, RECOMPETE, CONTINUATION, AND PLANNING Submit AmeriCorps SC Letter of Intent to Apply (LOI) Online Form – LINK which includes: <ul style="list-style-type: none"> • Organization and contact information • SAM.GOV entity and registration information • A brief summary of program design • Financial management questionnaire and supporting financial documents <ul style="list-style-type: none"> ○ (i.e., 990 and audited financial statements)
FULL APPLICATION DEADLINE TO SUBMIT: FRI. FEBRUARY 23, 2024 (by 5:00 PM EST)	Full Project Applications due as outlined in distinct sections in this NOFO, unique for PLANNING, CONTINUATION, or NEW/RECOMPETE Applications: Note: Extensions to the application due date are uncommon, and only granted on a case-by-case basis for the minimum time necessary and available to accommodate unforeseen technical issues. Any request for extension to the application due date must be made at least one week prior to the due date or it will not be processed. To request an extension, email mark.weller@uwasc.org explaining the specific circumstances causing the delay and the expected submission date if granted extension.
CLARIFICATION ITEMS ANTICIPATED NOTICE: MON. APRIL 8, 2024 (clarification questions sent to applicant) DEADLINE TO SUBMIT: FRI. APRIL 12, 2024 (clarification responses)	Clarification period: <ul style="list-style-type: none"> • Note that the lead point of contact identified in your application will remain the same point of contact to receive notice of any clarification questions that arise during grant review • It is common to receive clarification questions during grant review, although not all grants receive clarification questions. Receiving clarification questions is in no way an indicator of whether a grant is being well-received or not. The purpose of clarification questions is simply to field additional information that reviewers are seeking that they could not initially locate or assess from the original application submission.
NOTICE OF INTENT TO FUND / APPLICATION DECISION ANTICIPATED NOTICE: BY FRI. MAY 17, 2024	<ul style="list-style-type: none"> • Anticipated date by (or before) which applicants will receive notification regarding if their application has been recommended for funding and if so at what level and under what added stipulations, if any. • This stage is a ‘Notice of Intent to Fund’ and not a guarantee of funding. Final funding will be contingent on federal-level review of submitted portfolio and federally assigned resources, which are subject to change based on congressional action.
PROJECT START DATE(s) NEW / RECOMPETE / CONTINUATION August 1, 2024 (subgrant start date) August 12, 2024 (members able to be enrolled on or after) PLANNING July 1, 2024 (subgrant start date)	Grant Award Issued/Program Startup Begins <ul style="list-style-type: none"> • New, Recompete and Continuation Operational Grants <ul style="list-style-type: none"> ○ Project period of 8/1/24 to 7/31/25 ○ AmeriCorps Members can be enrolled on or after 8/12/24 • Planning Grants <ul style="list-style-type: none"> ○ (Anticipated – may face up to 1 month delay) Project period of 7/1/24 to 6/30/25

NOFO Workshop Dates and 1:1 Requests for Technical Assistance

WORKSHOP #1 Program Year 2024-2025 NOFO Overview and Q&A WED. JANUARY 10, 2024 11am-noon EST (on zoom)	<ul style="list-style-type: none"> • Workshop #1 – PY 2024-2025 NOFO Overview and Q&A • Wednesday, January 10, 2024 • 11am-noon EST • On zoom <ul style="list-style-type: none"> ○ REGISTER HERE
WORKSHOP #2 Program Year 2024-2025 Letter of Intent (LOI) overview and Q&A WED. JANUARY 17, 2024 11am-noon EST (on zoom)	<ul style="list-style-type: none"> • Workshop #2 – PY 2024-2025 Letter of Intent (LOI) Overview and Q&A • Wednesday, January 17, 2024 • 11am-noon EST • On zoom <ul style="list-style-type: none"> ○ REGISTER HERE
WORKSHOP #3 Grant Narrative Components – New, Recompete and Continuation Operational Grants only WED. JANUARY 31, 2024 11am-noon EST (on zoom)	<ul style="list-style-type: none"> • Workshop #3 – Grant Narrative Components – New, Recompete and Continuation Operational Grants only • Wednesday, January 31, 2024 • 11am-noon EST • On zoom <ul style="list-style-type: none"> ○ REGISTER HERE
WORKSHOP #4 Grant Narrative Components – Planning Grants only WED. JANUARY 31, 2024 2:00pm-3:00pm EST (on zoom)	<ul style="list-style-type: none"> • Workshop #4 – Grant Narrative Components – Planning Grants only • Wednesday, January 31, 2024 • 2:00pm-3:00pm EST • On zoom <ul style="list-style-type: none"> ○ REGISTER HERE
WORKSHOP #5 Budget Development – New, Recompete, Continuation and Planning Cost-Reimbursement WED. FEBRUARY 7, 2024 11am-noon EST (on zoom)	<ul style="list-style-type: none"> • Workshop #5 – Budget Development: New, Recompete, Continuation and Planning Cost-Reimbursement Grants • Wednesday, February 7, 2024 • 11am-noon EST • On zoom <ul style="list-style-type: none"> ○ REGISTER HERE
WORKSHOP #6 Performance Measures – Operational Grants Only WED. FEBRUARY 14, 2024 11am-noon EST (on zoom)	<ul style="list-style-type: none"> • Workshop #6 – Performance Measures: Operational Grants only • Wednesday, February 14, 2024 • 11am-noon EST • On zoom <ul style="list-style-type: none"> ○ REGISTER HERE
WORKSHOP #7 Last Minute Questions – All applicants WED. FEBRUARY 21, 2024 11am-noon EST (on zoom)	<ul style="list-style-type: none"> • Workshop #7 – Last Minute Questions – All applicants • Wednesday, February 21, 2024 • 11am-noon EST • On zoom <ul style="list-style-type: none"> ○ REGISTER HERE
1-on-1 Office Hours with SCSC Staff AD HOC / AS NEEDED (remote over Zoom)	<p>If needed, one-on-one time can be requested with SCSC staff to discuss AmeriCorps, the NOFO, or applications instructions. Follow the link below to request a NOFO one-on-one meeting with members of the SCSC team.</p> <ul style="list-style-type: none"> • <i>Use the Calendly Link below to book a joint meeting with Mark Weller, SCSC Executive Director, and Becky Brennan Thom, Director of AmeriCorps</i> ○ BOOK 1:1 CALENDLY MEETING HERE

Intended Audience

This Notice is intended for New Operational, Recompeting Operational, Continuation Operational and Planning Grant Proposals that wish to carry out an AmeriCorps program effort solely in South Carolina.

Background

The AmeriCorps Agency (AA) is a federal agency whose mission is to improve lives, strengthen communities, and foster civic participation through service and volunteering. AA has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

In South Carolina, AA funds for AmeriCorps State programs are administered through the Governor-appointed South Carolina Commission on National and Community Service (SCSC), which is housed within the United Way Association of South Carolina. Governor-appointed Commissioners and the United Way Association of SC Board Members oversee the legal and policy governance of the SCSC program portfolio.

Disclosures

Commission Name: United Way Association of South Carolina, Inc. (referred to herein as the South Carolina Service Commission)

Federal Agency: AmeriCorps (formerly known as the Corporation for National and Community Service)

CFDA #: 94.006

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

Publication of this Notice does not obligate SCSC to award any specific number of grants or subgrants, nor to obligate any particular amount of funding.

SC Service Commission – Staff Contact Information

If your organization is experiencing any challenges or errors related to the eGrants system, please submit a help ticket to the **National Service Helpline at: 1-800-942-2677** or <https://questions.americorps.gov/app/ask>

All communication relating to this Notice must be directed to the SC Service Commission Staff listed below:

For technical assistance:

Becky Brennan Thom
Director of AmeriCorps
rebecca@uwasc.org
Phone: 803-608-7780

For administrative or management inquiry:

Mark Weller
Executive Director, SC Service Commission
mark.weller@uwasc.org
Phone: 803-920-4868

Notice of Funding Opportunity and Program Description

ACTION ITEM: Please watch this 2m video: [What is AmeriCorps?](#)

Best summarized as a domestic Peace Corps, AmeriCorps enables host agencies to recruit passionate individuals (AmeriCorps Members) who will serve to increase the capacity of their organization to expand services or engage additional beneficiaries.

To help support their service, AmeriCorps Members may receive a modest living allowance, place eligible student loan repayment on forbearance, and earn an education award that can be used to continue their education or pay back eligible student loans. Additionally, Full-Time AmeriCorps Members also receive grant-supported health insurance and childcare benefits.

AmeriCorps projects can be single site (all AmeriCorps Members serve with a single organization) or multi-site (AmeriCorps Members serving at a variety of partner agency sites). Additionally, AmeriCorps projects can be designed to be local, regional, or statewide. The AmeriCorps host organization is responsible for recruiting the individuals who will be enrolled as AmeriCorps Members in their program. There are several platforms that AmeriCorps programs can use to conduct outreach to potential applicants who have already expressed interest in serving in AmeriCorps, but much of the member recruitment is conducted using similar methods to those used to recruit traditional employees. Member payroll is administered by the AmeriCorps host organization.

AmeriCorps grants are awarded to eligible organizations proposing to recruit and engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. All grants applications must propose a program design that aligns with one of the six AA identified focus areas: Disaster Services, Education, Environmental Stewardship, Healthy Futures, Economic Opportunity, Education, and Veteran and Military Families. Visit this link for more information:

<https://americorps.gov/about/what-we-do>

The AmeriCorps SC program year for this grant cycle will begin August 1, 2024, and end on July 31, 2025 for operational AmeriCorps programs, while Planning grants will have a project cycle of July 1, 2024 through June 30, 2025. Projects must be designed to take place within the program year, but AmeriCorps members do not have to start on Aug. 1.

Applications should be submitted with a one-year budget. The SC Commission reserves the right to adjust the amount or conditions of a grant and/or elect not to continue funding a grant in subsequent years.

SCSC expects a highly competitive 2024-25 AmeriCorps SC grant competition. The actual level of funding will be subject to the availability of annual congressional appropriations.

Eligible Organizations

This opportunity is open to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within state territories (e.g., cities, counties, state agencies/commissions), school districts, labor organizations; partnerships and consortia; or Tribal organizations.

Limitations:

- Organizations that have been convicted of a federal crime may not receive assistance described in this Notice.
- If AA is aware that any corporation has any unpaid Federal tax liability which 1) has been assessed, 2) for which all judicial and administrative remedies have been exhausted or have lapsed, and 3) that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this Notice¹.
- An organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 USC 501(c)(4) that engages in lobbying activities is not eligible to apply for AA funding.
- Organizations for which any staff member responsible for or paid by the grant is actively barred from participation in federal funded projects, as found on the SAM Exclude Parties List System – [Link Here](#)

Review and Selection Process

The assessment of applications involves a wide range of factors and considerations. SCSC staff, The Commission's Grant Review Committee and the full SC Service Commission body collectively facilitate the receipt and evaluation of proposals. The goal of the review and selection process will be to fund a portfolio that is relevant, impactful, aligned and balanced.

Stages in the Review and Selection process include, but are not limited to:

Risk Assessment Evaluation:

SCSC staff will evaluate conducting due diligence reviews to assess risk and ensure an applicant's proficiency to manage federal funds. In evaluating risks, SCSC may consider the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- History of performance as reflected in the applicant's record in managing previous SCSC awards;
- Reports and findings from any available audits;
- IRS Tax Form 990;
- Information contained in the applicant's Financial Management Survey;
- An applicant organization's annual report;
- Publicly available information including information from an applicant organization's website;
- The applicant's ability to effectively implement statutory, regulatory, or other Requirements; and
- Information gathered during in-person visits by SC Commission Staff or Commissioners.

AA/SCSC 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, AA/SCSC 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.

