



*The Governor's Commission
on Service and Volunteerism*

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: Fiscal Year 2024 AmeriCorps State and National Grants
Announcement Type: Initial Announcement
Assistance Listing Number: 94.006

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate Serve Idaho to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

Important Dates

- [Intent to Apply Form](#) due to Serve Idaho on Friday, February 2 by 4:00 p.m. MT.
- Training & Technical Assistance calls on Friday, February 9.
 - New & Recompete Applicants: 11:00 a.m. MT
 - Continuation Applicants: 1:00 p.m. MT
- Application due to Serve Idaho on Friday, March 1 by 4:00 p.m. MT.
- Clarification requests sent to programs on Friday, March 29.
- Clarifications/re-writes due to Serve Idaho on Monday, April 8 by 4:00 p.m. MT.
- Successful applicants will be notified by early May 2024 with official confirmation from Serve Idaho and AmeriCorps the Agency in July 2024.

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

ABOUT SERVE IDAHO: Serve Idaho promotes collaborative efforts among private and nonprofit organizations, schools and state and local government agencies to advance AmeriCorps programs and volunteerism throughout the state.

Serve Idaho receives federal funding from the Corporation for National and Community Service (CNCS), doing business as AmeriCorps, and provides that funding to eligible organizations in Idaho to run AmeriCorps programs to address critical community needs.

ABOUT THE FUNDER, AMERICORPS: AmeriCorps (americorps.gov) is a federal agency that aims to bring out the best in America through dedicated service opportunities. The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

PROGRAM DESCRIPTION: Established in 1993 by the National and Community Service Trust Act, AmeriCorps State and National (ASN) is a rigorous volunteer service program through which AmeriCorps members serve in organizations up to a year. Organizations identify their community need, then design and implement an AmeriCorps program that will leverage people power as a solution. They recruit, train and manage individuals, called AmeriCorps members, to deliver those services through direct service.

ABOUT AMERICORPS MEMBERS: Each year, AmeriCorps members serve in thousands of service settings, including nonprofits, public sector, local government, colleges and universities, tribal communities, and faith-based organizations to better meet their missions. These powerful service experiences also help AmeriCorps members develop skills and passion for lifelong civic engagement, increase their personal growth, and open opportunities for diverse career paths.

AmeriCorps members cannot displace staff positions or staff duties. AmeriCorps Members are **not** considered employees of sponsoring organizations, nor are they considered employees of the federal government.

A.1. Purpose of AmeriCorps Funding

AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants are awarded to eligible organizations (See Section *C.1 Eligible Applicants*) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award that they can use to pay for higher education expenses or apply to qualified student loans.¹

AmeriCorps Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to maximize the impact of investment in national service, AmeriCorps has the following focus areas:

Disaster Services

Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.

¹ Segal AmeriCorps Education Award: <https://americorps.gov/members-volunteers/segal-ameri-corps-education-award>

Environmental Stewardship

Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

Healthy Futures

Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

Veterans and Military Families

Grants will improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

A.2. Performance Goals or Expected Outcomes

Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. See the [Performance Measure Instructions](#) for details about performance measure requirements and selection rules.

A.3. Program Authority

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

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

Serve Idaho expects a highly competitive AmeriCorps grant competition. Serve Idaho reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

B.2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects.

B.3. Period of Performance

AmeriCorps and Serve Idaho anticipates making three-year grants. Serve Idaho generally makes an initial award for the first year of the period of performance, based on a one-year budget.

Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date AmeriCorps awards the grant. AmeriCorps applicants may not enroll prior to the start date of the award. AmeriCorps applicants may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours an applicant performs prior to the applicant becoming a member in the system of record and the beginning of the member enrollment period.

B.4. Type of Award

AmeriCorps Operating Grants: Serve Idaho may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed-Amount grant is limited to established AmeriCorps formula programs that have operated an operational grant for three years or longer.

