



**AmeriCorps**  
**New Jersey**

Formula Notice of Funding Opportunity  
Technical Assistance Session  
for 2023/24 Program Year

Friday, February 17, 2023

# FORMULA NOFO SECTIONS

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SECTION I: NJ COMMISSION GRANT INFORMATION AND  
TIMELINE (All Applicants)

SECTION II: PLANNING GRANT APPLICANTS (New  
Applicants Only)

SECTION III: OPERATING GRANT APPLICANTS  
(Recompeting and Formula Fixed Only)

# SECTION I: NJ COMMISSION GRANT INFORMATION AND TIMELINE

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ALL APPLICANTS

DATES*	23.24 ACNJ FORMULA GRANT ACTIVITIES
February 9	Dissemination of NOFO flyer announcing the 2023/24 AmeriCorps Formula competition. NOFO goes live on the <a href="#">NJ Department of State (NJ DOS) website</a>
February 17	<a href="#">NOFO Technical Assistance Session</a> via ZOOM. Live at 10:00 am. Click title to register and receive link to attend both TA sessions. Recording of session will be posted on <a href="#">NJ DOS</a> website. Mandatory for applicants.
February 22	<a href="#">Technical Assistance Session: Theory of Change, Evidence, Logic Models and Performance Measures</a> via ZOOM. 11:00 am. Click title to register and receive link to attend both TA sessions. Recording of session will be posted on <a href="#">NJ DOS</a> website. Mandatory for applicants.
March 16	<a href="#">Notice of Intent to Apply</a> due to Commission by 6PM. Click title to submit form (NEW and RECOMPETING applicants only). For information only/not binding.
March 28	Formula applications due to Commission on <a href="#">eGrants</a> by 4:00 pm. (NEW and RECOMPETING Applicants only).
March 29	Staff review of applications and budgets are begun (NEW & RECOMPETING ONLY)
March 31	Technical Assistance session for readers via ZOOM. Independent reader review begins (NEW and RECOMPETING only)
April 4	Formula applications due to Commission on <a href="#">eGrants</a> by 4:00 pm. (Continuation Applicants only).
April 5	Staff review of applications and budgets are begun (CONTINUATIONS ONLY)
April 17, 18 or 19 TBD	Reader Arena Session via ZOOM. Arena scores and final rankings. Notification of applicants selected begun pending final Commission Board vote.
April 28	Revisions requested by staff due back from applicants
May 3	Commission board vote on selected applicants and continuations
May 10	NJ Commission target date for submission of Formula package to AmeriCorps.
May 17	Final due date set by AmeriCorps

# This Formula NOFO will fund the following types of grants:

**PLANNING GRANTS:** Planning Grants are available to agencies that are new to AmeriCorps. It provides funds **for one year** of planning and development of an infrastructure and application for an operating grant in the next program cycle. Planning grants do not include funds or slots for AmeriCorps members.

**OPERATING GRANTS:** Operating Grant funds are Cost Reimbursement Grants or Formula-Fixed Grants.

- **Cost Reimbursement** grants are available for programs that are currently in their third year of a three-year AmeriCorps program cycle. Operating grants are also available to applicants that have completed a prior planning grant. Funds are used for program operations and the living costs of a cadre of AmeriCorps members who will perform service.
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- **Formula-Fixed** grants are operating grants that have completed one full three-year cycle of an operating grant. Formula Fixed grantees do not have to demonstrate a budget and match. However, in order to successfully operate the program, the applicant will need to provide additional resources.

Applicants must read the following corresponding sections to the type of program they are submitting:

NOFO Sections	Planning Grants	OPERATING GRANTS Cost Reimbursement or Formula Fixed
Section I: NJ Commission Grant Information & Timeline	X	X
Section II: Planning Grant Applications	X	
Section III: Operating Grant Applications		X
Section IV: 2023 Mandatory Supplemental Information	X	X
Section V: 2023 AmeriCorps State and National Application Instructions	X	X
Section VI: 2023 AmeriCorps State and National Performance Measures		X
Section VII: Applicant Operational and Financial Management Survey (OFMS)	X	X

# NOFO Application Focus Areas

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

# Economic Opportunity

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Improving the economic well-being and security of underserved individuals.