Review of Full Applications

During this stage of the process, several elements of review will take place:

Commission Staff Assessment:

Commission staff will complete a Program Assessment based on their review of each applicant's proposal and the past performance/compliance of the organization, if applicable. Program Assessments for each application may be provided to the Grant Review Committee and the SC Board of Commissioners for review in conjunction with the applicant's grant proposal. If Commission staff determines that an application does not meet minimum qualification for funding, the application will not be submitted for review by full Grant Review Committee.

Grant Review Committee Review

Members of SCSC's Grant Review Committee will use the information contained in this NOFO to provide an initial score to each applicant. These scores will be used to help guide the Committee's group discussions but will not be the sole criteria to decide which applications are funded. Funding decisions are made based on a comprehensive look at all criteria listed in this Notice.

Revisions and Planning Grant Status

SCSC reserves the right to request that applicants revise their application and may negotiate with applicants regarding whether to fund their proposal in-full or in-part. Additionally, based on the recommendation of SCSC's Grant Review Committee, SCSC reserves the right to request that applicants revise and resubmit their application as a planning grant.

Application Clarification

Applicants may receive requests to provide clarifying information and/or make changes to their application including the budget. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion will result in the removal of applications from consideration.

Feedback to Applicants

Upon request, SCSC staff will provide feedback gathered during the review process to organizations not selected for funding. Feedback will not include completed scoring tools or the final score given to the grant application, the names/contact information of individuals who were involved in the review of the grant application, or how far the grant progressed.

Award Administration Information

Late Applications

SCSC reserves the exclusive right to determine whether or not to accept a late application for review on a case-by-case basis. To request a late submission the applicant must submit an email, no later than 24 hours after the application deadline, to mark.weller@uwasc.org explaining the extenuating circumstance that caused the delay. If the applicant is granted a late submission extension, this extension will be notified to the applicant by email reply with a revised due date for the absolute minimum additional time necessary. If the applicant experiences technical difficulties with eGrants that are unresolved, the late submission request must include an eGrants help desk ticket number. (Communication with SCSC staff is not a substitution for sending a letter.)

If your organization is experiencing any challenges or errors related to the eGrants system, please submit a help ticket to the **National Service Helpline at: 1-800-942-2677** or <https://questions.americorps.gov/app/ask>

Applicants are highly encouraged to draft and submit all proposal components at least 5 business days before the NOFO due date. SCSC may not be available to support 11th hour requests for assistance and will not grant extensions to due dates based simply on voluntary procrastination on the part of the applicant or concerning other preventable or mitigable delay.

Documents that Govern the Grant

The AmeriCorps grant is governed by the National and Community Service Act of 1990 & 1993, Edward M. Kennedy Serve America Act of 2009, 2024-2025 AmeriCorps State and National Grant Terms and Condition, 2024-2025 AmeriCorps SC Operations Manual, SC Commission Policy Manual, Memorandum of Agreement for each SC Subgrantee, and the 2024-2025 SC Notice of Funding Opportunity and Application Instructions.

These documents provide a detailed description of the responsibilities of both the subgrantee and SCSC and are made available to subgrantees in advance of SCSC issuing the Grant Award and MOA.

Any awarded subgrant must also operate within the parameters of its submitted narrative, budget, and performance metrics. Any adjustments or adaptations of the subgrant later on are subject to constraints, review, and approval or non-approval by the SC Service Commission and/or AmeriCorps State and National at the federal level.

Use of Material

To ensure that materials generated with AA funding are available to the public and readily accessible to Grantees and non-Grantees, AA and SCSC 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. 45 CFR § 2543.36; 2541.30

Re-Focusing of Funding

SCSC reserves the right to re-focus funding in the event of disaster, other compelling need for service, or if a grantee indicates that a substantial amount of funds will be left unexpended at the end of the grant term.

Administrative Requirements

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.

AA and SCSC may, from time to time, request documentation from subgrantees and award 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, and the Payment Integrity Information Act (PIIA) of 2019, 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, the SCSC may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

AmeriCorps Special Priorities for 2024-2025

Generally - When considering which need(s) to address and how AmeriCorps programming may be most effective in meeting those needs, it may be helpful for applicants to review the 2022-2024 South Carolina State Service Plan accessed [HERE](#).

Special Priority | National Service Focus Area

The Commission aims to support national service programming across our six main focus areas, which include: Economic Opportunity, Education, Healthy Futures, Environmental Stewardship, Disaster Services, and Veterans and Military Families.

The current AmeriCorps SC portfolio in 2023-24 does not comprise any programs focused on either Disaster Services or Veterans and Military Families. As such, program proposals centering on either or both of these focus areas are encouraged for 2024-25.

Priority National Service Focus Areas include:

- **Disaster Services**
- **Veterans & Military Families**



DISASTER SERVICES

[About the Disaster Services Focus Area \(Link\)](#)



VETERANS & MILITARY FAMILIES

[About the Veterans and Military Families Focus Area \(Link\)](#)

Special Priority | Intermediary Design

SCSC recognizes the common and profound phenomenon whereby severely under-resourced communities and organizations may have limited capacity to successfully apply for and implement a bespoke federal subgrant, due to the financial or administrative burden of operating the grant itself, and/or due to the lack of available matching funds in these communities.

Given such, SCSC has found what's commonly referred to as "Intermediary Models" to generally be highly effective at dispersing AmeriCorps resources to under-resourced organizations and communities, as well as to rural communities. SCSC defines "Intermediary Models" generally as approaches consisting of a practice whereby AmeriCorps member are placed at multiple distinct service sites each serving unique communities with minimal overlap of beneficiaries and expanded reach of the program at-large that extends beyond any one nuclear community.

Applicants seeking consideration under this priority must clearly demonstrate

- That the project's has thoughtfully and intentionally formed a coalition or consortium to place AmeriCorps members in multiple communities
- That the activities provided through an intermediary model approach are likely to generate greater impact than the activities would under a single-site or 'central hub' model.
- That the organization proposing an intermediary approach has substantive financial and management capacity to act as an effective backbone organization in carrying out their intermediary model.

Additional instructions for intermediary applications are provided in the application instructions.

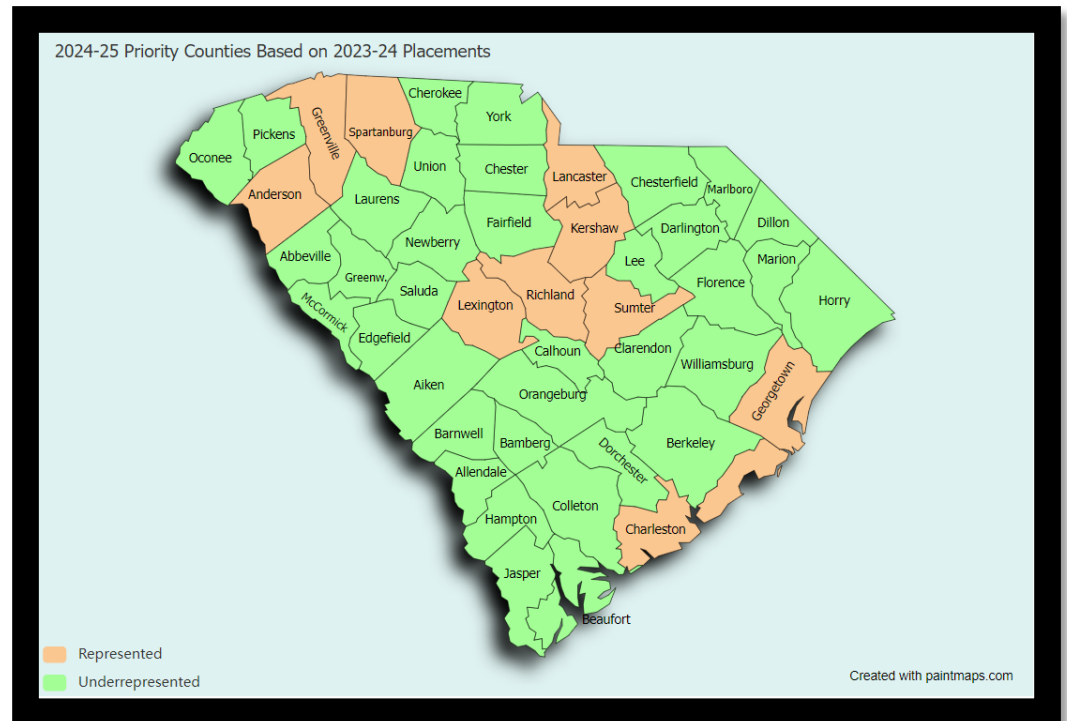
Program proposals centering on and demonstrating proficiency with Intermediary Model approaches are highly encouraged.

Special Priority | Geographic Reach of AmeriCorps Resources

MAP 1

The Commission is particularly interested in receiving applications from organizations serving in communities that are presently (as of Program Year 2023-24) underrepresented by AmeriCorps State resources.

See “Map 1” for reference on which counties across South Carolina are currently ‘represented’ or ‘underrepresented’ by AmeriCorps State resources.

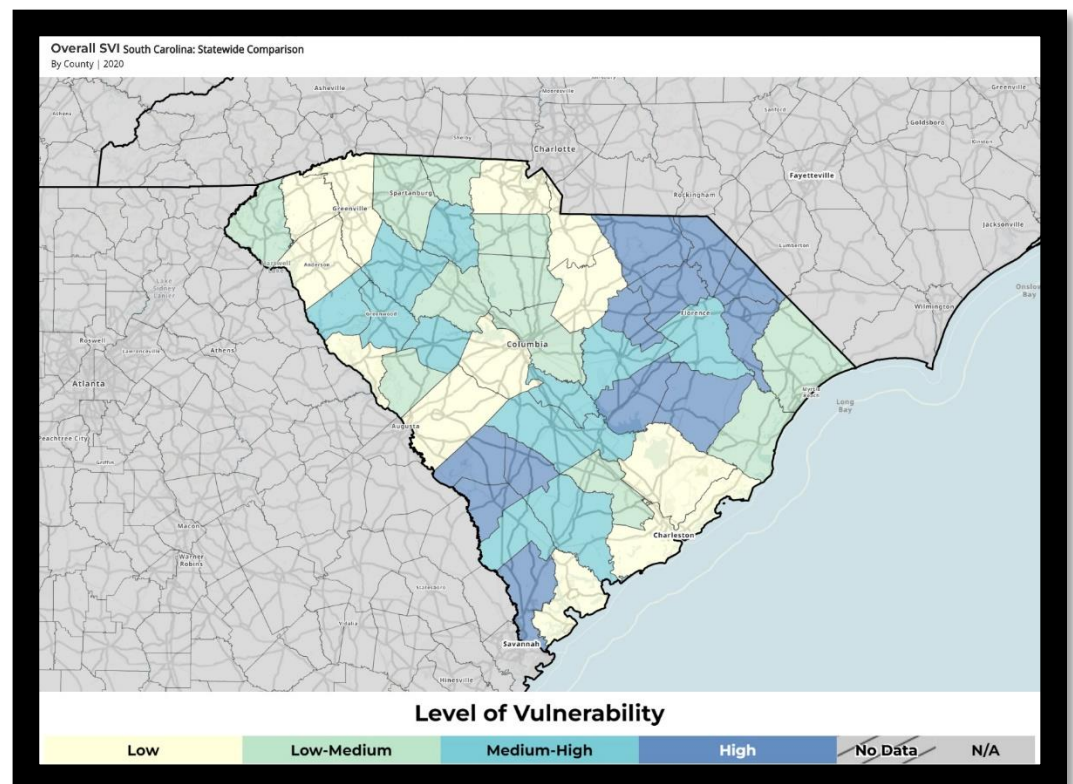


MAP 2

Similarly, and in addition to a goal of general geographic spread, SCSC also emphasizes placing AmeriCorps national service resources in less resourced and more vulnerable communities.

SCSC refers to the CDC’s published [Social Vulnerability Index \(Link\)](#) to observe communities presenting higher or lower levels of vulnerabilities across an array of factors. See “Map 2”.