Professional Corps applicants are ineligible to apply for Cost Reimbursement grants. See the *C.1. Eligible Applicants* section and the Mandatory Supplemental Information for more information. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

Planning Grants: Serve Idaho is offering an opportunity for eligible organizations to apply for funding to explore the feasibility of an operational AmeriCorps program. Funding is awarded for personnel and time to build out a program design and determine feasibility before applying for an Operational Grant. If awarded an Operational Grant, planning grantees will have funds to continue to build out policies and procedures before their Operational Grant begins. There are no members as part of the planning grant. See the [Planning Grant NOFO](#) for instructions to apply for this opportunity.

Grant Types	Cost Reimbursement		Fixed Amount			
Available Subtypes	Traditional	Planning	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$27,000	\$75,000 is the maximum amount an organization may request.	\$27,000	\$800 or \$1,000*	\$1,000	\$0
Type of Slots in the National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	N/A	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT

Budget Submission Required	Yes	Yes	No	Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	N/A	Yes		No
Grant Types	Cost Reimbursement	Cost Reimbursement	Fixed Amount		
Special Requirements	N/A	For organizations exploring the option of operating an AmeriCorps State program or current grantees exploring program expansion, this type allows time and feasibility to explore this possibility.	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	Yes	No		
Available to new Applicants	Yes	Yes	No	Yes	

*\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers.

** Per 42 U.S.C. § 12581a, AmeriCorps may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

FT = Full time, TQT = Three Quarter Time, HT= Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

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

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

Applicants must have a valid SAM registration and DUNS and/or Unique Entity Identifier to receive an award. See Section D.3. Unique Entity Identifier and System for Award Management (SAM) for more information.

New Applicants

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

New applicants are eligible to apply for, Planning Grants, Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full Cost Fixed Amount grants.

New organizations wishing to apply for a Planning Grant should consult the Planning Grant Notice of Funding Opportunity (NOFO) for guidance.

Types of Applicants

1. State and Territory Service Commissions (for Single-State Applicants)

Organizations that propose to operate in only Idaho must apply through Serve Idaho. Each state commission administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps.

Federally recognized Indian Tribes: Applicants that are Indian Tribes apply directly to AmeriCorps.

In addition to Indian Tribes as defined in 2 CFR 200.1, tribal organizations that are controlled, sanctioned, or chartered by Federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes, the organization must provide copies of, or links to, documentation which demonstrates that the organization is controlled or chartered by a Federally recognized Indian Tribe. If an entity applies as an organization sanctioned by a Federally recognized tribe, or multiple specific Federally recognized tribes, it must submit a sanctioning resolution, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity applying for an AmeriCorps award by name as a tribal organization that is sanctioned by the Indian Tribe(s) for the purpose of applying for AmeriCorps funding (or Federal grant funds generally).

In addition to being eligible to apply under this *Notice*, Federally recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the fall with an application deadline in the spring. Serve Idaho may request applicants apply under the Tribal competition, rather than under this *Notice*.

Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- Professional Corps applicants and/or applicants determined to be a Professional Corps by Serve Idaho must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed.

C.2. Cost Sharing or Matching

Fixed Amount Grants

There is no match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are NOT eligible to apply for Full Cost Fixed Amount grants.

Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section D.6. *Funding Restrictions* for more information.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60 and below.

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

Law requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report.² Grantees must track and be prepared to report on that match separately each year and at closeout.

² Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)).

Match Waiver

Please contact Heather Uhi at heather.uhi@labor.idaho.gov if you are interested in applying for a match waiver.

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations.³ To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in [the Application Instructions](#). Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through Serve Idaho must submit requests for alternative match to Serve Idaho, who will submit it to AmeriCorps on their behalf.

C.3. Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a Federal crime may not receive assistance described in this Notice.

Applications that propose to engage in activities that are [prohibited](#) under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid Federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has determined that suspension or debarment is not necessary to protect the interests of the Federal government.

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

D. APPLICATION AND SUBMISSION INFORMATION

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on the [Serve Idaho website](#). The full Regulations are available online at www.ecfr.gov.

³ 45 Code of Federal Regulations CFR 2521.60(b)

D.1. Address to Request an Application Package

All information associated with this funding opportunity is available through the AmeriCorps Funding Opportunities webpages. Applicants should refer to the [Serve Idaho website](#) for more information and instructions on how to fully respond to this Notice. Applicants can also send an email to renee.bade@labor.idaho.gov for a printed copy of the Notice and Application Instructions.

