2023 AmeriCorps Formula
Notice of Funding Opportunity and Application Instructions

APPLY DIRECTLY TO SERVEWYOMING

August 30, 2023

State Commission: ServeWyoming
Funding Opportunity Title: Fiscal Year (FY) 2023 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 AmeriCorps or ServeWyoming 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.

Note From the Executive Director

Thank you for your interest in hosting AmeriCorps members and deepening your commitment to solving tough issues facing our state through national service. You are part of a movement - thousands of organizations who are passionately committed to making Wyoming stronger. Whether your organization is addressing education, environmental stewardship, veterans and military families, disasters or helping communities and families in other ways, we look forward to the positive impact you will have across the state.

If you are new to ServeWyoming, we strongly encourage you to make use of all of our application resources and training, which can be found at: www.servewyoming.org/grants
If you have received funds from us before, welcome back! This document will walk you through this year's process.

ServeWyoming serves as a catalyst to address critical needs in Wyoming working with Wyoming AmeriCorps members and community partners. We are very proud of the hundreds of individuals that serve each year to change lives. Currently, over 225 AmeriCorps members are serving in 8 programs across the state, 65 AmeriCorps Seniors, and 60 AmeriCorps Service-Learning Students (VGF) at 2 community college programs.

At ServeWyoming, we view all funded organizations as our partners in achieving our mission to Bring People Together Through Service helping address critical needs in our state. We are here to support you through the application process and beyond; the coming year promises to help us achieve even more together.

In Service,

Shelly McAlpin
Executive Director, ServeWyoming
ServeWyoming
330 South Center Suite 317
Casper, WY 82601
ACProgram@servewyoming.org
www.servewyoming.org

IMPORTANT DATES

Applications are due in eGrants not later than **Monday, August 30, 2023 by 3:00 p.m. Mountain Time**. Successful applicants will be notified by mid-October 2023.

August 2023	Concept papers due.
August 21, 2023	All new applicants are invited to apply. Training and Technical Assistance meeting dates will be posted on the ServeWyoming's website at www.servewyoming.org. Please check the website for up-to-date schedules. Email ACProgram@servewyoming.org with any questions.
August 30, 2023	Applications due to ServeWyoming by 3PM via eGrants. Applications and additional documents due to ServeWyoming.
September 5, 2023	ServeWyoming peer review of applications. Clarifications will be sent to applicants moving forward. Formula applications determined.
September 15, 2023	Final revisions due to ServeWyoming. Anything submitted after this deadline will not be considered for this application cycle.
September 22, 2023	Board-approved application due to AmeriCorps (formerly known as CNCS)
October 10, 2023	Estimated return from the government.

1. This notice and instructions have been provided to assist you in the application process. Due to reports of problems with eGrants, **we suggest you develop your grant elements primarily in a word document or excel spreadsheet, as appropriate, and then copy and paste the information into eGrants.** According to the Time Burden Statement, issued by AmeriCorps, please allow at least 40 hours to complete this application.

2. This ServeWyoming AmeriCorps Application should be used in conjunction with the ServeWyoming resources, AmeriCorps Regulations, AmeriCorps' Mandatory Supplemental Information, and Performance Measure Instructions to complete this AmeriCorps State Grant proposal. These additional items can be found on www.servewyoming.org after February 8, 2024. Electronic copies can be requested earlier at ACProgram@servewyoming.org. This application pertains to Formula funding. Formula funds are awarded to ServeWyoming by AmeriCorps based on a population formula each year. ServeWyoming manages a Formula grant competition every other year and conducts a state grant review process to determine the Formula grant recipients, from a combination of non-funded competitive applications, currently funded continuation grantees, and new applicants.

3. New applicants must 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."

4. Do not submit supplementary materials such as videos, brochures, or any other item not requested in the application except when required (see page 16 & 17). ServeWyoming will not review or return them.

5. Technical Assistance for Applicants: Commission staff is available for limited phone consultation with potential AmeriCorps program applicants. Applicants should first utilize the information sessions and written/electronic resources, as well as thoroughly read this application package prior to calling for additional guidance. Please contact ACProgram@servewyoming.org for more details. Commission staff can provide general assistance, such as answer questions about program requirements and clarify the application instructions. To remain impartial in the grant review process, Commission staff cannot recommend a particular program focus or develop program objectives for you or assist in developing local partners for your application.