SCSC highly encourages program proposals that center on communities presenting a higher than 0.5 Overall level of vulnerability on the CDC Social Vulnerability Index, with greater preference given to programs centering on communities with highest index levels up to 1.0.



Current AmeriCorps SC Portfolio Composition as of 2023-2024

Current Formula Portfolio - Composition by National Service Focus Area

Focus Area	# of Programs In 2023-2024
Education	7
Economic Opportunity	5
Healthy Futures	3
Environmental Stewardship	2
Disaster Services	0
Veterans and Military Families	0

Current Formula Portfolio - Minimum, Median, Maximum Program Size

- **Smallest Program:** Approximately 5 MSY / Approximately 6 slots
- **Largest Program:** Approximately 20 MSY / Approximately 40 slots
- **Median Program Size:** Approximately 12 MSY / Approximately 17 slots

Current Formula Portfolio – Relative Frequency of Slot Types

Slot Type	% of Member slots In 2023-2024
Full Time (1700-hr)	23%
Reduced Full Time (1200-hr)	12%
Half Time (900-hr)	29%
Reduced Half Time (675-hr)	8%
Quarter Time (450-hr)	17%
Minimum Time (300-hr)	10%

Current Formula Portfolio – Approximate Match Levels of Programs

- **Lower-end Matching Funds:** 25% of federal funds awarded (\$3 federal funds : \$1 match funds)
- **Middle-end Matching Funds:** 33% of federal funds awarded (\$2 federal funds : \$1 match funds)
- **Higher-end Matching Funds:** 50% of federal funds awarded (\$1 federal funds : \$1 match funds)

Current Formula Portfolio – Approximate median \$Cost / MSY

- **Approximate median \$Cost/MSY:** \$25,000/MSY

The AmeriCorps Education Award

AmeriCorps Members who successfully complete a term of service will receive an Education Award from the National Service Trust. The Segal Education Award is distributed to AmeriCorps alumni through the National Service Trust and should not be included as a line item in your budget request. The amount of FY24 education awards by AmeriCorps Member slot type is included in the table below.

Service Term	Minimum # of Hours	Education Award Amount
Full-time	1700	\$7,395.00
Three Quarters Time	1200	\$5,176.50
Half Time	900	\$3,697.50
Reduced Half-time	675	\$2,817.14
Quarter-time	450	\$1,956.35
Minimum-time	300	\$1,565.08

AmeriCorps Slot Types and Living Allowance

AmeriCorps programs can engage AmeriCorps Members in a variety of part-time and full-time service positions (outlined in the table below) that require individuals serving in those positions to serve a minimum number of service hours during their term of service (outlined in table below).

AmeriCorps grantees must include a living allowance for full-time Members that is between the Required Minimum Living Allowance and the Maximum Total Living Allowance for that slot type, per Member (reference "Table: Minimum and Maximum Living Allowances" located 2 paragraphs below). A living allowance is not considered a salary or a wage and there is no employer/employee relationship that exist between the AmeriCorps program and AmeriCorps Member.

Programs are not required to provide a living allowance for Members serving in less than full-time terms of service; however, programs that choose to not provide a living allowance to part-time Members often experience challenges with Member recruitment and meeting full enrollment. **SCSC highly encourages applicants to provide a living allowance that meets or exceeds the suggested minimum amounts outlined in the table below.** If an applicant proposes to not offer a living allowance or proposes to offer a living allowance that is below the minimum suggested level for any part time Members, the applicant must present a compelling argument that demonstrates how the program will still be able to successfully recruit, support and retain AmeriCorps Members as part of their application narrative. Note that living allowances as budgeted by programs are highly scrutinized by SCSC during grant review to assess likelihood that program effectively and equitably recruits, supports, and retains AmeriCorps Members.

Living allowances for less than full-time Members must also comply with the maximum limits listed in the table below.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	SCSC Suggested Minimum Living Allowance	Required Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	--	\$18,700	\$37,400
Three Quarter-time	1,200	\$13,090	n/a	\$26,180
Half-time	900	\$9,350	n/a	\$18,700
Reduced Half-time	675	\$7,106	n/a	\$14,212
Quarter-time	450	\$4,862	n/a	\$9,724
Minimum-time	300	\$3,927	n/a	\$7,854

Operational Grants - Member Service Year (MSY) and Maximum Cost per MSY

Operational AmeriCorps subgrants are oriented around AmeriCorps national service members comprised of a target number of members occupying various term-lengths known as “Slot Types”, adding up to an aggregate number of full-time-equivalent “Member Service Years” (MSY) proposed by the program.

One Member Service Year (MSY) is equivalent to a Full-Time AmeriCorps position (at least 1700 service hours.) For example, 16 Half-Time slots would collectively represent 8 MSY.

- By default, SCSC will only consider applications for programs proposing a minimum of 8 MSY
- By default, SCSC will not consider a new program proposing greater than 12 MSY
- If your organization wishes to propose a project with below 8 MSY, or if you are a new project and wish to propose for more than 12 MSY, you must first contact SCSC at mark.weller@uwasc.org to review and clear your proposal to proceed.

Applicants should use the formulas included below for calculating MSY. It is recommended that NEW applicants not apply for any more than 30 total Member slots. The chart below will allow applicants to multiply the number of members by the MSY Equivalent to create subtotals and a grand total.

Slot Type	MSY Equivalent	Number of Members (determined by the program)	Subtotal by Slot Type (= # of members * MSY equivalent)
Full-time “FT” (1700 Hours)	1.000		
Reduced Full Time “RFT” (1200 Hours)	0.700		
Half-time “HT” (900 Hours)	0.500		
Reduced Half Time “RHT” (675 hours)	0.3809524		
Quarter Time “QT” (450 hours)	0.26455027		
Minimum time “MT” (300 hours)	0.21164022		
MSY Total = SUM of Subtotals			

ACTION ITEM: Please watch this [15 min training video](#) the provides further clarification regarding Slot Types, Member Service Years (MSY), and Cost/MSY.

Types of Grants

SCSC allows all operational grantees to elect to apply for their grant under a “Cost Reimbursement Grant” structure or a “Fixed Amount Grant” structure. Planning grants may only apply under a Cost Reimbursement Grant structure. Below are explanations of these grant award reimbursement structures:

Operational Grant – Cost Reimbursement Method

These grants fund a portion of program operating costs and Member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps Members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Grantees are required to meet an overall minimum matching rate of the total cost of operating the AmeriCorps program that increases over time. Grantees 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 § 2521.60 for the specific regulations.

There is a 24% match requirement for New applicants that begins to incrementally increase after year three. Match can be met from both cash and in-kind contributions.

AA allows applicants using standard indirect cost rates (not using federally negotiated indirect cost rates) to apply 10% of total direct costs of operating the AmeriCorps program as an in-kind indirect cost contribution by the grantee; therefore, applicants should plan on being able to functionally secure a match contribution of 14% of the operating cost of the program.

An applicant's match obligation can be met through either cash or in-kind contributions.

- Example of Cash Contribution: The host organization pays 50% of the program Director's salary.
- Example of In-Kind Contribution: The host organization establishes an agreement with a local church that allows its AmeriCorps Members to use an office space valued at \$400/month to provide after school tutoring services.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
24%	24%	24%	26%	30%	34%	38%	42%	46%	50%

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at [45 CFR §2521.60\(b\) - Link](#). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. If your organization is interested in requesting an alternative match schedule, please contact mark.weller@uwasc.org for further information.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to the SCSC on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year. The ability to use other federal funds as grantee share / match for an AmeriCorps subgrant vary based on federal departmental waivers, ad hoc approvals, or lack of approvals. Each circumstance is unique. If you wish to use other federal funds in tandem with AmeriCorps funds for your program, please contact mark.weller@uwasc.org to discuss dual-stream federal funds use factors you need to research conclusively before proceeding.

Operational Grant – Fixed Amount Method

These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Grantees use their own or other resources to cover the remaining costs. Instead of being reimbursed for actual expenses on a standard line-item budget (the method covered by 'cost reimbursement'), Fixed Amount grants are reimbursed based on actual MSY served by the AmeriCorps members in their program, using an approximating formula.

Fixed Amount grantees are not required to submit financial reports and there is no specific match requirement to meet nor match to document and declare. Note that awarded federal funds still only cover only a portion of the cost of running the program and grantees must raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

Fixed Amount grants have the benefit of being fiscally simple to administer and generally less burdensome on a financial tracking and reporting basis than a standard cost-reimbursement grant. Fiscal Amount grants likewise carry downside risk of a lower reimbursement amount if the program does not fully recruit / fully retain / fully perform their MSY as awarded.

If your organization would like to explore the option of applying for a fixed-amount grant, please contact mark.weller@uwasc.org to receive additional information and guidance. Depending on your circumstances, a fixed amount grant may or may not be in your program's best interests.

SCSC reserves the right to require that certain recompetes applicants apply only as a fixed amount grant. Any recompetes applicants facing this stipulation will be notified no later than 10 business days following submission of a Letter of Intent (LOI) for this NOFO.

Planning Grants

A planning grant is a type of cost reimbursement grant provided to new AmeriCorps applicants that does not include AmeriCorps member positions. The purpose of a planning grant is to support an organization's development of a new AmeriCorps program. Applicants for planning grants must not have received an AmeriCorps program grant in the past. Planning grants are for one year only and do not support any AmeriCorps members.

Maximum Federal Award Amounts Allowable for Program Year 2024-2025

- **Operational Grants -> Maximum \$ Cost per MSY of \$27,000 (combined total across all categories in a 1-year budget)**
 - Note: for Cost-reimbursement grants, this limit applies to all costs across Sections 1, 2, and 3 of the budget
- **Planning Grants -> Maximum of \$150,000 in federal funds awarded for 1-year planning period**
- **NOTE ->** These maximum limits only apply to the federal funds awarded through a grant. Grantee Share / Matching funds provided by the applicant have no upper limit to the amount that a program can contribute toward their project efforts.
- No exceptions can nor will be made to these maximum funding limits
- SCSC reserves the right to reject outright any application which requests a federal award amount in excess of above-referenced maximum limits.
- SCSC also reserves the right of staff to return an application for re-work and re-submission by the applicant to correct any errors resulting in excess funds requested beyond maximum limits, time permitting during the grant review process.
- SCSC reserves the right to approve an application for funding at a reduced federal award amount, understanding that this may or may not also coincide with reduced MSY or other core provisions outlined in the original grant request.

Unique Entity Identifier and System of Award Management

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 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 SCSC.

SCSC will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier (UEI formerly DUNS). 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 (EIN) and a UEI number. The Unique Entity ID is generated in SAM.gov. The Unique Entity ID is assigned automatically to entities when they request a Unique Entity ID or register on SAM.gov. You can refer to the video and user guide below for more information on how to get a Unique Entity ID:

- [Get a Unique Entity ID in SAM.gov](#)
- [Quick Start Guide for Getting a Unique Entity ID](#)

All Applicants: Summary of How to Apply for Funding

Make sure that your organization has been assigned a Unique Entity Identifier (UEI) number and has an active account in SAM.gov. For more information please reference (Attachment A).

Ensure that your organization has an eGrants account and that the person who will be developing your organization's proposal has access. This is the system that your organization will use to submit your grant application. Details on how to establish an eGrants account are included in the next section.

All Grant Applicants → Essential Due Date Reminders

- BY 5PM EST ON FRIDAY JANUARY 26, 2024 – [SUBMIT LETTER OF INTENT \(LOI\) - link](#)
- BY 5PM EST ON FRIDAY FEBRUARY 23, 2024 – SUBMIT FULL GRANT APPLICATION

New, Recompete and Continuation Grant Applicants → How to Apply for Funding

Follow the application instructions listed above and below in this NOFO to submit the full grant proposal via the eGrants system

Planning Grant Applicants → How to Apply for Funding

Follow the application instructions listed below in this NOFO to submit the full grant proposal via FormAssembly Note that if grant is later notified of intent to fund, applicant will be directed at such time to copy and port information over to the eGrants system – instructions will be provided at such a time later on.