D.2. Content and Form of Application Submission

D.2.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
 - Executive Summary: This is a brief description of the proposed program.
 - Program Design
 - Organizational Capacity
 - Cost-Effectiveness & Budget Adequacy
- Performance Measures
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, Assurances, and Certifications ⁴

D.2.b. Page Limits

There are page limits for the Narratives:

- Narratives
 - Applications must **not exceed 10 double-spaced pages** for the Narratives or 12 pages for Rural Intermediaries with more than five operating sites as the pages print out from eGrants.
 - The application sections that count towards the page limit are the:
 - SF-424 Face Sheet
 - Executive Summary
 - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
 - The application page limit **does not** include the Budget, Performance Measures, or any required additional documents.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **Serve Idaho strongly encourages applicants to print out the**

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

application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.

Serve Idaho will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

D.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application 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. Serve Idaho suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps.**

Serve Idaho will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time Serve Idaho is ready to make a Federal award, Serve Idaho may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

Applications must include an Employer Identification Number.

Applications must include a DUNS number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). Serve Idaho recommends registering at least 30 days before the application due date.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. AmeriCorps may ask applicants to add the UEI to their application as part of the clarification or pre-award process. AmeriCorps is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

Applications are due to Serve Idaho on **Friday, March 1, 2024 by 4:00 p.m. MT.**

Serve Idaho will not consider applications submitted after the deadline, except as noted in Section *D.4.c. Late Applications*. Serve Idaho reserves the right to extend the submission

deadline. Serve Idaho will post a notification in the event of an extended deadline on the Serve Idaho website.

D.4.b. Additional Documents Deadline

Additional documents are due by March 1, 2024 at 4:00 p.m. (MT). See *Sections D.4.a. Application Submission Deadline* and *D.7.b. Submission of Additional Documents* for more information.

D.4.c. Late Applications

All applications received after the submission deadline published in this Notice are presumed to be non-compliant. To overcome this presumption, the applicant must:

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - the timing and specific cause(s) of the delay
 - the ticket number if a request for assistance was submitted to the AmeriCorps Hotline
 - any information provided to the applicant by the AmeriCorps Hotline
 - any other documentation or evidence that supports the justification
- ensure that Serve Idaho receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to kimberly.empey@labor.idaho.gov no later than 24 hours after the application deadline stated in the Notice.

Communication with Serve Idaho staff is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in [eGrants, AmeriCorps' web-based application system](#) and with the AmeriCorps Hotline to submit the application. Serve Idaho will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not meet the application submission deadline and do not submit a written explanation or justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will be deemed noncompliant. If Serve Idaho sustains a noncompliant determination, the application will not be reviewed or selected for award.

Please note: Serve Idaho will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

D.5. Intergovernmental Review

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

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

1. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants should indicate that amount in the application.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$18,700	\$37,400
Three Quarter-time	1,200	n/a	\$26,180
Half-time	900	n/a	\$18,700
Reduced Half-time	675	n/a	\$14,212
Quarter-time	450	n/a	\$9,724
Minimum-time	300	n/a	\$7,854
Abbreviated-time	100	n/a	\$2,244

Exceptions to the Living Allowance Requirements

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

b. EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

c. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (Federal share).

2. Maximum Cost per Member Service Year (MSY)

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis.

New and recompeting Commission subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY

Grant Program	Maximum
Professional Corps Fixed Amount Applicants/Grantees	\$1,000*
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	\$800 or \$1,000**
All non EAP formula grants***	\$27,000****

*AmeriCorps requires **Professional Corps** programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.

** Per 42 U.S.C. 12581a, AmeriCorps may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

*** Except planning grants. Please refer to the Planning Grant NOFO [found here](#).

****\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers.

Serve Idaho reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

3. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the time of grant award.

D.6.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in 2 CFR 200.413. States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all Federal awards. Applicants that have a Federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps' regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.