# Education

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Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.

# Healthy Futures

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Support for health needs within communities, including mitigating the impacts of COVID19 and other public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

# Veterans and Military Families

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Improving the quality of life of veterans, military families, caregivers, and survivors.

# Disaster Services

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Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.

# Environmental Stewardship

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Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.

# Organizational Eligibility to Apply

## Eligibility is open to:

- Indian Tribes
- institutions of higher education
- local governments
- nonprofit organizations
- state service commissions
- states and US Territories

# Estimated Award/Slot Amounts, MSY's and Period of Performance

	Planning Grants	Cost Reimbursement or Formula Fixed Grants
Minimum MSY's	0	8 MSY's
Maximum MSY's	0	15 MSY's
Maximum Funding	Up to \$85,000	\$405,000
Period of Performance	One year – 9/1/23-8/31/24	Three years – 9/1/23 – 8/31/26 *

# Electronic Application Submission in eGrants

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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 as a Word document, 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 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 eGrants 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 support hours vary by time of year, please check the site.



# 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 Capability
  - Cost-Effectiveness & Budget Adequacy
- **Logic Model** (except for Planning Grants)
- **Performance Measures**
- **Standard Form 424A Budget**
- Continuation Changes – enter N/A in this field
- Clarification – enter N/A in this field
- Authorization, Assurances, and Certifications

# Page Limitations

- There are two sections with mandatory page limits: **Narrative** and **Logic Model**.
- Applications must not exceed **10 pages** for the Narrative
- In determining whether an application complies with page limits, the Corporation will count the following for the **Narrative**:
  - The application's Executive Summary, SF 424 Facesheet, and The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.
  - The Corporation strongly encourages applicants to print out the application from the "**Review**" tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

# Page Limitations

- **LOGIC MODEL (does not apply to Planning Grants)**

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

**Please note the length of a document in word processing software may be different than what will print out in the AmeriCorps' web-based system.** Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, **note that the system will not prevent an applicant from entering text that will exceed page limitations.**

This applies to both the application page limit and the Logic Model page limit.

# Notice of Intent to Apply

Submission of a Notice of Intent to Apply is requested and is due **Thursday, March 16, 2023**. Please complete the online form: [Notice of Intent to Apply for 23/24 AmeriCorps NJ Formula Funding](#)

You will need to answer the following questions

- Address
- Contact Name
- E-mail address
- Phone Number
- Focus area your organization plans to address

- Applications must be submitted electronically on eGrants

**NO LATER THAN**

**Tuesday, March 28, 2023**



# Additional Documents

- Applicants are required to submit the following additional documents by the application submission deadline:
  - Financial Management Survey – all applicants
  - Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier – only Operating Grant applicants
- Please follow instructions on page 12 of the Formula NOFO on how to submit additional documents

## **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.

Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.

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.

# SECTION II: PLANNING GRANT APPLICATION

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NEW APPLICANTS ONLY



# Performance Goals or Expected Outcomes

In order to receive funding, Planning Grant staff/consultants must agree to engage in the following during their year of planning:\_\_\_\_\_

- Be committed to developing a high-quality Operating Grant application during the Competitive and Formula NOFO periods in 2023/24.
- Meet virtually with a designated NJ Commission staff member who will act as their program liaison on a regular basis, typically twice a month.
- Attend all NJ Commission events, i.e., Starting Strong, Launch, Career Day, End of Year, Mid-Atlantic Regional Conference and any other NJ Commission-sponsored events during the planning year.
- Participate in all NJ Commission scheduled monthly Program Director calls.