Please direct other questions to:

(307) 234-3428
ACProgram@servewyoming.org

6. AmeriCorps FY23 Application Technical Assistance Calls: ServeWyoming will host conference calls to answer questions and provide technical assistance to organizations, governments and tribes who are interested in applying for FY23 AmeriCorps grants. Information on these calls, recordings, and other technical assistance resources offered by ServeWyoming can be found at www.servewyoming.org. Additional information from AmeriCorps trainings can be found here: https://americorps.gov/funding-opportunity/fy-2023-americorps-state-national-grants

7. This NOFO and Instructions is for all new or recompeting formula program and planning grant applicants to ServeWyoming.

GRANT OPPORUTNITY OVERVIEW

WHO WE ARE: SERVEWYOMING

The National and Community Service Act of 1990, as amended, requires the establishment of an independent non-partisan commission in each state to assume responsibility for the distribution and expenditure of funds related to AmeriCorps*State programs. In addition to their grant-making responsibilities, state commissions operate according to a unified plan for service in the state, including statewide events, opportunities for training and technical assistance, and networking between service programs. All programs with AmeriCorps members in a state are considered part of AmeriCorps network in that state and are expected to have an active and positive relationship with their state commission.

The mission and vision of ServeWyoming is Bringing People Together Through Service.   ServeWyoming is governed by Commission members who are appointed by the Governor and represent a variety of community, industry, and business sectors throughout the state. We award and monitor Wyoming AmeriCorps funds to organizations that make a positive impact in communities. To achieve this mission, ServeWyoming will promote coalitions and collaborative efforts among public, private, and non-profit agencies and organizations at the state and local level that will advance community service, volunteer programs, and activities in each community of the state.

Visit www.servewyoming.org to learn more!

This NOFO and Instructions is for all new or recompeting formula program & planning grant applicants to ServeWyoming.

FEDERAL AWARD INFORMATION

Grant awards under this Notice are authorized by the National and Community Service Act of 1990, as amended, (42 U.S.C. §12501 et seq.) All Oklahoma AmeriCorps programs are subject to the AmeriCorps Regulations, 45 CFR §§ 2520–2550. Applicants should read and be familiar with AmeriCorps's guiding regulations and particularly the prohibited and unallowable activities. The AmeriCorps regulations include pertinent information (see Table 1, below). The full regulations are available online on the Code of Federal Regulations website.

Table 1: Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps Regulations, the *Notice,* and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps Regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability,* which takes precedence over the
3. Application Instructions.

SECTION 1 – APPLICATION DETAILS & ELIGIBILITY

Purpose of AmeriCorps

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations (*See Eligible Organization section*) 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.

Table 2 – AmeriCorps Focus Areas

ServeWyoming and AmeriCorps 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, programs operate in the following focus areas:	
Disaster Services	Programs 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 can include increasing preparedness for disasters, improving readiness to respond to disasters, supporting recovery efforts from disasters, and/or assisting in the implementation of pre-disaster mitigation and adaptation measures. Grants may support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

Economic Opportunity	Programs will 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	Programs provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.
Environmental Stewardship	Programs support responsible stewardship of the environment, while preparing communities for challenging environmental circumstances and helping communities 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	Programs provide support for activities that promote an increase in physical activity and improved nutrition with the purpose of reducing obesity, increase access to healthy options in food deserts and address food insecurity, increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or address the opioid crisis.
Veterans and Military Families	Programs 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.

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1. **Funding Priorities** (See Mandatory Supplemental Information for further details about some of the priorities).

AmeriCorps/ServeWyoming seeks to prioritize the investment of national service resources in the following areas:

- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities;
- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries – organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Evidence-based interventions on the [AmeriCorps Evidence Exchange](#) that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities;
- Faith-based organizations;
- Programs that provide additional benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support.

To receive priority consideration for submitting an application within a *Notice* priority (ies), applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Responses, provided in the Notice Priority section of the narrative, that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

2. 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. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. Neither AmeriCorps nor ServeWyoming expects applicants to select performance measures to correspond to each and every potential member activity or community impact. AmeriCorps and ServeWyoming value the quality of performance measures over the quantity of performance measures.

AmeriCorps and ServeWyoming expects applicants to use National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant's theory of change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the [National Performance Measure Instructions](#).