The instructions for how to enter the organization's indirect cost rate are included in the footnote below⁵. Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: To request a Federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to IndirectCostRate@cns.gov. The applicant may also obtain instructions and additional information by contacting the email address above.

D.6.c. Pre-Award Costs

Applicant must request approval of pre-award costs from Serve Idaho.

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). Serve Idaho recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 5 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>.

⁵https://americorps.gov/sites/default/files/document/eGrants%20Indirect%20Cost%20Rate%20Instructions%20FINAL_20210519%20Update.pdf

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via eGrants.

D.7.b. Submission of Additional Documents

Applicants are required to submit the additional documents below to Serve Idaho via email by March 1, 2024 at 4 pm MT.

All applicants:

1. Documentation of federal negotiated indirect cost rate.
2. List of Board Members at organization or the name of the Program Director's direct supervisor.
3. Any audit information if your organization doesn't submit a single audit to the Federal Audit Clearinghouse.
4. Labor union concurrence (if applicable).

For New/Recompete applicants:

1. The applicant must submit a data collection plan as an attachment that includes the following:
 - A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system.
 - A description of how the applicant will use performance data (including AmeriCorps performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

Rural Intermediaries (New and recompeting)

1. Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and recompeting)

1. Tribal organization eligibility documentation. (See *Section C.1. Eligible Applicants* section.)

Additional documents must be emailed to kimberly.empey@labor.idaho.gov with the following subject line: "*Legal Applicant Name*" – "*Application ID Number*." Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email by file name, labeling each document type according to the above numbered list
- individually, attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
- If the size of an applicant's files requires multiple emails, please also include an ordering

system in the subject line, such as “(1 of 3).”

Failure to submit the required additional documents, following the email instructions in this section, by March 1, 2024 at 4 pm MT and in the format requested above may have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

Please do not submit any items that are not requested in this Notice and Guidance. Serve Idaho will not review or return them.

E. APPLICATION REVIEW INFORMATION

E.1. Review Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Serve Idaho urges applicants to submit high quality applications that carefully follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

New organizations wishing to apply for a Planning Grant should consult the Planning Grant Notice of Funding Opportunity (NOFO) for here for guidance.

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	40
Theory of Change	15
Evidence	10
Member Experience	15
Organizational Capacity	50
Organizational Background and Staffing	14
Compliance and Accountability	14
Member Recruitment	3
Member Supervision	5
Member Training	4
Intermediary	10
Cost Effectiveness and Budget Adequacy	20

Point values are assigned to all categories, but if one section doesn’t apply (such as Intermediary sites or no budget [fixed amount budgets]), the applicant will not receive those points. Final determination and scoring will be done as a percentage rather than a total point value.

E.1.a. Executive Summary (Required - 0 points)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)].* The AmeriCorps investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and Federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

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

Fixed-Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

E.1.b. Program Design (40 points)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Theory of Change (15 points):

- What is the community need you hope to address?
- How will you utilize AmeriCorps members to address the stated community problem?
- What intervention will your members provide to address the identified community problem? Include details on the design, dosage (frequency/intensity/duration), target population, and role of AmeriCorps members and (if applicable) leveraged volunteers.
- Why is it necessary for AmeriCorps members to deliver the intervention(s)?
- How is the proposed intervention responsive to the identified community problem?
- What outputs to you hope to achieve through your intervention?
- What outcomes to you hope to achieve through your intervention?
- How will the intervention listed lead to the outcomes?
- How will you collect data related to your Performance Measures?
- How do the expected outcomes articulated in the application narrative represent meaningful progress in addressing the community problem you identified?
- How will the service role of AmeriCorps members produce significant contributions to existing efforts to address the stated problem?

2. Member Experience (15 points):

- What skills will AmeriCorps members gain as a result of their member training and service that can be utilized and valued by future employers after their service term is completed? Include specific details on any credentials or certificates members will receive as part of their service.
- How will you foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery?

- How will AmeriCorps member develop as leaders as a result of their service? Provide any opportunities your organization and/or host site will engage members as leaders.
- How will your organization and/or host sites provide AmeriCorps members with high-quality orientation to the community in which they will be serving.