# Performance Goals or Expected Outcomes (Cont.)

- Participate in all NJ Commission scheduled trainings for Program Directors throughout the planning year.
- Agree to visit a minimum of three existing AmeriCorps programs which will be selected by the NJ Commission staff.
- Agree to meet with staff from the Center for Research and Evaluation in Education and Human Services (CREEHS) located at Montclair State University to develop an evidence informed program design including a Theory of Change, Evidence, Logic Model and Performance Measures that will be used as part of the 2024/25 operating grant application. A minimum of \$10,000 needs to be budgeted for this training.
- Provide a minimum match of at least 24% cash and/or in-kind and seek commitments for match in the operating grant application.
- Submit quarterly progress and fiscal reports in the NJ Commission's On Corps system.

# What Can a Planning Grant Fund?

Planning Grants can provide funding for staff/consultant time, travel and other costs related to work developing the program design, the grant application itself, develop stakeholder commitment, and participate in training related to AmeriCorps program management. This would result in the potential program applicant to have a stronger application and program than had they not had the planning grant.

Examples of grant line item/expenses (there may be others):

- ☐ Staffing, consultants, benefits, office space, travel
- ☐ Training sessions/conferences (some commissions require planning grantee to send 1 staff person to their events/trainings; participate in director meetings, etc.)
- ☐ Allow use for planning program stakeholder meetings (room, supplies, lunch, etc.)

# Planning Grant Selection Criteria

Categories/Subcategories	Percentage
Executive Summary	0
<b>Program Design</b>	<b>50</b>
Problem to Be Addressed	10
Theory of Change Statement	15
Future Use of AmeriCorps Members in an Operating Grant's Intervention	10
Planning Activities Timeline	15
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	20
Commitment to AmeriCorps Requirements	5
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>

# I. Program Design (50 percent)

## I.a. Problem to Be Addressed (10 points)

1. Describe the existing problem you would address in an AmeriCorps operating grant. Explain why the problem is prevalent and severe in communities where the program plans to serve.
2. Provide cited relevant studies and data supporting the problem.
3. Identify causes of the problem including the role current or historical inequities faced by underserved communities may play in contributing to the problem.

# I. Program Design (50 percent)

## I.b. Theory of Change Statement (15 points)

Identify an initial Theory of Change that includes the Problem, Intervention and Anticipated Outcomes.

Describe how the proposed intervention is responsive to the identified community problem.

Describe how the intervention is likely to lead to the outcomes identified in the Theory of Change.

Describe how the expected outcomes articulated in the application narrative represent meaningful progress in addressing the community problem you have identified.

# I. Program Design (50 percent)

## I.c. Future Use of AmeriCorps Members in an Operating Grant's Intervention (10 points)

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Describe the role of AmeriCorps members in a future operating grant and (if applicable) of leveraged volunteers.

Describe the rationale for utilizing AmeriCorps members to deliver the intervention(s).

Describe how the service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

Provide an estimated number of AmeriCorps members who will deliver the intervention.

# I. Program Design (50 percent)

## I.d. Planning Activities Timeline (15 points)

Identify an estimated initial timeline of activities you would undertake to develop an infrastructure for a future application and operating program. Elements of the timeline should include at a minimum the following elements. These elements do not need to be developed at the time of planning grant submission, just during the planning grant phase:

A finalized **Theory of Change and Logic Model**. Include time to be spent flushing out these elements with the Commission's contracted Center for Research and Evaluation in Education and Human Services (CREEHS) at Montclair State University.

Evidence-based **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.



# I. Program Design (50 percent)

Identification of **Performance Measures** as a strategy to measure program impact.

A plan for **data collection** to report progress in performance measures.

Plan for creating an **advisory board or stakeholders** who will provide input on the planning process.

Plan for identification of potential **community partners and service sites**, or at least the criteria by which they will be selected.

Plan for **organizational capacity**, site supervisor training, oversight and program evaluation.

Plan for recruitment, selection, orientation, content training, supervision, support and retention of members.

Plan for inclusion and diversity in members and beneficiaries including participation in the Commission's Diversity Council or development of a host agency diversity council.

# I. Program Design (50 percent)

Plan for career building and leadership development of members.

Creation of an operating budget and detail.

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Plan for securing in-kind and cash match for 2023/24 planning grant and 2024/25 operating year.

Plan for development of forms and templates to support program operations (member service agreement, site agreement, AmeriCorps policies and procedures.