All Applicants: General Narrative Guidance

The following guidance is intended to help your application be clear and easily navigable by SCSC grant reviewers. Following these guidelines may help your application to be scored more highly, as relevant information will be more clearly identifiable to reviewers.

- **Basic Formatting**
 - 'Bullet Points' are not possible to use within eGrants.
 - Instead, if you wish to indent a line, use multiple hyphens to create an indent, e.g. "---- Lorem ipsum"
 - eGrants prints out narrative sections in single-spaced lines. If you wish to create spacing between paragraphs, use multiple paragraph line breaks to create a clear delineation (e.g. 2 line spaces between paragraphs).
- **Labeling Subsections in your Narrative**
 - While eGrants provides overarching sections within the application such as 'Executive Summary' and 'Rationale / Program Design', it does not by default label any subsections.
 - Subsections are pre-identified for you in the NOFO questions below
 - In your application narrative, use paragraph breaks AND list subsection labels at the top of each subsection in all caps e.g. "COMMUNITY CONTEXT"
- **Recommended Word Limits – reference guide only**
 - Each subsection below has a "recommended word limit" for the subsection as a whole. This is simply a recommendation, and you may find that certain subsections need more / less content than others. The intent of these word limit recommendations is to encourage more uniform application structures, and to allow applicants a reasonable guide on where to balance text throughout the application. You will not be scored on individual subsection word counts, only on page limit for the entire application.
- **Limit and Simplify use of Jargon / Acronyms / Language**
 - You are encouraged to limit use of technical jargon and acronyms. You are encouraged to use simple language.
 - Where possible, use plain and simple language to describe your program and efforts
 - When technical jargon is necessary, please offer context for a non-expert (your grant reviewers are likely not subject matter experts in your program's intervention area!)
 - If using an acronym, please clearly state the full, unabbreviated terms alongside an indicator that they will be used in acronym format later in the document.
- **Be Clear and Concise**
 - Fewer words with clarity of relevance, context and impact are highly favored over lengthy descriptions.
 - Remember that this is a project proposal overview, not an implementation manual nor a day-by-day plan.

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(Planning Grant ONLY – Application Instructions Begin on Next Page)

Planning Grant Proposals Only: Application Narrative Instructions

The next section below pertains only to Planning Grant proposals.

- 1st Due Date Reminder: Complete the [Letter of Intent \(LOI\) Survey \[LINK\]](#) by Friday January 26, 2024 Deadline!

Quick Reference sections (internal doc links) for application technical instructions:

- [All Applicants: Summary of How to Apply for Funding](#)
- [All Applicants: General Narrative Guidance](#)
- [Contact Information for Technical and Administrative Assistance](#)

How to submit a Planning Grant Application

Planning grants will be initially submitted through an online FormAssembly survey.

- **PLANNING GRANT APPLICATION ON FORMASSEMBLY [HERE \[LINK\]](#)**
 - *(full html link)* <https://www.tfaforms.com/5103776>

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Continuation Operational Projects Only -> Application Narrative Instructions

The next section below pertains only to Continuation Grant proposals. (Continuation grants are existing funded projects that heading into the next program year will be entering their 2nd or 3rd successive year of funding within a 3-year funding cycle)

- 1st Due Date Reminder: Complete the [Letter of Intent \(LOI\) Survey \[LINK\]](#) by Friday January 26, 2024 Deadline!

NOTE: The Commission reserves the right to:

- Continue funding support as-is for subgrants in Continuation status
- Provide expansion in funding support for subgrants in Continuation status
- Reduce funding support for subgrants in Continuation status
- Discontinue funding support for subgrants in Continuation status

Quick Reference sections (internal doc links) for application technical instructions:

- [All Applicants: Summary of How to Apply for Funding](#)
- [All Applicants: General Narrative Guidance](#)
- [New / Recompete / Continuation -> Filling out Basic Application Info in eGrants](#)
- [New / Recompete / Continuation: Budget Instructions](#)
- [Contact Information for Technical and Administrative Assistance](#)

Page Limits

Continuation notations for a given program year are limited to 3 pages of text at maximum as-printed from eGrants. This does not include any continuation notations for prior program years.

- Instructions: Within your organization's eGrants application, click on the Review tab on the navigation panel on the left-hand side of the screen. Click on the view option for the Application for Federal Assistance and this will generate your organization's narrative as it would print from eGrants.

SCSC will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits.

In a rough approximation (exclusive of other formatting), 300 words translates to about 1 page of text in eGrants.

Requests to Increase or Decrease MSY or \$Cost/MSY, Including Expansion Requests

In continuation years, applicant organizations are encouraged to consider your community needs, prior program performance, future resources and staff capacity, and to adjust your requests accordingly.

- **REDUCTION** - You are welcome to request reduced MSY / reduced \$cost per MSY in a continuation application
- **AS-IS** - You are welcome to request a same-as-is MSY and \$cost per MSY in a continuation application
- **REQUEST FOR EXPANSION** - If you wish to request an increase in MSY and or \$cost/MSY such that your total federal award request increases by over \$10,000 from the prior year, in addition to the instructions below you must also contact mark.weller@uwasc.org with subject line "PY 24-25 EXPANSION REQUEST – [your organization name]" by or before Friday January 26, 2024 to identify your request for Expansion. Additional instructions and 1:1 meetings will follow.
 - Requests for expansion are welcome from programs demonstrating consistently high performance

Existing Narrative Sections

Your original eGrants application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **DO NOT edit or delete any prior information or enter continuation changes in the original narrative fields.**

Continuation Changes

Within your existing eGrants application, you will see a 'Continuation Changes' subsection within the 'Narrative' section. This is where you will enter information in response to the continuation narrative questions below

NOTE: For a subgrant entering a 3rd year in a 3-year funding cycle, you will see continuation remarks from the previous year pre-populate in this subsection.

- DO NOT EDIT OR DELETE Prior year continuation remarks.
- Enter a paragraph spacing at the bottom of the existing remarks, label and begin additional continuation remarks for current year.

Reminder: Copy and Label each Subsection header below into your Continuation application:

SUBSECTION LABEL: "CONTINUATION APPLICATION GENERAL NOTES ENTERING PROGRAM YEAR 2024-2025"

(Recommended word count: up to 150 words / 0.5 pages)

1. Please use the EXACT TEXT of the paragraph below, filling in your responses to only the [bracketed] sentence portions:

For NEXT Program Year 24-25, we will be entering our [2nd Year / 3rd Year] of continued funding.

For THIS CURRENT Program Year 23-24, We were awarded [##.##] Member Service Years (MSY).

For NEXT Program Year 24-25, we are requesting [##.##] Member Service Years (MSY).

For THIS CURRENT Program Year 23-24, We were awarded [\$###,###] in federal AmeriCorps funds, equating to [\$###,###] \$ Cost per MSY.

For NEXT Program Year 23-24, We are requesting [\$###,###] in federal AmeriCorps funds, equating to [\$###,###] \$ Cost per MSY.

For NEXT Program Year 24-25 We intend to provide AmeriCorps member living allowances in the following amounts:

Full-time 1700-hr Members: [\$###,### or N/A]

Reduced Full-Time 1200-hr Members: [\$###,### or N/A]

Half-Time 900-hr Members: [\$###,### or N/A]

Reduced Half-Time 675-hr Members: [\$###,### or N/A]

Quarter-Time 450-hr Members: [\$###,### or N/A]

Minimum-Time 300-hr Members: [\$###,### or N/A]

SUBSECTION LABEL: "PROGRAM PERFORMANCE – RECRUITMENT, RETENTION, OUTPUTS AND OUTCOMES"

(Recommended word count: up to 300 words / 1 page)

2. RECRUITMENT/ENROLLMENT – Respond to the following:
 - a. Please indicate your current year 'Enrollment Rate' as reported in the eGrants System.
 - b. Has your program enrolled at least **90%** of the slots so far in this current program year to date?
 - i. If NO, do you have a plan in place to confidently enroll at least **80%** of your program's awarded slots by the end of this program year? If so, briefly describe that plan
 1. If NO, provide a clear explanation and describe the plan for improvement next year.

3. RETENTION – Please respond to the following: Depending on your continuation year, respond to the following:
 - a. Please indicate your current year ‘Retention Rate’ as reported in the eGrants System.
 - b. Has your program retained at least **85%** of the slots so far in this current program year to date?
 - i. If YES, briefly describe what you will do to maintain your retention rate at **85%** or higher through the end of this program year.
 - ii. If NO, provide a clear explanation and describe the plan for improvement next year.
4. OUTPUTS AND OUTCOMES – Respond to the following:
 - a. Is the program on track to meet or exceed outputs and outcomes associated with its current year performance measure goals?
 - i. If YES, briefly describe how your program will ensure that you meet or exceed output and outcomes targets through the end of this program year.
 - ii. If NO, provide a brief explanation, and describe your plan for improvement.

SUBSECTION LABEL: “PROGRAM DESIGN – ADJUSTMENTS FOR NEXT YEAR”

(Recommended word count: up to 450 words / 1.5 pages)

5. Are you proposing a change in operating sites or service locations? This includes expansion to new sites.
 - a. If YES, describe these changes and provide a justification for the change. The justification should include the need that will be met at any new sites, the activities of the members, and organizational capacity to support new sites.
 - b. If NO or NOT APPLICABLE, respond with “No changes are proposed to operating sites / service locations.”
6. Are you proposing a change in program design or scope?
 - a. If YES, describe the change with sufficient detail and provide a justification.
 - b. If NO, respond with “No changes are proposed to program design or scope.”
7. Are you proposing other program changes not captured above?
 - a. If YES, describe these changes and provide a justification for them.
 - b. If NO, “No other program changes are proposed aside from those referenced above.”

Specific Continuation Application Instructions – Performance Measures

- If any changes have been made to the program’s performance measures (due to the updates in the National Performance Measure instructions, or other), applicants should discuss the rationale for those changes.
- If your program is requesting to conduct new activities, revise current activities, or is altering its MSY request, these changes need to be reflected in the program’s Performance Measure module within eGrants AND noted in Continuation Notes.
 - Any changes to your program’s performance measures need to be reflected in the Performance Measure Module.
 - See [New / Recompete / Continuation Operational Projects - Performance Measures in eGrants](#)
 - Describe the proposed changes and justify why the change is needed.
 - If amending Target Numbers for Outputs or Outcomes, list the previous year’s Target Numbers along with the amended Target Numbers.
 - If any performance measures that were included in the organization’s previous grant award are being removed for the upcoming program year, please describe the rationale for doing so.

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(New / Recompete Operational Projects – Application Instructions Begin on Next Page)

New/Recompete Operational Projects: Application Narrative Instructions

The next section below pertains only to New and Recompete Operational programs.

- 1st Due Date Reminder: Complete the [Letter of Intent \(LOI\) Survey \[LINK\]](#) by Friday January 26, 2024 Deadline!

Quick Reference sections (internal doc links) for application technical instructions:

- [All Applicants: Summary of How to Apply for Funding](#)
- [All Applicants: General Narrative Guidance](#)
- [New/Recompete Operational Projects – General eGrants Application Instructions](#)
- [New / Recompete / Continuation -> Filling out Basic Application Info in eGrants](#)
- [New / Recompete / Continuation: Budget Instructions](#)
- [New / Recompete / Continuation Operational Projects - Performance Measures in eGrants](#)
- [Contact Information for Technical and Administrative Assistance](#)

Page Limits

New and Recompete Applications may not exceed 15 pages when printed from the eGrants system. The application page limit **does not include** the Face sheet, Budget, Performance Measures, Logic Model or supplemental materials. Applications submitted that exceed the page limit will either be rejected or returned for re-work, subject to Commission discretion and time permitting.