3. Evidence (10 points):

- What problem you will utilize AmeriCorps members to address?
- Do you provide cited evidence of community need?
- Is your evidence within the past 6 years?

E.1.c. Organizational Background and Capacity (50 points)

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background & Staffing (14 points):

- What is your organization's mission?
- What experience does your organization have in areas such as volunteer recruitment and management, community outreach, and managing grant funds (i.e.: state, private, federal)?
- What prior experience does your organization have in the proposed area of programming?
- What experience has your organization/staff previously had with AmeriCorps? Provide details about the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program. What staff member(s) within your organization will implement your AmeriCorps program, provide oversight and monitoring? Provide details about the staff member(s) role and organizational structure.

2. Compliance & Accountability (14 points):

- How will your organization monitor and provide oversight of members and host sites (if applicable) to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks.
- How will your organizations provide training to your members and staff to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to Serve Idaho?

3. Member Recruitment (3 points):

- What strategies will your organization utilize to recruit AmeriCorps members?
- How will your organization recruit AmeriCorps members from the geographic or demographic communities in which they will serve?

- Explain any budget expenses you have to support successful recruitment of AmeriCorps members.

4. Member Supervision (5 points):

- How will AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service? For example, structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.
- How will AmeriCorps supervisors be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations? For example, structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check-ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.

5. Member Training (4 points):

- How will your organization provide member training in the following areas:
 1. AmeriCorps rules, regulations, and member benefits
 2. Position specific training
 3. Any specialized site-specific training

6. For Intermediaries Only (10 points):

- Describe your process for selecting sites.
- Address the following questions:
 - How will you ensure that selected sites will fit within overall project goals?
 - What is your organization’s history in selecting and managing other nonprofits or eligible agencies to receive resources and training from your organization?
 - How will you support your intermediaries in recruiting their members, and in member development?
 - How will you collect data from sites and ensure it aligns with your performance measures? (*Address in the performance measure section that already exists – provide detail on how you will collect data from sites*)

E.1.d. Cost Effectiveness and Budget Adequacy (20 percent)

Reviewers will assess the quality of the application’s budget to the following criteria below. Do not assume all sub-criteria are of equal value.

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

1. Cost Effectiveness & Budget Adequacy (20 points):

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
 - a. All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
 - b. Your detailed budget narrative must provide an itemized explanation of proposed costs, including their purpose.
 - c. Present the basis for all calculations in the form of an equation. (IE: Staff Travel: Airfare 1 staff x \$400; Per Diem 4 days x \$49 = \$196; Hotel 3 days x \$150 = \$450; Rental Car = \$150; Fuel = \$25 = \$1221)
 - d. Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of a meeting or training.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.
- Current indirect cost rate is included in the budget.
- Budget identifies the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Budget indicates the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including Fixed Amount applicants.
- Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

E.1.e. Evaluation Plan (Required for new and recompeting grantees - 0 percent)

If the applicant is competing for the first time for an operational grant or submitting a recomplete application, the applicant must submit a data collection plan as an attachment (see the *Submission of Additional Documents* section for more information) that includes the following:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system.
- A description of how the applicant will use performance data (including AmeriCorps performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

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

E.1.f. Amendment Justification (0 points)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

E.1.g. Clarification Information (0 points)

Enter N/A. Should your application go to clarification, this field will also be used to enter information that requires clarification in the post-review period.

E.1.h. Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

E.2. Review and Selection Process

Serve Idaho will engage community members, commissioners and staff reviewers with relevant knowledge and expertise to assess and provide input on eligible new/recomplete formula applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by Serve Idaho reviewers may be different than what the applicant self-determined upon submission of its application. The stages of the review and selection process follow:

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

Serve Idaho will conduct an initial Compliance and Eligibility Review to determine if a new/recomplete application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- is eligible to submit directly to AmeriCorps
- submitted an application by the submission deadline

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

E.2.b. Application Review

External Review

External Reviewers will review and assess the evidence criteria in the *Notice*. Serve Idaho will recruit and select reviewers on the basis of demonstrated expertise. All External Reviewers will be screened for conflicts of interest.