Completion of draft application for the Formula (Winter/Spring of 2024) NOFO.

Incorporate the following in the planning timeline:

- Monthly check-in calls with Commission staff
- Monthly Program Manager calls with the Commission
- Commission and ASC trainings and Events as outlined in the NOFO.

Timelines for activities are reasonable and feasible.

# II. Organizational Capability (25 points)

## II.a. Organizational Background and Staffing (20 points)

Detail the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps planning grant as well as providing for its oversight and management.

Describe your agency's experience and expertise in addressing the focus issue to produce an AmeriCorps Operating Program application.

Provide a statement about the status of your agency's SAM registrations, Unique Entity Identifier (UEI) numbers, and NJ Charities Registration.

## II.b. Commitment to AmeriCorps Requirements (5 points)

The organization agrees to adhere to all AmeriCorps rules and regulations included in the AmeriCorps Terms and Commitments, Prohibited Activities and Criminal History Check policies.

# III. Cost Effectiveness and Budget Adequacy (25 points)

Budget is submitted without mathematical errors.

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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 does not include costs for AmeriCorps members.

Budget includes costs for all NJ Commission and ASC required meetings and events.

Budget includes a minimum of \$10,000 for cost of training on Theory of Change, Evidence, Logic Models and Performance Measures.

# CREATING YOUR APPLICATION IN EGRANTS

Planning Grant Applicants will need to refer to the **SECTION V: 2023 AMERICORPS STATE AND NATIONAL APPLICATION INSTRUCTIONS** in order to create the application.

**Follow the instructions listed in the Table of Contents for NEW applicants with the following exceptions:**

- **Logic Model** – Planning Grant applicants will not need to fill out this section. Enter N/A into all of the fields in this link.
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- **Budget** – Planning Grants do not require costs for AmeriCorps members. Only fill out Sections I and III. Do not enter costs for Section II which are the member costs.
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- **Performance Measures** – Planning Grants do not require Performance Measures. However, applicants will need to enter information into this section or eGrants will not approve submission of the application. Applicants will need to follow the instructions below **“Performance Measures for Planning Grants.”**
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# SECTION III: OPERATING GRANT APPLICATION

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RECOMPETING AND PRIOR PLANNING  
GRANT APPLICANTS ONLY

# Operating Grant Selection Criteria

<i>Category</i>	<i>Percentage</i>
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b> <ul style="list-style-type: none"><li>• Theory of Change &amp; Logic Model</li><li>• Evidence Tier</li><li>• Evidence Quality</li><li>• Performance Measures</li><li>• Member Experience</li></ul>	<b>Total 50%</b> 20 points 4 points 8 points 8 points 10 Points
<b>Organizational Capability</b> <ul style="list-style-type: none"><li>• Organizational Background &amp; Staffing</li><li>• Compliance and Accountability</li><li>• Culture that Values Learning</li><li>• Member Supervision</li></ul>	<b>Total 25%</b> 9 points 8 points 4 points 4 points
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>Total 25%</b>

# Review Criteria (see Section II of NOFO)

## A. Executive Summary (Required – 0%)

Please fill in the blanks of these sentences to complete the executive summary:

- 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 an additional [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.\*
- \* Fixed Amount grant application- you may omit the section after the asterisk.



# Review Criteria (cont.)

## B. Program Design (50%)

NOTE: The following information will be reviewed  
on the February 22<sup>nd</sup> THEORY OF CHANGE  
SESSION

- Theory of Change & Logic Model 20 pts.
- Evidence Tier 4 pts.
- Evidence Quality 8 pts.

# Theory of Change and Logic Model (TOC) ( 20 points)

- **The TOC shall address:**
- The **problem** is prevalent and severe in communities where the program plans to serve – documented with relevant data.
- The proposed **intervention** is responsive to the identified community problem.
- The intervention is clearly articulated including the design, dosage, target population and roles of AmeriCorps members.
- The intervention is likely to lead to the **outcomes** identified in the TOC.