- Instructions: Within your organization's eGrants application, click on the Review tab on the navigation panel on the left-hand side of the screen. Click on the view option for the Application for Federal Assistance and this will generate your organization's narrative as it would print from eGrants.

SCSC will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. Applicants are strongly encouraged to first develop their proposal within a word processor; however many organizations report that the length of the document typically increases by 2-3 pages when it is transferred into the eGrants system.

In a rough approximation (exclusive of other formatting), 300 words translates to about 1 page of text in eGrants.

Special Instructions for FY24-25 ASN Competitive Round Applicants also Applying to Formula

Note: The following applies to only a limited number of applicants. If you are not one of these applicants, please disregard this. The Commission recognizes and appreciates your organization's additional efforts to put forward a 'competitive round' application in the Fall, and further recognizes the additional time and effort needed to adapt a competitive application to fit within the parameters of this 'formula round' NOFO.

Rather than re-creating your application from scratch, and rather than completing a separate supplemental application, we encourage you to copy over your competitive round application as-is into eGrants, and then from there to adapt and modify your text and formatting slightly to ensure that your application generally responds to the same overarching questions outlined below for New and/or Recompete applications in this NOFO.

You are welcome to copy over your competitive-round submitted Logic Model as-is, or to merge the substantive portions of that logic model back into your main grant narrative – in any event, The Commission's grant reviewers will read your application in full.

You are most encouraged to follow the 'Subsection Labeling' guidance found in this NOFO as a minor adaptation to your original grant narrative. Making this basic formatting change will support greater navigability and clarity in reviewing your narrative.

- You are welcome to propose a different approach in your formula application than you did in your competitive round application, including program size, \$cost/MSY, performance measures, key design elements and budget. This is up to you.
- If you are a current formula subgrant awardee who would otherwise be in a continuation status this year, please apply under 'continuation status' regardless of whether you were applying for 1st time competitive round funding
- If you are applying for 1st time operational funding in formula, please apply as a 'New' project for the purposes of this application regardless of your status in the competitive round.
- If you are unsure of what your application status is, please contact mark.weller@uwasc.org for assistance

Narrative Sections and Questions

EXECUTIVE SUMMARY

(Use template provided: up to 150 words / 0.5 pages)

Please fill in the blanks of these sentences to complete the executive summary. Please use this EXACT TEMPLATE:

The [Name of Your Organization] proposes to have [Number of] AmeriCorps Members who will [service activities the Members will be doing] in [the SC counties 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 [if applicable – number of leveraged volunteers] who will be engaged in [if applicable- what the leveraged volunteers will be doing.]

*This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)] *. The AmeriCorps/SC Service Commission 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.*

RATIONALE AND APPROACH/PROGRAM DESIGN -NEW AND RECOMPETING APPLICANTS

Both New and Recompeting applicants should answer the questions within this section.

Please respond to the following questions within the “Rationale and Approach” narrative section in your eGrants application.

SUBSECTION LABEL: “COMMUNITY CONTEXT”

(Recommended word count: up to 600 words / 2 pages)

1. Describe in plain language the problem(s) or community need(s) that your organization will address through the support provided by AmeriCorps members serving with your organization.
 - a. A basic coverage of “who, what, when, where, how and why”
2. Is your organization proposing to place members in counties listed as “Special Priority – Geographic Reach” [HERE \[LINK\]](#)
 - a. Identify if proposing member placements in Special Priority counties based on AmeriCorps underrepresentation
 - b. Identify if proposing member placements in Special Priority counties based on CDC Social Vulnerability Index
 - c. Identify why focusing on this particular program effort through placing members in these particular counties.
3. Cite compelling, relevant data and findings that substantiates the need(s). (i.e., community needs assessment, census data, Bureau of Labor Statistics, SC Department of Education Score Cards, Kids Count Data, academic research, etc.)

Note: When possible, please cite data that is specific to the community(ies) that your AmeriCorps program will serve. While national data can be helpful for reference, localized data is inherently more compelling to relevance.
4. Cite clear examples of how the local community(ies) that you are proposing to operate in have specifically established community will and priority around your proposed intervention.
 - a. Note: Where possible, cite relevant and publicly informed community plans (such as local foundation strategic plans, city general plans, local school district strategic plans, or other community involved planning document).
 - i. If your program is regional or statewide, you may rely on regional or statewide planning documents
5. Cite clear examples of how your organization has actively engaged with the populations who would most closely be described as beneficiaries of your proposed service intervention.
 - a. Through settings and structures has your organization ensured that your program’s intended beneficiaries have a seat and a voice in program development, design, and implementation?
 - b. What are their topmost priorities, and how does your proposed intervention fit within their own stated goals and needs?
 - c. How have their voices influenced your proposed approach?
 - d. How will their voices continue to guide your efforts throughout the lifespan of this project?

6. **ONLY APPLICABLE TO INTERMEDIARY APPLICATIONS (see Intermediary definition in NOFO [HERE \[LINK\]](#)) – If you are not applying as an intermediary, list N/A after question 3.**

If your program is applying as an intermediary, please describe:

- 3a. How the partnership/consortium is organized, and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortium members).
- 3b. How the intermediary has identified the consortium of nonprofits/eligible applicants who are well positioned to achieve outcomes and meet community needs. (i.e., Does your organization have pre-existing partnerships with the consortium members who will act as placement sites for your members or are these new partners?)
- 3c. How have the consortium members been involved in the design of this program up to this point?
- 3d. How will the intermediary engage with the consortium members through implementation and evaluation?

SUBSECTION LABEL: “PROPOSED INTERVENTION”

(Recommended word count: up to 600 words / 2 pages)

- 7. Please describe the activities/interventions that the AmeriCorps members will facilitate to address the problem/need listed above. (It is suggested that organizations list each AmeriCorps position that it intends to establish, and the related service activities associated with each of those positions.)
- 8. Why does your organization believe that the interventions outlined above will be relevant, effective and appropriate to address through AmeriCorps national service programming?
- 9. If the program will be replicating an evidence-based or prior-established program model, what revisions to the prescribed program design need to be made to successfully serve your program’s target community(ies)?
 - a. (i.e., Instead of facilitating tutoring sessions with a group of three students, our AmeriCorps members will need to facilitate tutoring sessions with groups of up to five students because...)

SUBSECTION LABEL: “MEASURABLE OUTPUTS AND OUTCOMES”

(Recommended word count: up to 300 words / 1 page)

- 10. Please describe the primary Output that your program will measure to help the program track whether or not the members’ service is achieving the intended results. Outputs are typically the measure of individuals served, services provided, or products produced. When developing an Output measure the following elements are very important.
 - a. Being specific and clearly defining the item that will be measured.
 - i. Incorrect: *Students*
 - ii. Correct: *Third grade students scoring below proficient on MAP reading tests*
 - b. Clearly defining the target goal (i.e., *AmeriCorps members will facilitate 10 financial stability classes over the program year*).
 - c. Defining the dosage that will need to be provided to achieve success (i.e., *30 hours of one-on-one tutoring in reading*).
- 11. Please describe the primary Outcome that your program will measure to help the program track whether or not the members’ service achieved the intended results.

Outcome goals are typically the **impact** that results from the services provided in association with the program’s Output. When developing an Outcome measure the following elements are very important.

- a. Being specific and clearly defining the item that will be measured. (Oftentimes associated with the dosage requirements of the program’s Output measure.)
 - i. Incorrect: *Students who received tutoring and demonstrate a score improvement*
 - ii. Correct: *Students who receive the required dosage of 30 hours of tutoring and receive a score improvement of at least five points on the MAP reading test.*
 - iii. Clearly defining the target goal (90 students out of the 100 students who will receive 30hrs or more of one-on-one tutoring will receive a score improvement of at least five points on the MAP reading test)

SUBSECTION LABEL: “AMERICORPS MEMBER POSITION STRUCTURE”

(Recommended word count: up to 300 words / 1 page)

- 12. What is the total number of AmeriCorps member slots and aggregate MSY that your organization would like to request, AND why do you feel that this is sufficient to make a meaningful impact on the community need(s) and goal(s) you identified above?

13. Using the answer that you provided above, outline how your organization would like to distribute the total number of slots by term type (Reference the table in Member Service Year section). Additionally, for each term type listed, please provide a brief calculation of how the members serving in that term will be able to reach the service hours required for their term type. (See example below). This section can be formatted a bullet points.
 9 Half-Time/900hr Members – Est. Start Date: 9/1/20XX, Est. End Date: May 25th, Length of Service Term: 38 weeks x Avg. of 25 hours of service a week = 950 possible service hours.
14. Describe the locations, settings and operational environment for where the AmeriCorps members will serve.

SUBSECTION LABEL: “AMERICORPS MEMBER TRAINING, GROWTH AND SUPPORT”

(Recommended word count: up to 450 words / 1.5 pages)

15. Please describe how the AmeriCorps members will be trained to successfully fulfill the responsibilities of their position. Outline the training/orientation that your organization will provide and, if applicable, the additional training and/or orientation AmeriCorps members will receive at their service sites.
16. Please describe how the members will be supervised and supported throughout their term of service. Specifically, describe how the organization will create an environment of belonging where members feel a part of the organization or service site(s).
17. Describe how the program will support the AmeriCorps members’ personal and professional growth. What specific skills will the AmeriCorps members gain through their training, support, and service roles?
18. How will the program foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery?

SUBSECTION LABEL: “AMERICORPS MEMBER RECRUITMENT AND RETENTION STRATEGY”

(Recommended word count: up to 450 words / 1.5 pages)

19. Describe your organization’s specific strategy to RECRUIT all of your requested AmeriCorps member slots:
 - a. Who is/are your target recruitment audiences for AmeriCorps members?
 - b. Why do you believe your target audience(s) will be drawn to serve in your program?
 - c. How (in what settings and intensity) will you be connecting with your target audience(s) to perform recruitment?
 - d. What will be the most compelling benefits (both direct and experiential) of serving in your program?
20. Describe your organization’s specific strategy to RETAIN all AmeriCorps members recruited into your program:
 - e. How will you proactively monitor members’ progress and needs throughout their service term?
 - f. How will enable and motivate members to complete all minimum required service hours for their term type(s)?
 - g. How will you support members who are struggling to balance service along with other life needs?
 - h. What, separate from the Education award, specifically about your program will be the most compelling reason(s) for your AmeriCorps members to complete their full service terms?

ORGANIZATIONAL CAPABILITY - NEW APPLICANTS

- **Only NEW applicants should answer the questions within this section.**
- **Please respond to the following questions within the “Organizational Capability” narrative section in your eGrants application.**

SUBSECTION LABEL: “PRIOR EXPERIENCE WITH AMERICORPS AND STATE/FEDERAL GRANTS”

(Recommended word count: up to 300 words / 1 page)

1. Has the organization ever hosted AmeriCorps State/National, VISTA, or NCCC member(s)?
 - a. If so, please describe your organization’s prior experience with AmeriCorps programming.

- b. If not, indicate that this is your organization's first time interacting with AmeriCorps members and briefly explain how you became familiar with AmeriCorps.
2. Does the organization have any previous experience managing any type of AmeriCorps program?
 - a. If so, please describe.
 - b. If not, please describe a close proximate program/project to what you are proposing with your AmeriCorps program that your organization has managed or interacted significantly with in the past.
3. Does the organization have any prior experience managing a state or federal grant?
 - a. If so, please briefly describe.
 - b. If not, please identify no prior state or federal grant experience and briefly describe why your organization feels prepared to take on an AmeriCorps federal subgrant.