3. Program Authority
AmeriCorps'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.)

FEDERAL AWARD INFORMATION
1. Estimated Available Funds
ServeWyoming expects a highly competitive AmeriCorps grant competition. ServeWyoming reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

2. **Estimated Award Amount**

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

3. **Period of Performance**

   ServeWyoming anticipates making three-year grants. ServeWyoming generally makes an initial award for the first year of operation, based on a one-year project period. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

   The project start date may <u>not</u> occur prior to the date AmeriCorps/ ServeWyoming awards the grant. AmeriCorps members may <u>not</u> enroll prior to the start date of the award. AmeriCorps members may n<u>ot</u> begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

4. **Type of Award**

   AmeriCorps/ServeWyoming will award an Operating (Program) or Planning Grants via Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed Amount grant is limited to certain applicants. Professional Corps are not eligible to apply for Cost Reimbursement grants. See the *Eligible Applicants* Section and the Mandatory Supplemental Information for more information. AmeriCorps & ServeWyoming will not provide both types of grants for the same project in one fiscal year.

   ### a. Planning Grants

   A planning grant provides financial support to organizations that will be developing an AmeriCorps program that will place AmeriCorps members in service solely within Wyoming. Grant recipients are awarded up to $75,000 for a planning period of up to 12-months. Planning Grant subgrantees are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle, 2024-2025. A planning grant will not be used to support AmeriCorps members.

ELIGIBILITY INFORMATION

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 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
   AmeriCorps and ServeWyoming encourage organizations that have not received prior funding from AmeriCorps to apply. The general practice is to award no more than 50 member positions (slots) to organizations receiving an AmeriCorps program grant for the first time. Formula application must propose at least 5 MSY and may be adjusted during the clarification or technical assistance period, unless you are applying for an AmeriCorps planning grant in which case there are no MSYs.

   New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full-Time Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees who can demonstrate a successful history and current capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. See Mandatory Supplemental Information for more information.

   ### Types of Applicants
   State and Territory Service Commissions (for Single-State Applicants): Organizations that propose to operate in only Wyoming must apply through ServeWyoming. ServeWyoming administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps. For ServeWyoming deadlines see timeline on page 2.

2. **Threshold Issues**
   Applications should reflect that they meet the following threshold requirements for

the grant type for which they are applying.
- All Formula AmeriCorps program applicants must request at least 5 MSY. Planning grants will not have a MSY.
- 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.
- Applicants should aspire to propose program designs that are either evidence-based or evidence informed.

3. Cost Sharing or Matching

Fixed Amount Grants

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

Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/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%

Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to AmeriCorps on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

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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 at 45 CFR §2521.60(b). 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. State/Formula programs submit requests for alternative match to the ServeWyoming, who will submit it to AmeriCorps on their behalf.

4. 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, and
- 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 made a determination 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.

ADDITIONAL RESOURCES FOR SUBMISSION INFORMATION (See final page)
This Notice should be read together with AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Mandatory Supplemental Information, Application Instructions, and the

National Performance Measure Instructions. These documents can be found on the ServeWyoming website after February 8, 2023. The full Regulations are available online at [Code of Federal Regulations](#).

CONTENT AND FORM OF APPLICATION SUBMISSION

    a. Application Content - (*ServeWyoming strongly recommends writing content in a saved Word or Word Processing document before copying and pasting into eGrants.*)

To submit an application for ServeWyoming's review, applicants must first complete an application, with the following components, in eGrants:

- · Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- · Narrative
- · Logic Model
- · Standard Form 424A Budget
- · Performance Measures
- · Authorization, Assurances, and Certification

    b. **Page Limits**

There are page limits for the Narrative and Logic Model.

Narrative

Applications must not exceed 10 double-spaced pages for the Narrative 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 Capacity, and Cost Effectiveness and Budget Adequacy narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

Logic Model

The Logic Model may not exceed three pages when printed with the application from the "Review" tab in eGrants.

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. *ServeWyoming strongly encourages applicants to print out the application from the "Review and Submit" tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.*

ServeWyoming 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.

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.

SAM registration must be renewed annually. ServeWyoming 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 physical address on all grant applications to ServeWyoming. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**

AmeriCorps/ServeWyoming will not make awards to entities that do not have a valid SAM registration, a SAM generated Unique Entity Identifier (UEI). If an applicant has not fully complied with these requirements by the time ServeWyoming is ready to make a Federal award, ServeWyoming 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 valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process.