# Theory of Change and Logic Model (TOC) (20 points) cont'd.

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- Outcomes in the narrative and logic model represent **meaningful progress** in addressing the community problem.
- 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.

# Theory of Change and Logic Model (TOC) ( 20 points) cont'd

## The Logic Model Shall Depict:

- A summary of the **community problem**, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The **inputs** or resources that are necessary to deliver the intervention, including:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who will deliver the intervention.
- The core **activities (interventions)** or program model that members will implement or deliver, including:
  - **Duration** of the intervention (# of weeks, sessions or months)
  - **Dosage** of the intervention (# of hours per session or sessions per week)
  - **Target population** for intervention (e.g., disconnected youth, 3<sup>rd</sup> graders at a certain reading level proficiency).

## Theory of Change and Logic Model (TOC) ( 20 points) cont'd.

### **Logic Model (cont.)**

The measurable **outputs** that result from delivering the intervention (i.e., number of beneficiaries served, types and numbers of activities conducted, etc.).

**Outcomes** that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. **If using National Performance Measures, indicate which.**

Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

# Evidence Tier (4 points)

## Evidence Tier (4 pts.)

- 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.
- In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas
  - Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;
  - Characteristics of the population delivering the intervention;
  - Dosage (frequency and duration) and design of the intervention, including all key components and activities;
  - The context in which the intervention is delivered; and
  - Outcome of the intervention.

# Evidence Quality ( 8 points)

Standards applied to assess quality of Preliminary, Moderate or Strong evidence:

- Methodology
- Relatively recent
- Meaningful and Positive Effect on Beneficiaries

For Pre-Preliminary:

Same except should include past performance measure data or cited research studies.

# Performance Measures (8 points)

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Performance measures identify all components included in the Logic Model (refer to performance measures

Performance measures provide for adequate and quality data collection including instruments (refer to performance measures

[https://americorps.gov/sites/default/files/document/ASN\\_FY2022\\_PerformanceMeasuresInstructions\\_FINAL.508.pdf](https://americorps.gov/sites/default/files/document/ASN_FY2022_PerformanceMeasuresInstructions_FINAL.508.pdf)).

- Applicant describes a data collection schedule including collection of baseline data (data collection schedule is described in narrative).



# Member Experience (10 points)

Describe the rationale by which you selected **the number of members and slot types** for your program. Describe how you plan to conduct the **onboarding process and orientation** on the first day of service to your cadre of members. Include training topics to be included in the orientation, including training on Prohibited Activities—see General Technical Assistance session PowerPoint presentation.

- AmeriCorps members as a result of their service will have opportunities to **develop as leaders**. Please describe leadership training, topics and timeline that will enable members to develop as leaders. Discuss opportunities they will have to take leadership roles through service, service events, and/or project development.
- 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. Please describe the career exploration to be provided for transitioning to *Life after AmeriCorps*.

# Member Experience (10 points)

## Cont.

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The program has a well-defined **plan to recruit** AmeriCorps members from the geographic or demographic communities in which the programs operate. Please describe your recruitment plan, recruitment sources, criteria for selection and interview process for your AmeriCorps members.

- Describe what a **typical day** will look like for your members. Discuss how you plan to manage your AmeriCorps members, your site supervisors and how regularly you will meet with your members--individually and as a group--to reflect on their service.
- The applicant will foster an **inclusive service culture** where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- The applicant's organization and/or program has a diversity, equity, and **inclusion council** that seeks to diversify its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

# Organizational Capability (25 points)

## *1. Organizational Background and Staffing (9 points)*

- The organization details 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. A full-time dedicated program manager is required in most instances.
- The organization has facilitated, partnered, or participated in **educational or workforce development programs** (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.).
- The organization has a stated commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.

# Organizational Capability (25 points)

## 2. *Compliance and Accountability* (8 points)

- The organization has a monitoring and oversight plan 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 at the grantee, subgrantee (if applicable), and service site locations.

The organization has sufficient policies, procedures, and controls in place to **prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement**, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.

The organization has an effective mechanism in place to **report**, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

- If applicable, the AmeriCorps-required evaluation report meets AmeriCorps requirements.
- If applicable, the AmeriCorps-required evaluation report is of satisfactory quality.