SUBSECTION LABEL: "STAFF CAPACITY AND LEADERSHIP INVOLVEMENT"

(Recommended word count: up to 300 words / 1 page)

4. Describe your organization's capacity to support the operation of the AmeriCorps program. What staff (include current and new positions that will be hired if the grant is funded) will support the operation of the AmeriCorps program?
5. Describe your organization's leadership involvement your program efforts, from design stage through implementation and evaluation. Why is your organization's leadership supportive of this project?
6. Describe how the organization will train staff (and service sites, if applicable) on how to support the AmeriCorps project and on how to successfully support/supervise AmeriCorps members.
7. How will the organization monitor its AmeriCorps member service activities to ensure that members serve in alignment with AmeriCorps rules and regulation and the approved grant award?

ORGANIZATIONAL CAPABILITY – RECOMPETING APPLICANTS

- **Only RECOMPETING applicants should answer the questions within this section.**
- ***Please respond to the following questions within the "Organizational Capability" narrative section in your eGrants application.***

SUBSECTION LABEL: "PRIOR PERFORMANCE WITH AMERICORPS GRANT"

(Recommended word count: up to 300 words / 1 page)

1. Describe your program's impact and major successes over the past three years. Please also discuss what challenges the organization has experienced while operating an AmeriCorps SC program.
2. Over the past three years, did the program enroll at least **90%** of the total slots awarded?
 - a. If no, provide your actual enrollment rate over that 3-year period (data pulled from eGrants) along with a clear explanation and describe the plan for improvement.
3. Over the past three years, did the program retain at least **85%** of the total members recruited?
 - a. If no, provide your actual retention rate over that 3-year period (data pulled from eGrants) along with a clear explanation and describe the plan for improvement.
4. Over the past three years, did the program meet outputs and outcomes associated with its performance measure goals?
 - a. If not, please provide actual outputs and outcomes met relative to targets (as recorded in your prior year closeout reports) along with a clear explanation and the plan for improvement.

SUBSECTION LABEL: "STAFF CAPACITY AND LEADERSHIP INVOLVEMENT"

(Recommended word count: up to 300 words / 1 page)

5. Describe your organization's capacity to support the operation of the AmeriCorps program. What staff (include current and new positions that will be hired if the grant is funded) will support the operation of the AmeriCorps program?

6. Describe your organization's leadership involvement your program efforts, from design stage through implementation and evaluation. Why is your organization's leadership supportive of this project?
7. Are you proposing a significant change in program design or scope? If yes, describe the change and provide a justification.

COST EFFECTIVENESS AND BUDGET ADEQUACY

- Recommended: Complete the 'Budget Narrative' component of your proposal before writing this section. This will provide you with final figures to work with for your responses below:

SUBSECTION LABEL: "COST EFFECTIVENESS – ESSENTIAL NUMBERS"

(Recommended word count: up to 150 words / 0.5 pages)

8. Please use the EXACT TEXT of the paragraph below, filling in your responses to only the *[bracketed]* sentence portions:

We are requesting [###.##] Member Service Years (MSY), comprising [#] total AmeriCorps member slots. We are requesting [\$###,###] in federal AmeriCorps funds, equating to [\$##,###] \$ Cost per MSY. We intend to provide [\$###,###] in non-AmeriCorps matching funds, which represents a match percentage of [## %] relative to federal funds requested.

We intend to provide AmeriCorps member living allowances in the following amounts:

Full-time 1700-hr Members: [##,### or N/A]

Reduced Full-Time 1200-hr Members: [##,### or N/A]

Half-Time 900-hr Members: [##,### or N/A]

Reduced Half-Time 675-hr Members: [##,### or N/A]

Quarter-Time 450-hr Members: [##,### or N/A]

Minimum-Time 300-hr Members: [##,### or N/A]

SUBSECTION LABEL: "BUDGET ADEQUACY – MEMBER SUPPORT"

(Recommended word count: up to 300 words / 1 page)

9. What other service-term related benefits (not 'perks', but real benefits e.g. medical, dental, MAP, transportation, etc.) will your program provide to members?
10. Between your proposed AmeriCorps member living allowances and member benefits, how do you believe these will be sufficient to fully recruit and fully retain for your program?
11. How have you ensured that AmeriCorps service with your program could be accessible for residents of the very same communities in which you are proposing service in? (e.g. low-income communities, communities with lower college graduation rates, parents with young children, rural communities, communities with high cost of living, etc. as applicable)

SUBSECTION LABEL: "BUDGET ADEQUACY – FISCAL SUSTAINABILITY"

(Recommended word count: up to 300 words / 1 page)

12. Please briefly describe the non-AmeriCorps sources of funds for your program and the current or next-year expected amount of funds from each source?
 - a. (i.e. what are the sources such as private/local/state or federal w/waiver? Cash or in-kind?)
13. Please briefly describe if the non-AmeriCorps sources of funds are one-time or time-limited (e.g. a one-off grant), recurring-stable (e.g. an endowment or an established site partnership fee), or recurring-fluctuating (e.g. campaign donations, fundraisers). Describe how this may change in the next 3 years. For any non-recurring or fluctuating resources, describe what your contingency plans are if these are not renewed or if the funds received in a future year are less than anticipated.

EVALUATION SUMMARY OR PLAN

Please enter "N/A".

AMENDMENT JUSTIFICATION

Please enter "N/A".

CLARIFICATION SUMMARY

Please enter "N/A".

CONTINUATION CHANGES

Please enter "N/A".

LOGIC MODEL

Please leave this section blank (if a competitive cross-over applicant, you are welcome copy over your logic model from your competitive app)*

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(Additional application and eGrants instructions follow)

New/Recomplete Operational Projects – General eGrants Application Instructions

Start an application in eGrants

If your organization does not already have an eGrants account, please establish an account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

If your organization has an eGrants account, but is having trouble accessing it, please contact the eGrants Help Desk for assistance: <https://questions.americorps.gov/app/ask>

It is highly recommended that all applicants gain access to eGrants at least one month prior to the grant due date, and that applicants plan to submit final proposal no later than 1 week prior to the NOFO submission deadline.

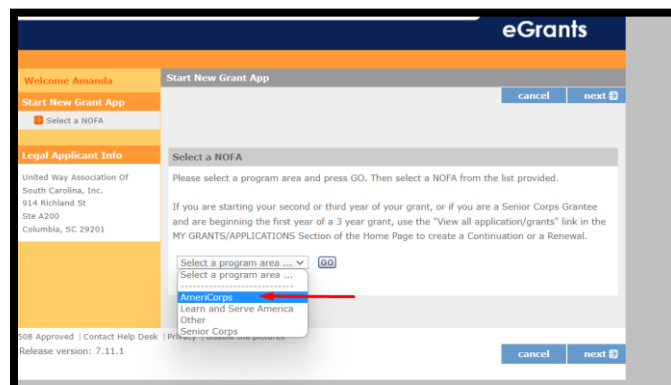
SCSC does not administer the eGrants system and cannot assist organizations if they are having trouble gaining access. Some past applicants have experienced significant delays in working with the federal help desk.

Once logged-in to the eGrants system, please complete the following steps to create your application.

- AA requires applicants to enter information into eGrants regarding their organizations’ indirect cost rate. Please follow the instructions included in Attachment C for entering this information in eGrants. Please specifically note the following:
 - If your organization does not have a federal or state negotiated indirect cost rate (majority of applicants), you will select “No” from the first drop-down menu.
 - If your organization does have a federal or state negotiated indirect cost cost rate, you will select “Yes” from the first drop-down menu and then enter the information that is requested.
- Create a new application within the eGrants system (“New" under the Creating an Application field on the eGrants home page.)



- Select: AmeriCorps



- Select NOFA: FY 2024 AmeriCorps State and Territory Commission (New and Cont.)
 - Note: The due date listed on the NOFA is pre-set by the AmeriCorps Agency and may not reflect the SCSC's application due date. If the due date listed has passed and you receive an error message, select Ok and continue to the next page.

- Select: South Carolina

- Depending on whether you wish to apply for a Cost-Reimbursement structure or a Fixed Amount structure Grant, Select:

▪ **24AC262991 State Formula Grant – COST REIMBURSEMENT STRUCTURE**

▪ OR

▪ **24ES262963 State Formula Grant - FIXED AMOUNT STRUCTURE**

- Applicant Info Tab: Complete each field.
- Application Info Tab: Complete each field. Please enter:
 - a start date of **08/01/2024** and an end date of **07/31/2025**.

ACTION ITEM: Please review [this 11min video](#) for further tips and tricks for successfully navigating the eGrants system.

Section: Application Information

- Areas affected by your proposed program. Please list the South Carolina counties that will be served by the project.
- Requested project period start and end dates. Enter **08/01/2024 – 07/31/2025**.
- State Application Identifier: Enter N/A.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. Applicants that are delinquent on federal debt must provide a full explanation of the debt at mark.weller@uwasc.org by the application deadline in order to be eligible to apply.
- Leave the box for “Program Initiative” blank.

Section: Program Information

Please leave this section blank, as the national priorities listed are not applicable to the AmeriCorps SC grantmaking process.

Section: Documents

Please select “Not Applicable” from the drop-down menu for each document listed.

If your proposed program will meet either of the two definitions below, please contact mark.weller@uwasc.org

Section: Labor Union Concurrence

If a program applicant—

- a) Proposes to serve as the placement site for AmeriCorps members; and
- b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- c) Those employees are represented by a local labor organization

--then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

If a program applicant proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:

- a) AmeriCorps members will not be placed in positions that were recently occupied by paid staff.
- b) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of Labor Union Concurrence, “program applicant” includes any applicant to SCSC, as well as any entity applying for assistance or approved national service positions through a SCSC grantee or subgrantee (i.e. service sites).

Section: Funding & Demographics

In the Funding/Demographics Section enter the information requested. Within the Other Revenue category, please enter the amount of funding outside of the organization’s request to SCSC that will be allocated to support the AmeriCorps project (i.e. what additional funds outside of the AmeriCorps SC grant award will be needed in order to support the project?)

Section: Review, Authorize, and Submit

Once your organization's grant proposal is complete, please use this tab to submit the application to SCSC for review.

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information. eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

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

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

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

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

New / Recompete / Continuation: Budget Instructions

ACTION ITEM: Please watch this [17min video](#) for guidance on how to develop and submit a quality AmeriCorps program budget.

General Guidance

As you prepare your budget please:

- Ensure all the amounts you request are defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Applicants must individually list any single item costing \$1,000 or more.
- Itemize each cost and present the basis for all calculations in the form of an equation.
 - INCORRECT: [\$1000 for recruitment expenses]
 - CORRECT: [Recruitment banner for career fairs=\$500, five hundred flyers=\$150, Online postings @\$25ea. X 10=\$250, Social media boost budget of \$100, Total=\$1000]
- Do not include fractional amounts (cents).
- SCSC suggests programs have something listed in each category of the budget to ensure maximum flexibility during the year.
- Please Note that the Segal Education Award is distributed to AmeriCorps alumni through the National Service Trust and should not be included as a line item in the AmeriCorps program budget.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 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 on-line at www.whitehouse.gov/OMB/circulars.

Budget requests will be reviewed on a case-by-case basis and SCSC reserves the right to disallow the use of AmeriCorps SC funds for any budget line-items deemed to be inappropriate purchases using federal funds. Inappropriate purchases include, but are not limited to:

- Meals/food purchases for volunteers, staff, or AmeriCorps Members that are not directly associated with training events taking place during typical meal times.
- Entertainment
- Profit-generating purchases or activities
- Equipment purchases or capital expenditures that exceed \$5,000
- Property
- Fundraising expenses
- Lobbying, political, or abortion activities/services

Match

Grant Type: Fixed Amount

EAP and Fixed Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed Amount applicants are not required to complete a detailed budget or complete the grantee share column in the budget narrative. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. You are likewise required to answer 'Budget Adequacy / Cost Effectiveness' questions in the narrative.

Grant Type: Cost Reimbursement

The minimum grantee share is 24% of the total program costs for the first three years. The overall grantee share of total program costs increases gradually beginning in Year 4. AA allows applicants to apply 10% of the total direct costs of operating the AmeriCorps program as an in-kind indirect cost contribution by the grantee.