SUBMISSION DATES AND TIMES

a. Application Submission Deadline

Formula applications are due to ServeWyoming via eGrants by August 30, 2023, by 3:00 p.m. MT. This deadline applies to New and Recompete applicants. ServeWyoming reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on ServeWyoming's website.

b. Additional Documents Deadline

Any required additional documents are due on the application deadline. See *Submission of Additional Documents* section.

c. Late Applications

All applications received after the submission deadline published in this document are presumed to be non-compliant. In order to overcome this presumption, the applicant must:
- Provide 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 National Service Hotline
  - Any information provided to the applicant by the National Service Hotline
  - Any other documentation or evidence that supports the justification
  - Ensure that ServeWyoming receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to ACProgram@servewyoming.org no later than one business day after the application deadline stated in the Notice.

Communication with ServeWyoming staff, including an applicant's program manager, is not a substitute for the letter. Applicants are required to continue working in eGrants and with the National Service Hotline to submit the application. ServeWyoming will determine whether or not to accept a late application on a case-by-case basis. Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed or selected for award.

Please note: ServeWyoming will not consider an advance request to submit a late application. Please carefully review and follow the guidance listed above, and submit your application as soon as possible.

Intergovernmental Review - This *Notice* is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

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 are not required to indicate that amount in the application and should request those positions as "without living allowance" in the budget.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	$17,600	$35,200
Three Quarter-time	1,200	$12,320	$24,640
Half-time	900	$8,800	$17,600
Reduced Half-time	675	$6,688	$13,376
Quarter-time	450	$4,576	$9,152
Minimum-time	300	$3,696	$7,392
Abbreviated-time	100	n/a	$2,112

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 child care are paid entirely by the organizations with which the members serve and are not included in the budget request to AmeriCorps (federal or matching share).

2. Maximum Cost per Member Service Year (MSY)

AmeriCorps cost per MSY is determined by dividing AmeriCorps' share of budgeted grant costs by the number of MSYs requested. It does not include child care 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 sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY

Grant Program	Maximum
Formula State Program (cost reimbursement)	$28,800

Grant Program	Maximum
Formula State Program (Full-cost Fixed Amount Grant)	$28,800
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	$800 or $1,000

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.

4. **Cost Sharing or Matching**
   a. Please see Section Eligibility Information. Cost Sharing or Matching earlier in the NOFO.
   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's 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 grants.

   The instructions for how to enter the organization's indirect cost rate are located here: eGrants Indirect Cost Rate User Instructions. 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 The 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.

c. Pre-Award Costs

If Pre-award costs, where authorized, are allowed after receiving, written approval from ServeWyoming will be provided.

5. Other Submission Requirements

a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via eGrants, AmeriCorps' web-based application system. AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline.

Applicants should draft the application elements as a Word or excel document, as applicable, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her 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 National Service Hotline at (800) 942-2677 if they have a problem when they create an account, prepare, or submit the application. The general public hours for the National Service Hotline are as follows:
- Mon – Fri, 9 am – 7 pm ET (Jan, May, June, July, Aug, Sept)
- Mon – Thu, 9 am – 7 pm ET (Feb, Mar, Apr, Oct, Nov, Dec)

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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 National Service Hotline to submit via eGrants.

If circumstances make it impossible for an applicant to submit in eGrants, applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically to ServeWyoming as soon as soon as possible. Please also receive an eGrants ticket from the help desk.

b. Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline ACProgram@servewyoming.org:

1. Labor union concurrence (if applicable)
2. All applicants regardless of funding level are required to submit an [Operational and Financial Management Survey (OFMS)](#). Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.
3. Alternative Match Reduction or Match Waiver requests, if applicable.

Submitting the Additional Documents

Additional documents will be emailed to [ACProgram@servewyoming.org](#) 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 filename, 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)"

4. Failure to submit the required additional documents, following the email instructions in this section, by the deadline may have a negative effect on the assessment of your application. *Do not submit any items that are not requested in this Notice and Guidance. ServeWyoming will not review or return them.*

APPLICATION REVIEW INFORMATION

1. Review Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. ServeWyoming 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.

Table Application Section Point Values

Categories/Subcategories	Percentage
Executive Summary	**0**
Program Design	**50**
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
Organizational Capability	**25**
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
Cost Effectiveness and Budget Adequacy	**25**

A. Executive Summary (Required - 0 percent)

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 AmeriCorps members will serve]. At the end of the first program year, AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

The AmeriCorps investment 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.