# Organizational Capability (25 points)

## ***3. Culture that Values Learning (4 points)***

- The applicant's board, management, and staff collect and use information for learning and decision making.
- The applicant's board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

## ***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.

# Cost Effectiveness and Budget Adequacy (25 points)

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

## **1. Cost Effectiveness and Budget Adequacy (25 points)**

Budget is submitted without mathematical errors.

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 complies 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.

## E. *Evaluation Summary or Plan* (Required for recompeting grantees – 0 points)

If the applicant is **recompeting** for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its **evaluation plan** in the “Evaluation Summary or Plan” section of the Narratives field in AmeriCorps' web-based management system.

If the applicant is recompeting for a subsequent time, the program must submit its **evaluation report** as attachments (see the *Submission of Additional Documents* section for more information) and must also submit an evaluation plan for the next three-year period in the “Evaluation Summary or Plan” field in the system. *Evaluations plans submitted outside of the system will not be reviewed*

# Terms of Service and Living Allowance

Type of Member Position	Min. # of Hours	MSY	Min. Total Living Allowance	Max. Living Allowance
Full-time	1700	1.000	\$17,600	\$35,200
Three Quarter-time	1200	0.070	\$ 12,424	\$24,640
Half-time	900	0.500	\$ 9,318	\$17,600,502
Reduced HT	675	0.381	\$ 6,988	\$13,376
Quarter-time	450	0.265	\$ 4,659	\$ 9,152
Minimum-time	300	0.212	\$ 3,106	\$ 7,392
Abbreviated-time	100	0.056	\$ 1,035	\$ 2,112



# Important to your Budget

## Match Requirements Minimum Overall Share

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Single overall minimum match of 24% for the first three-year cycle, match gradually increases every three years to 50% by year ten. Match may be cash or in-kind or a combination of both.

Yrs. 1, 2 & 3	Yr. 4	Yr. 5	Yr. 6	Yr. 7	Yr. 8	Yr. 9	Yr.10
24%	26%	30%	34%	38%	42%	46%	50%

# Important to your Budget

## Budgeting Administration

Applicants may allocate administrative funds for their programs.

A portion or 1% - 2% of the administrative cap of 5% must be allocated for the NJ Commission according to the following:

1. Programs requesting 12 or less MSY's do not have to allocate any portion of the administrative allowance to the Commission.
2. Programs requesting 13-17 MSY's should allocate 1% of their administrative allowance to the Commission using this formula:  
$$\text{Section I} + \text{Section II} \times 0.0526 \times 0.20 = \text{Commission Share}$$
3. Programs requesting 18 or more MSY's should allocate 2% of their administrative allowance to the Commission using this formula:  
$$\text{Section I} + \text{Section II} \times 0.0526 \times 0.40 = \text{Commission Share}$$

# SUBMITTING YOUR APPLICATION IN EGRANTS

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- Please follow directions in the Application Instructions. The link is in the Table of Contents of the Formula NOFO or on the link below.
- [AmeriCorps State and National Competitive New and Continuation Application Instructions](#)

# Program Manager Trainings and Meetings

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- **Starting Strong** – 3 days during end of July 2023
- **ASC Regional Training** – 3 days
- Other Training (e.g., Career Day, Site Supervisor Training) developed for members and project directors during the contract period.
- Participate in all monthly conference calls or meetings.
- In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all Corporation or Commission training sessions.

# Statewide Corps Member Trainings and Events

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All corps members and project directors are **required** to attend the following trainings/events:

- **AmeriCorps Launch** – October 2023
- **End-of-the-Year Training** – May or June 2024
- Other statewide training i.e., Career Day

# Additional Application Resources

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- Please consult the AmeriCorps.gov website for tutorials, evidence checklist, logic model Instructions, frequently asked questions, AmeriCorps Terms and Conditions and other resources.
- <https://americorps.gov/funding-opportunity/fy-2023-americorps-state-national-grants>
- The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov)

# CONTACT INFORMATION

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