Because your organization will be able to apply a 10% indirect costs as match, **applicants should plan on being able to functionally secure a match contribution of 14% and that match contribution should be reflected in the Grantee Share column of Sect. I and Section II of the AmeriCorps SC Budget.** (Refer to the [Administrative Indirect Cost section](#) this notice for more information).

An applicant's match obligation can be met through either cash or in-kind contributions.

- Example of Cash Contribution: The host organization pays 50% of the Program Director's salary.
- Example of In-Kind Contribution: The host organization establishes an agreement with a local church that allows its AmeriCorps members to use an office space valued at \$400/month to provide after-school tutoring services.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
24%	24%	24%	26%	30%	34%	38%	42%	46%	50%

Special Circumstances for Requesting a Match Waiver or Alternative Match Schedule:

Under certain circumstances, applicants may qualify for a match waiver or to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, your organization must demonstrate that your program is either located in a rural county, a severely economically distressed community or a community that's matching resources have been severely impacted by the spread of COVID-19. If your organization is interested in requesting an alternative match schedule, please contact mark.weller@uwasc.org for further information.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires programs that use other federal funds as a match for an AmeriCorps grant to report the amount and source of these funds to SCSC on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year.

Budget Structure

- Enter items associated with your funding request to SCSC in the column labeled, CNCS Share.
- List the items associated with your organization's match contribution in the column labeled, Grantee Share. Match waiver placeholder guidance?

Budget Section I | Operating Costs

A. Personnel Expenses:

Include the portion of principal staff time attributed directly to the operation of the AmeriCorps project. List each staff position and briefly describe the position's responsibility under the grant.

All programs are required to have at least one near full-time equivalent staff person (non-AmeriCorps participant) dedicated to the operation of the program.

*Staff time spent working on federal grant applications (including AmeriCorps Continuation and Recompete applicants) may not be charged to the CNCS portion of the grant. For this reason, The SC Commission recommends applicants to allocate no more than 95% of a Program Director's salary to the CNCS Share of the grant.

B. Personnel Fringe Benefits:

Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of salaries. Please provide cost calculations for benefits, such as FICA, health, retirement, etc. Holidays, leave, and other similar vacation benefits are absorbed into A. Personnel Expenses (salary) budget line item. Personnel fringe benefits calculation should clearly be associated with the percentage of staff time and associated salaries listed in A. Personnel Expenses that are specifically allocated to support the AmeriCorps program.

C. Travel

- i. Staff Travel: Describe the purpose for staff travel. Costs allowable are transportation (max \$.67/mile), lodging, subsistence, and other related expenses for local and outside the project area travel. Only domestic travel is allowable.

IMPORTANT: SCSC requires that each applicant include a line item listed as **travel to CNCS/Commission-Sponsored Events**. This allows grantees to budget for at least 1 program staff member to attend an annual national service conference as well as a local AmeriCorps SC training. At a minimum, please include the following calculation as a budget line-item within the Staff-Travel subcategory:

INCLUDE:

[Local and National AmeriCorps Conferences: 1 staff X \$700 airfare + \$100 ground transportation + (4 days)*(\$250 lodging + \$50 per diem) = \$2,000]

- ii. Member Travel: Describe the purpose for which Members will travel. Costs allowable under this category are transportation, lodging, meals during events/trainings, and other related expenses for Members to travel outside their service location or between sites. Costs associated with traveling locally, such as bus passes to local sites, mileage reimbursement for use of car, etc., may be included in this category.

D. Equipment:

South Carolina's AmeriCorps applicants are prohibited from requesting funds for "equipment" because at the end of the grant cycle, these items would have to be returned to CNCS. "Equipment" is defined as tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in section E.-Supplies below. In summary, Sect. D Equipment should be left blank within the budget narrative.

E. Supplies:

Include funds for the purchase of consumable supplies and materials, including Member Service Gear and equipment that does not fit the definition listed in Section D. Equipment.

AmeriCorps Members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. Programs may also choose to provide Members with lapel pins, buttons, program-specific gear/uniforms, etc. to identify them during service. Programs are also required to purchase all Members at least one basic official AmeriCorps grey t-shirt. A typical uniform package averages \$50-\$100/member, but programs should supply and budget for items that are best suited to the type of services provided by Members.

*Note that (except for safety gear), uniforms charged to the CNCS Share of the grant must contain the AmeriCorps logo. All other service gear must be purchased using grantee match.

F. Contractual and Consultant Services:

Include costs for consultants and contracts related to the project's operations, except training or evaluation consultants, who will be listed in Budget Sections G. and H. There is not a maximum daily rate.

*Note: AmeriCorps SC Programs are no longer required to budget for the America Learns timekeeping system or the annual fee for reimbursement software. The SC Commission now covers these costs for grantees.

G. Training

Staff training: Include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills, i.e., project or financial management, team building, etc. Indicate daily rates of consultants, where applicable.

IMPORTANT: SCSC requires that each applicant include a line item listed as **registration for CNCS/Commission-Sponsored Events**. This allows grantees to attend regional national service conferences and both programmatic and fiscal trainings sponsored by the SC Commission. At a minimum, please include the following budget line-item in Staff-Training subcategory:

INCLUDE:

[National AmeriCorps Conference Registration: 1 staff x \$300 registration fee]

Member training: Include the costs associated with the training of Members that will support them in carrying out their service activities, e.g., Orientation, project-specific skills such as age-appropriate tutoring, Life After AmeriCorps, etc. Indicate daily rates of consultants, where applicable.

H. Evaluation:

Applicants may include costs for project evaluation activities; including additional staff time or subcontracts you did not budget under A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This does not include the daily/weekly gathering of data to assess progress toward project objectives, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

SCSC does not require AmeriCorps SC grantees to participate in commission-sponsored evaluation process or budget any funds towards implementing a commission-sponsored evaluation.

I. Other operating costs:

List additional costs that will be associated with operating the AmeriCorps program. At a minimum this budget category should include:

- The costs for conducting National Service Criminal History Checks (NSCHC) for covered individuals.

NSCHC are required for covered individuals defined as AmeriCorps members and individuals in positions in which they will receive a salary, directly or reflected as match (CNCS or Grantee Share). Please include the NSCHC costs in this category or explain how your program will be covering the cost in the budget narrative.

All AmeriCorps SC grantees are required to use the agency approved vendors, Truescreen and Fieldprint for NSCHC. Truescreen provides the state criminal history and National Sex Offender Public Website checks to recipients. Fieldprint provides the FBI fingerprint-based check. The background checks are calculated at an estimated \$85 per covered individual.

Applicants can reduce their background check funding request each year by the estimated number of covered individuals who will be returning to the program. It is not necessary to redo the NSCHC for individuals who serve consecutive terms of service with the same organization if the break in service or work is less than 180 calendar days and the original background checks are compliant. Temporary interruption of work or service without termination of employment or expiration of the agreement under which service is being provided is not a break in service.

Additionally, applicants may reduce their background check funding request if it plans to enroll members under the age of 18. Those under the age of 18 on the first day of service are exempt from the NSCHC.

- 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.
- Costs for utilities, telephone, internet, and similar expenses that are specifically used for AmeriCorps Members and AmeriCorps project staff and are not part of the organization's indirect cost allocation pool that are budgeted and shared with other projects or activities, must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for Members. List each item and provide a justification in the budget narrative. As a general guideline, program may present Members with small tokens of appreciation as long as all Members receive the same benefit. Program budgets should not include costs for entertainment or hosting non-service events, etc.

Budget Section II | Member Costs

A. Member Living Allowance

A living allowance is not considered a salary or a wage; however, under federal tax laws, ordinary income tax rules apply to Member benefits. A living allowance is taxable as “compensation for services” and is subject to federal withholdings. State and local income tax withholding laws also apply. The program and the AmeriCorps Members must contribute FICA.

Like all personal income taxes, taxes on the living allowance are the responsibility of the individual Member. Members must complete a W-4 form at the start of the term of service. At the end of the tax year, programs must provide Members with a W-2 form.

The AmeriCorps living allowance should not be calculated or distributed based on an hourly rate or through the use of a Form W-9/1099.

Please refer to [the AmeriCorps Slot Types and Living Allowance section](#) for more information regarding the AmeriCorps living allowance and minimum and maximum expectations per slot type.

B. Member support costs:

Consistent with the laws of South Carolina, organizations must provide Members with the benefits described below:

- FICA. Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of Members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- Worker’s Compensation. Applicants must either obtain Accidental, Death and Dismemberment coverage for its Members to cover in-service injury or accidents; or insure its Members under the organizations worker’s compensation policy. Resources for obtaining ADD coverage quotes are located in Attachment D.

Applicants wishing to provide AmeriCorps Members coverage under Worker’s Compensation should consult with the organization’s insurance provided regarding cost and eligibility for AmeriCorps Members to be covered under the plan. The SC Commission recommends that programs strive to cover their AmeriCorps Members under the organization’s Worker’s Compensation policy, as it provides additional protections that are not always included in ADD coverage. Ex. If a Member falls while serving and they break their arm and chips a tooth, ADD coverage may not cover the dental expenses associated with the accident, and your organization could be liable for covering those costs.

If applicable, AmeriCorps programs may consider providing their Members with the following benefits.

- Health Care. On December 28th, 2015, the IRS released a bulletin stating that AmeriCorps Members are not employees of an AmeriCorps grantee and therefore grantees are not responsible for provision §4980H regarding employer responsibility to provide health insurance. More information can be access here: <https://www.irs.gov/pub/irs-irbs/irb15-52.pdf> ; However, programs must provide a health care policy to Full Time (1,700 hours) and “Full-Time Capacity” Members (Part-Time Members who average 30 service hours or more a week) that are not otherwise covered by a health care policy at the time of enrollment into the AmeriCorps program, or lose coverage during their term of service as a result of participating in the program or, if during the term of service, a participant demonstrates loss of coverage through no deliberate act of his or her own, such as parental or spousal job loss or disqualification from Medicaid. Health care coverage does not apply to family Members or part-time Members. The program will only provide eligible Members with coverage while they are enrolled in the program and coverage may not last more than 364 days.

Organizations have two options for providing health care to Full-Time and Full-Time Capacity Members:

- a health care plan that meets minimum benefits requirements established by the AA. Typical cost is around \$400 per member per month + an initial membership fee of \$320. (Many programs choose to provide Members with coverage through the Corps Network’s Health Insurance plan <https://corpsnetwork.org/about-us/join-the-corps-network/health-insurance/>

- reimbursement during an individual's term of service for monthly premium costs associated with enrolling in an individual health care plan through the health Insurance Marketplace.
- ASC Member Assistance Program. SCSC pays for the \$350 enrollment fee in order to allow for all AmeriCorps SC programs to participate in the ASC Member Assistance Program (MAP) if they choose to do so. MAP provides accessible and quality mental health services to AmeriCorps members for a low cost of between \$5-\$15 per Member. SCSC encourages all grant applicants to consider including this cost as part of their budget request. For more information, visit <https://www.statecommissions.org/ameri-corps-member-assistance-program>.
- Unemployment Insurance. AmeriCorps Members serving in South Carolina are not eligible to receive unemployment benefits and should not be covered under unemployment insurance.
- Retirement:
 - It is unallowable to withhold retirement contributions from an AmeriCorps Member's living allowance. More information can be found by referencing C.17 of the following [document](#).
 - It is allowable for a host organization to use CNCS funding to pay for retirement benefits for its Members as long as the organization provides 100% of the retirement contribution, and there is a written policy that is applied consistently for providing the benefit to all of the organization's AmeriCorps Members. More information can be found in section 200.431 of the Uniform Guidance.
 - When reviewing your organization's policies, it is important to keep in-mind that there is no employer-employee relationship between the host organization/program and the AmeriCorps Members; therefore, all of your organization's employee benefits (such as the option to enroll in teacher retirement) may not be applicable to your AmeriCorps Members depending on your policies.