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

B. Program Design (50 percent)

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 and Logic Model (24 points)

The Theory of Change shall address:
- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:
- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant's theory of change. Programs should include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Rationales and justifications should be informed by the organization's performance data (e.g.,, program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

2. Evidence Base (20 points)

The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Guidance.) Second, the quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

Evidence Tier (12 points):
An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Guidance for a definition of "same intervention") may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must closely match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must:

(1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and

(2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

Evidence Quality (8 points)
After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed in the pre-Preliminary evidence tier who do not provide adequate responses
to the Evidence Quality standards will not meet the threshold requirements for this *Notice* and will not be considered for funding.

All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See Section E. Evaluation Plan); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

3. *Notice Priority (0 points)*
- The applicant proposed program fits within one or more of AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

4. *Member Experience (6 points)*
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
-

C. Organizational Capability (25 percent)

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 and Staffing (9 points)*
    - The organization details the roles, responsibilities, and structure of the staff that will be implementing AmeriCorps program as well as providing oversight and monitoring for the program.

2. *Compliance and Accountability (8 points)*
    - The organization has a monitoring and oversight plan to prevent and detect noncompliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

3. *Culture that Values Learning (4 points)*
    - The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

4. *Member Supervision (4 points)*
    - AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
    - AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. Cost Effectiveness and Budget Adequacy (25 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. No narrative should be entered in the narrative box except for "See budget".*

1. *Cost Effectiveness and Budget Adequacy (25 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.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

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

Applicants must complete the budget and ensure the following information is in the budget screens:
- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including for 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. Evaluation Plan (0 points)

Enter N/A.

F. Amendment Justification (0 percent)

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

G. Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post review period.

H. Continuation Changes (0 percent)

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

2. Review and Selection Process

ServeWyoming will engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process are 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 The ServeWyoming reviewers may be different than what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

a. Compliance and Eligibility Review

ServeWyoming will conduct a Compliance Review to determine if an application meets the compliance 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 ServeWyoming
- 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.

b. Application Review
External Review

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

Internal Review

ServeWyoming 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.

Post-Review Quality Control

After the initial review process is complete, ServeWyoming staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications for which there are significant reviewer anomalies.

c. Applicant Clarification

ServeWyoming may ask an applicant for clarifying information. ServeWyoming 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.

d. Risk Assessment

ServeWyoming staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the assessment 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 ServeWyoming 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 ServeWyoming 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, ServeWyoming may consider some of the following criteria:
- Financial stability
- Financial capability and capacity to manage Federal funds
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- Applicant's record in managing previous ServeWyoming awards, cooperative agreements, or procurement awards, including:
  o Timeliness of compliance with applicable reporting requirements
  o Accuracy of data reported
  o Validity of performance measure data reported
  o Conformance to the terms and conditions of the previous federal awards
  o Meeting matching requirements
  o The extent to which any previously awarded amounts will be expended prior to future awards
- Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  o Federal Awardee Performance and Integrity Information System (FAPIIS) o U.S. Treasury Bureau of Fiscal Services
  o Dun and Bradstreet

- SAM, and/or
- "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative Guidance and finding of any other available audits or investigations
- IRS Tax Form 990
- Applicant organization's annual report
- Publicly available information, including information from the applicant organization's website
- Responses to the Financial Management Survey and supporting documentation
- Amount of funding requested by the organization

ServeWyomng will also assess past performance in the following areas:
- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 8-day enrollment and 30 day exit requirements in AmeriCorps portal
- Monitoring findings - AmeriCorps and/or OIG (if applicable)
- Commission Rank

Other Programmatic Risks:
- Publicly available information, including information from the applicant organization's website

e. 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 evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this Notice, the Executive Director will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations. ServeWyoming reserves the right to prioritize funding existing awards over making new awards.

ServeWyoming 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.

ServeWyoming 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.

3. Transparency in Grant-making

ServeWyoming is committed to transparency in grant-making. *ubmitted program narratives for successful applications will be available upon request.*

F. ServeWyoming Award Administration Information

1. State Award Notices

ServeWyoming will make awards following the grant selection announcement. ServeWyoming anticipates announcing the results of this competition in July 2023 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 grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award.