Internal Review

Serve Idaho staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the *Notice*. Reviewers will be screened for conflicts of interest.

E.2.c. Applicant Clarification

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

E.2.d. Pre-Award Risk Assessment

Serve Idaho staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage Federal funds. This evaluation is in addition to assessments of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions.

If Serve Idaho determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if Serve Idaho concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, Serve Idaho may consider the following criteria:

Due Diligence:

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

- Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- Oversight.gov
- Public Litigation Records

Operational and Financial Management:

- financial stability

Past Performance:

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

Other Programmatic Risks:

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

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

Prior to making any award that exceeds \$250,000, AmeriCorps 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, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

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

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

E.2.f. Selection for Funding

The review and selection process are designed to:

- identify how well eligible applications are aligned with the application review criteria

- build a diversified portfolio based on the following strategic considerations:
 - AmeriCorps Funding Priorities (See Section A.2. *Funding Priorities*)
 - meaningful representation of
 - rural communities
 - innovative community strategies

Serve Idaho reserves the right to prioritize funding existing awards over making new awards.

Serve Idaho reserves the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

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

E.3. Feedback to Applicants

Applicants will receive feedback from Serve Idaho of their compliant applications.

E.4. Transparency in Grant-making

Serve Idaho is committed to transparency in grant-making. Information about funded grants and subgrants is available in USASpending.gov.

Submitted program narratives and a summary of external reviewer comments for successful applications will be available upon request via email to Kimberly.Empey@labor.idaho.gov.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

Serve Idaho anticipates announcing the results of this funding opportunity by July 2024 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

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

F.2. Administrative and National Policy Requirements

F.2.a. Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200](#) and [2205](#).

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

Serve Idaho may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

F.2.c. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2024 AmeriCorps General Terms and Conditions, and the FY 2024 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at <https://americorps.gov/grantees-sponsors/directs-territories-tribes>.

F.2.d. National Service Criminal History Check Requirements-Updated for 5/1/21 Rule Change

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, and staff funded under, or whose salary is reflected as in the CNCS section or as match on, the award.
- Serve Idaho strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.⁶
- Serve Idaho **requires** funded applicants to utilize the two AmeriCorps-approved vendors Truescreen and Fieldprint to conduct the required NSCHCs.⁷
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award. The individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check through the agency-approved vendor);
2. State criminal history record repository for the individual's State of residence *and* State of service through the agency—approved vendor; and
3. Fingerprint-based check of the FBI criminal history record database through the agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

⁶ NSCHC regulations and guidance: <https://americorps.gov/grantees-sponsors/history-check>

⁷ Two pre-approved NSCHC vendors: <https://americorps.gov/grantees-sponsors/history-check>.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder.

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

F.2.e. Official Guidance

All AmeriCorps active Guidance is available on the agency’s Guidance webpage: <https://www.americorps.gov/about/agency-overview/official-guidance>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

F.3. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps and Serve Idaho reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315](#)).

F.4. Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide annual progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR 2522.500-2522.540 and 2522.700-2522.740. Final financial and progress reports are due 90 days after the end of the agreement.

Fixed Amount grantees are required to provide annual and final progress reports and an internal or external evaluation report.

All grantees, including Fixed Amount grantees, must submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) and progress reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due to Serve Idaho 90 days after the end of the period of performance.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

F.5. Continuation Funding Information and Requirements

Organizations that have current awards that continue beyond FY 2023 must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions, if applicable.

Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the review criteria published in this Notice. The review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff's knowledge of the grant program.

To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

Serve Idaho reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

G. FEDERAL AWARDING AGENCY CONTACTS

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>. Potential applicants can also use this link: [eGrants Questions](#). Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

H. OTHER INFORMATION

H.1. Technical Assistance

Serve Idaho will host a technical assistance call to answer questions about the funding opportunity and eGrants. **Serve Idaho requires all applicants to participate in this session.**

Call-in information for the technical assistance call will be provided to all applicants upon submission of their letter of intent to apply.

H.2. Re-Focusing of Funding

Serve Idaho reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

I. IMPORTANT NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to Federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate Federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive Federal benefits.