Budget Section III | Administrative/Indirect Costs

ACTION ITEM: Please watch this [12min video](#) that will:

- Describe how indirect costs will contribute towards your organization's match requirement.
- Note: This video is provided as reference only. You WILL need to complete Section III of the budget.

AmeriCorps allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs.

In summary, your organization will be provided with up to a 4% admin payment on top of each of your program's request for reimbursement. SCSC will receive up to a 1% payment as part of the Commission's allowable admin rate. Your organization will also be allowed to count 10% of the total project budget as in-kind match counted toward your required match commitment.

Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs or the 10% de minimis rate.

If your organization has a federally or state approved indirect cost rate, the organization will be able to capture its IDCR minus 5% of direct costs as match.

Source of Matching Funds

In the "Source of Matching Funds" field that appears in Budget Section III, enter a brief description of the Source of Match, the amount, the match classification (Cash or In-kind) and Match Source (State/Local, Federal, Private, Other) for your entire Grantee Share match amount. Define any acronyms the first time they are used.

Note: CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application.

The National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

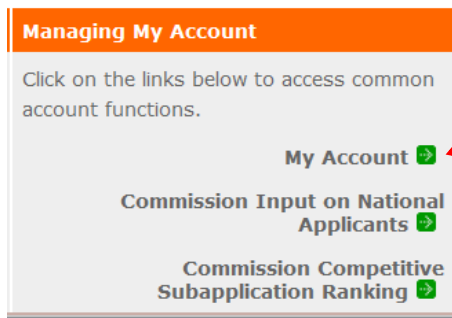
Budget Section III: Entering Indirect Cost Rate into Egrants

eGrants Indirect Cost Rate (IDCR) User Instructions

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees who will be claiming indirect costs on SCSC awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See [45 CFR §§ 2521.95](#) and [2540.110](#)). Once a rate is entered and saved in eGrants, it cannot be edited. If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

Entry for the IDCR screen can be accessed using the following steps:

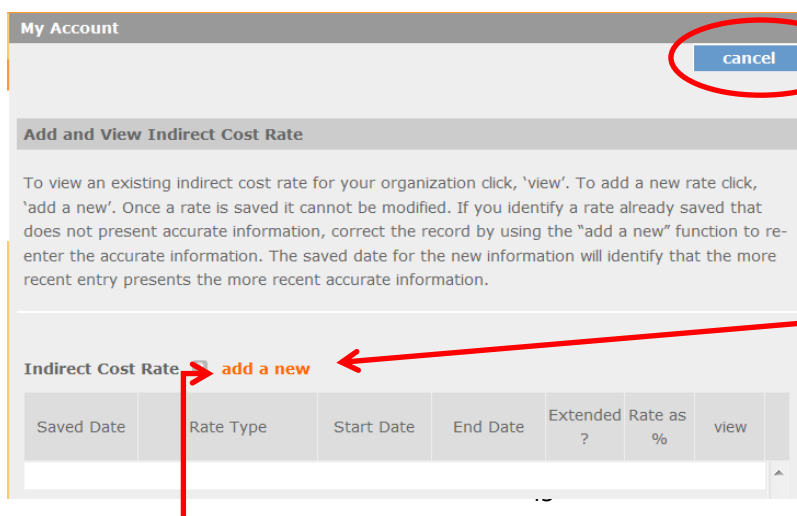
1. From the eGrants Home screen, in the lower panel under Managing My Account, click on My Account



2. From the My Account screen, under Edit My Organization Info, click on Add and View Indirect Cost Rate



3. From the Add and View Indirect Cost Rate screen, select add a new to add a rate or cancel to back out of the screen.



Field by field instructions can be found by clicking the “?” located next to Indirect Cost Rate or Indirect Cost Rate Record. If add a new is selected, the screen below will pop up.

4. Do you have an Indirect Cost Rate to record? Respond Yes or No. If NO is selected, users cannot go any further and nothing will be recorded. If Yes is selected, users can continue.

If your organization will be claiming a current, approved indirect cost rate on any SCSC award, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have the opportunity to identify, in application submissions, if they elect to use a lesser percentage of an approved rate.

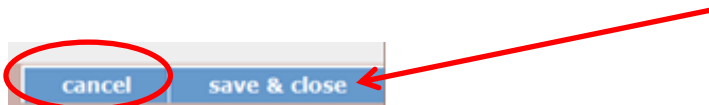
5. Rate Type:
 - a. Federally Negotiated – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;
 - b. State Negotiated – select if your rate has been negotiated by a state agency or other pass through entity; or
 - c. 10% of MTDC – select if your organization qualifies for and elects to use the 10% de minimus rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they have NEVER had a federally negotiated rate. State entities must also not receive more than \$35 million in direct federal funding.

Rates must be used consistently across ALL federal awards.

6. Issuing Agency. Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select Other, or if your rate is issued by a state agency select Other.

Identify federal agencies using the drop-down list. If your rate is approved by a federal agency other than the ones listed, notify your portfolio manager. Other federal agencies may be added as needed.

7. Acceptance Date. Enter a valid date. The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.
8. Rate Status. Select one of the following options: Final, Provisional, Predetermined, Fixed, Other, or Other – 10%. Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select Other – 10%. If your organization has a predetermined or fixed rate, select those options accordingly. If a state rate indicates a term that is not listed here select Other. Additional rate status options may be added as needed.
9. Effective From. Enter a valid date. The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.
10. Effective To. Enter a valid date. The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.
11. No Expiration. Check or leave unchecked. If your rate does not have an expiration date, as is the case with the use of the 10 percent of MTDC rate, check this box, otherwise, leave unchecked.
12. Extended? Respond Yes or No. If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond Yes. If it is not an extended rate effective to date, respond No.
13. Rate Base. Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.
14. Treatment of Fringe Benefits. Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.
15. Treatment of Paid Absences. Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.
16. When you have completed all of the above entries, click the "save & close" button at the bottom of the page.



- If you would like to cancel your entry, click the "cancel" button and the entry will be cancelled. All entry information will be lost and no entry will be shown.
 - Once a rate is saved it cannot be modified.
 - If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.
17. Order of Rates - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and SCSC with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, and audits.

IMPORTANT: ONCE THE BUDGET NARRATIVE IS COMPLETED, PLEASE VERIFY THAT YOUR GRANTEE MATCH IS WITHIN THE ALLOWABLE PARAMETERS AS DESCRIBED ABOVE AND PUSH THE "VERIFY BUDGET" BUTTON AT THE END OF SECTION III OF THE BUDGET NARRATIVE.

New / Recompete / Continuation Operational Projects - Performance Measures in eGrants

ACTION ITEM: Please review this [21min video](#) to learn more about the process of developing your program's performance measures.

Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the Output and Outcome measurement that the organization describes in the Rationale and Approach section of the grant narrative.

Applicants may choose to utilize a *National Performance Measure* structure that aligns with the proposed program activities or may develop an *Applicant-Determined* measure.

An applicant's performance measures should align with the Output and Outcome information that was described in the Rationale and Approach/Program Design "section of the grant narrative.

Applicants must include all their information about their proposed performance measure in the Performance Measure module of the eGrants portal. All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and AmeriCorps SC NOFO are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

Grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing SCSC with high quality performance measure data. At a minimum, Grantees should have policies and practices that address the following five aspects of data quality:

- The data measures what it intends to measure;
- The Grantee collects data in a consistent manner;
- The data that is reported is only applicable to interventions that occurred because of the support provided by AmeriCorps Members.
- The Grantee takes steps to correct data errors;
- The Grantee ensures that the data reported is complete; and
- The Grantee actively reviews data prior to submission.

In most cases, SCSC will pair applicants with a data collection after the grant award has been issued in order to assist the program in developing and refining its data collection procedures.

Additional information regarding AmeriCorps national performance measures can be found at:

- [AmeriCorps State & National Performance Measures \(2024-25\) – EXTERNAL PDF LINK](#)

EGRANTS PERFORMANCE MEASURES MODULE INSTRUCTIONS

About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to SCSC focus areas and objectives.
- Show MSY and member allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

Home Page

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page. Do not use the back and forward buttons on your internet browser.

Once you have started the module, click "Continue Working" to return to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSY, and member allocations for your application, click the “Edit Objectives/MSYs/Members” button.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete.” To create a new performance measure, click the “Add New Performance Measure” button.

Objectives Tab

On the Objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

An expandable list of AmeriCorps focus areas appears on this tab. When you click on a focus area, a list of objectives appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the Performance Measure Instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that members and/or volunteers will carry out to address the problem(s) identified in the application. Select “other” if one of your program’s interventions does not appear on the list. Repeat these actions for each of your program’s focus areas. Select “other” for your focus area and/or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

Choose your program’s primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention. Note that your primary intervention and the performance measure associated with your primary intervention must be focused on the community impact of the program, not on AmeriCorps member development.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus areas may be the same if you have more than one intervention within the focus areas.

MSYs/Members Tab

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. You must allocate 100% of your program’s MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program’s objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program’s resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 MSYs for that objective.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.

In the members column, enter the number of members you will assign to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member performs service in both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members’ service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 members for that objective.

To ensure that information is entered accurately, please refer to additional instructions in Appendix A of the Performance Measure Instructions on calculating and entering MSY and member allocations.

Performance Measure Tab

This tab allows you to create performance measures for all the grant activities you intend to measure.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the Objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives since these are member- focused objectives. Member-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and/or member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected “other” as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click “add user intervention” and enter a one or two word description of the intervention. Do not add an applicant-determined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant- determined outputs for the performance measure by clicking “Add User Output.” (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may create an applicant- determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box.

If you have not selected a National Performance Measure output or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking “Add User Outcome.” All applicant-determined outputs must be paired with an applicant-determined outcome.

Enter the number of MSYs and members your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not.

Click “next” to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments, and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week), intensity refers to the length of time devoted to the intervention (for example, number of minutes per session), and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how you will administer the instrument, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percentages.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percentages or member service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select “other”
- Instrument Description: Enter “NA”
- Target: Enter “1”
- Unit of Measure: Enter “NA”

After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

Summary Tab

The Summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click “Print PDF for all Performance Measures.”

To print one performance measure, expand the measure and click “Print This Measure.”

Click “Edit Performance Measure” to return to the Performance Measure tab.

Click “Edit Data Collection” to return to the Data Collection tab.

Click “Validate Performance Measures” to validate this module prior to submitting your application. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission

Reference: Example Accidental Death and Dismemberment Insurance Providers

The South Carolina Commission on National and Community Service does not endorse any particular Volunteer Accident and Injury or ADD providers, however, in order to provide a starting point for programs, the UWASC has provided contact information for two potential providers.

Cima World

Volunteers Insurance Service Association, Inc.

Cost Est. \$4.00 - \$10.00 per member per month based on coverage

Contact: 1.800.222.8920

volunteer@cimaworld.com

<https://www.cimaworld.com>

Nonprofit Insurance Program

Cost Est. \$4.00 - \$8.00 per member per month

Contact: Melani Conti

Heffernan Nonprofit Insurance Practice Leader

D: 925.295.2542

C: 925.963.1878

MelaniC@heffins.com

<https://www.heffins.com>

Contact Information for Technical and Administrative Assistance

If your organization is experiencing any challenges or errors related to the eGrants system, please submit a help ticket to the **National Service Helpline at: 1-800-942-2677** or <https://questions.americorps.gov/app/ask>

All communication relating to this Notice must be directed to the SC Service Commission Staff listed below:

For technical assistance:

Becky Brennan Thom
Director of AmeriCorps
rebecca@uwasc.org
Phone: 803-608-7780

For administrative or management inquiry:

Mark Weller
Executive Director, SC Service Commission
mark.weller@uwasc.org
Phone: 803-920-4868