2. Administrative and National Policy Requirements
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.

b. Requests for Monitoring or Payment Integrity Information

AmeriCorps will request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including 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.

c. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2023 AmeriCorps

General Terms and Conditions, and the FY 2023 AmeriCorps 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 on the [Manage Your Grant webpage](#).

d. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC/Fieldprint) is a specific screening procedure established by law to protect the beneficiaries of national service. ServeWyoming requires you utilize Fieldprint for this. 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, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. See the NSCHC regulations and guidance. AmeriCorps also strongly encourages award recipients to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

An NSCHC consists of a check of the:

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

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

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.

e. Official Guidance

All AmeriCorps active Guidance is available on AmeriCorps's Manage Your Grant website. 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. Use of Material

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

g. 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.

Award recipients will be required to report at www.FSRS.gov on all subawards over $30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable 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.

In addition to annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members.

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

3. Technical Assistance
ServeWyoming will host technical assistance calls to answer questions about the funding opportunity and eGrants. ServeWyoming strongly encourages all applicants to participate in these sessions. The schedule and call-in information for the technical assistance calls is located at www.servewyoming.org.

4. Re-Focusing of Funding
AmeriCorps reserves the right to re-focus program dollars for this competition in the event of disaster or other compelling needs.

IMPORTANT NOTICES

Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See 5 C.F.R. 1320.5(b)(2)(i).) The OMB Control Number for the information collection is 3045-0187.

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.

Who is Eligible for an Award

Organizations that meet AmeriCorps State and National eligibility criteria.

Additionally, applicants that are Certified CDFIs and organizations with CDFI Fund awards:

- Will be considered ineligible for award if the applicant has a previously executed award agreement(s), as of the date of the Application, (i) the CDFI Fund has made a determination that such entity is noncompliant or found in default with a previously executed agreement, and (ii) the CDFI Fund has provided written notification that such entity is ineligible to apply for or receive any future CDFI Fund awards or allocations. Such entities will be ineligible to submit an application for such time period as specified by the CDFI Fund in writing. Applicants that have pending noncompliance issues of any of its previously executed award agreement(s), are eligible to receive an award if the CDFI Fund has not yet made a final compliance determination.
- Will be considered ineligible for award if the applicant has defaulted on a loan from the CDFI Fund within five years of the application deadline.

Preference will be given to applicants that intend to enroll veterans as AmeriCorps members and/or serve rural areas.

AmeriCorps Member Position Description

Economic Mobility Corps members will strengthen the capacity of Certified CDFIs to provide financial literacy, financial counseling, and financial planning services offered by the Certified CDFIs, to distressed and underserved individuals. Duties include:

- Conducting community outreach and recruitment of new clients to the Certified CDFI's counseling and planning services and programs;
- Assisting or conducting one-on-one or group orientation sessions for new program clients to explain the Certified CDFI's services, as well as the responsibilities of the client;
- Providing financial planning workshops and individual financial counseling to meet the needs of Certified CDFI clients, including conducting group education meetings, and delivering workshops, webinars and meetings;
- Assisting in the development and execution of marketing strategies to promote program client participation in Certified CDFI-sponsored financial counseling and education programs;
- Providing program clients with information on the different financial products and services (e.g., loan products, checking/savings accounts, etc.) offered by the Certified CDFI;
- Conducting scheduled follow-ups with program clients to ask how they are doing, find out if they need additional help, and to help them stay engaged to

achieve their plans by established deadlines;

- Performing administrative duties that support the Certified CDFI's activities, including but not limited to, coordinating client meetings, preparing presentations, conducting research, reviewing training and outreach materials, reviewing applications for programs and services, and developing material that supports the Certified CDFI's financial counseling and outreach activity; and
- Reporting to the Certified CDFI on a regular basis on activities undertaken by the service member.

RESOURCES

*These resources are available at www.servewyoming.org (after November 8, 2023). Unless otherwise noted, these are merely for reference. If an attachment indicates being requested via email, send to ACProgram@servewyoming.org along with other additional documents by August 30, 2023 3pm Mountain.

- ASN Branding Guidelines
- ASN Financial Management survey (*if applicable, submit via email with additional documents)
- ASN FY2022 National Performance Measure Instructions
- SWY Building a Budget
- SWY Additional Documents Checklist (*submit via email with additional documents)
- SWY Cost Reimbursement Budget Checklist (*submit via email with additional documents)
- SWY Cost Reimbursement Budget Template
- SWY eGrants Indirect Cost Rate User Instructions
- SWY Glossary
- SWY Logic Model Chart Practice
- SWY Peer Reviewer Form
- SWY Performance Measure Guide (eGrants guide)

All additional documents can be found on the ServeWyoming website
after February 8, 2024 at https://www.servewyoming.org