



# NJ Commission on National and Community Service

## FY 23.24 Public Health AmeriCorps Requirements Overview

The NJ Commission on National and Community Service is charged with advancing and supporting AmeriCorps throughout the state of NJ. The NJ Commission is responsible for administering all AmeriCorps State grants in NJ. In your Public Health AmeriCorps application, if you are proposing to place members solely in NJ, you would be considered an AmeriCorps State program. As such, if your application is selected by funding by AmeriCorps, the federal agency, you would become a sub grantee of NJ Commission, pending approval of our board, and would be considered an AmeriCorps NJ program within NJ Commission's portfolio.

Benefits of partnering with the Commission include the following:

- A dedicated New Jersey State AmeriCorps program officer assigned to your program
- On-going training and technical assistance

This document is intended to outline requirements, expectations, and resources for AmeriCorps NJ programs. We are excited for the opportunity to expand essential programming in NJ through Public Health AmeriCorps. We hope this information helps prepare you for launching an AmeriCorps program in our portfolio.

### Budget Requirements

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As you develop your budget for your Public Health AmeriCorps application, please be aware of the following NJ Commission/NJ specific requirements:

- ✓ **Staff Travel:** NJ Commission requires all grantees to include funds to send program staff members to up to two required Commission sponsored meetings in NJ. These will potentially include an AmeriCorps NJ Starting Strong and Mid-Atlantic AmeriCorps Regional Conference. These events are held in May, June or July (locations TBD).

The required budget component above should be entered as “Commission Sponsored Meetings” and should be itemized.

For example: Two staff members will attend the AmeriCorps Starting Strong in TBD

(2 staff x 3 nights hotel) + \$50 ground transportation; and Regional Meeting (1 staff x 3/4 days x airfare x \$150 lodging = \$600) + (1 staff x 3/4 days x \$35 per Diem = \$105/140).

- ✓ **Unemployment Insurance:** The NJ Commission has determined that Living Allowances paid to AmeriCorps members are not considered covered wages under the NJ Unemployment Compensation Act. Therefore, Unemployment Insurance tax may not be budgeted to the grant or paid on AmeriCorps member living allowances. Members are not eligible for NJ Family Leave Act or NJ Disability.
- ✓ **Administrative/Indirect Costs:** NJ Commission retains a portion of the Commission share of administrative costs for use in administering its subgrantees. 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:  
Programs requesting 12 or less MSY’s do not have to allocate any portion of the administrative allowance to the Commission;  
Programs requesting 13-17 MSY’s should allocate 1% of their administrative allowance to the Commission using this formula: Section I + Section II x 0.0526 x 0.20 = Commission Share  
Programs requesting 18 or more MSY’s should allocate 2% of their administrative allowance to the Commission using this formula: Section I + Section II x 0.0526 x 0.40 = Commission Share

## AmeriCorps NJ Requirements

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

## Administrative Requirements

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- ✓ Federal System for Award Management registration: [SAM.gov](https://SAM.gov)
  - ✓ DUNS number: [DUNS Request Service](https://DUNSRequestService.org)
  - ✓ New Jersey Charities registration [Search For A Charity · Basic Portal \(state.nj.us\)](https://SearchForACharity.org)
  - ✓ Yearly audit or financial statement

## National Service Criminal History Checks

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NJ Commission requires the use of AmeriCorps recommended vendors, [Truescreen](#) and [Fieldprint](#), to conduct the required components of a National Service Criminal History Check (NSCHC). All AmeriCorps members, and staff listed on the budget, are required to have a National Sex Offender Public Website (NSOPW) check, a State of Service (NJ) check, a State of Residence check, and an FBI Fingerprinting background check.

NOTE: All members and staff on the budget must be cleared by the NJ Commission before members can begin service.

NSCHC resources can be found here:

- ✓ [AmeriCorps NSCHC Resources](#)

## Application Consultation

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- ✓ REQUIRED: Complete consultation form [here](#). As part of the FY23 Public Health AmeriCorps Notice of Funding Opportunity, applicants are required to consult with state commissions where members will be placed. NJ Commission partners with [America's Service Commissions](#) on their single consultation form for all state.
  - ✓ RECOMMENDED: Reach out to NJ Commission at [americorps.nj@sos.nj.gov](mailto:americorps.nj@sos.nj.gov) to consult on program design and plans.
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