<p style="text-align:center">NOTICE OF FUNDING OPPORTUNITY</p>

Federal Agency Name: **Corporation for National and Community Service**
Funding Opportunity Title: FY 2023 AmeriCorps State and National Grants
Announcement Type: Initial Announcement
CFDA Number: 94.006

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

Important Dates

<u>**Intent to Apply**</u>: It is mandatory that all State Formula applicants submit an Intent to Apply for funding to the NC Commission on Volunteerism and Community Service (**VolunteerNC**) unless an exception is granted by VolunteerNC. Please submit the Intent to Apply Form (on website) via email to megan.trawick@nc.gov by **Tuesday, January 31, 2023.**

<u>**AmeriCorps State Formula**</u> *(New, Recompetes, Continuations)*: **Due March 9, 2023.**

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A. PROGRAM DESCRIPTION

1. Purpose of AmeriCorps Funding

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

Overview of the North Carolina Commission on Volunteerism and Community Service
The mission of VolunteerNC is to promote and facilitate service and volunteering to improve lives, strengthen communities, and foster civic engagement in the state. The Commission encourages community service and volunteerism to solve unmet needs in the state and strives to enhance the quality of life for North Carolinians by promoting service as an integral part of the growth of North Carolina. Above all, the VolunteerNC supports national service members and volunteers who impact the lives of others and help meet critical community needs.

VolunteerNC is located in the Office of the Governor. A Commission of appointed members guides VolunteerNC. Commission members are appointed by the Governor and serve three-year terms. They represent the geographic and demographic diversity of the state.

2. AmeriCorps Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress's intent and to maximize the impact of investment in national service, and to achieve the goals laid out in our Strategic Plan (2022-2026), AmeriCorps has the following Focus Areas:

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

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

Education
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.

Environmental Stewardship
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.

Healthy Futures
Supporting for health needs within communities, including mitigating the impacts of COVID-19 and other public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

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

3. Performance Goals or Expected Outcomes
All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. See the Performance Measure Instructions for details about performance measure requirements and selection rules.[1]

VolunteerNC considers the program's ability to meet performance measure goals as a primary indicator in the health and efficacy of the program and expects applicants to take a thoughtful and thorough approach when designing the performance measures.

VolunteerNC does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. VolunteerNC values the quality of performance measures over the quantity. Programs should select one performance measure that most accurately reflects the impact of the program in the community.

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

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds
VolunteerNC reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

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

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[1] Performance Measure Instructions: https://www.nc.gov/working/volunteer-opportunities/americorps-grants#AmeriCorpsGrantApplication-466

3. Period of Performance

VolunteerNC and the AmeriCorps agency anticipates making three-year grants. Generally, an initial award is made for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

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

4. Type of Award

AmeriCorps Operating Grants: VolunteerNC may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed-Amount grant is limited to certain applicants.

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

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Formula Maximum Cost per MSY*	$28,800	$28,800	$800 or $1,000*	$1,000	$0
Type of Slots in the National Service Trust***	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		No	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No

Grant Types	Cost Reimbursement	Fixed Amount		
Special Requirements	N/A	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	No		
Available to new Applicants	Yes	No	Yes	

*Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (1,700 service hours.)

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

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

C. ELIGIBILITY INFORMATION

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 and US Territories

Applicants must have a valid SAM registration and DUNS 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
VolunteerNC and the AmeriCorps Agency encourages organizations that have not received prior funding from AmeriCorps to apply.

In some cases, VolunteerNC may award a Planning Grant to State Formula applicants. Planning Grants must be used to develop national service models that seek to integrate members in innovative ways into evidence-based interventions. Programs can use the grant to improve their model and apply for a State Formula grant the following year and to create the operational structure of an AmeriCorps program.

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

Types of Applicants
Organizations that propose to operate only in North Carolina must apply through VolunteerNC. National Direct Applicants will apply directly to AmeriCorps under a separate Competitive NOFO published annually. These applicants include:
- *Multi-State*: Organizations that propose to operate AmeriCorps programs in more than one State or Territory.

- *Federally recognized Indian Tribes*: Applicants that are Indian Tribes.

In addition to Indian Tribes as defined in 2 CFR 200.1, tribal organizations that are controlled, sanctioned, or chartered by Federally recognized Indian Tribes are also eligible to apply for operating grants or planning grants under separate notices available on the AmeriCorps website: https://americorps.gov/funding-opportunity/fy-2022-americorps-state-national-grants.

Threshold Issues
Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by the agency, AmeriCorps, must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.

2. Cost Sharing or Matching
Fixed Amount Grants
There is no match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program. Programs will be required to submit an unofficial budget to VolunteerNC that includes sources of additional funds required to operate the program.

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

Cost Reimbursement Grants
Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match

is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section *D.6. Funding Restrictions* for more information.

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

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

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

Alternative Match
Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations.[3] To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. This request should be sent to Megan Trawick at megan.trawick@nc.gov.

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

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

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid Federal tax liability—
- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

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

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[2] Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)).
[3] 45 Code of Federal Regulations CFR 2521.60(b)

VolunteerNC shall not disburse financial assistance to any entity that is on the Suspension of Funding List. https://www.osbm.nc.gov/management/grants/suspension-funding-memos.

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

D. APPLICATION AND SUBMISSION INFORMATION

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on the VolunteerNC website. The full Regulations are available online at www.ecfr.gov.

1. Content and Form of Application Submission

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:
  o Executive Summary.
  o Program Design
  o Organizational Capability
  o Cost-Effectiveness & Budget Adequacy
  o Evaluation Summary/Plan
- Logic Model
- Performance Measures
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, Assurances, and Certifications [4]

Page Limits
There are page limits for the Narratives and Logic Model:
- Narratives
  o Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries as the pages print out from eGrants.
  o The application sections that count towards the page limit are the:
    ▪ SF-424 Face Sheet
    ▪ Executive Summary

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[4] https://egrants.cns.gov/cnsmisc/ECERTS.HTM
and https://egrants.cns.gov/cnsmisc/EASSUR.HTM

- - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
    - o The application page limit does not include the Budget, Performance Measures, or any required additional documents.
  - Logic Model
    - o The Logic Model may not exceed three pages when printed with the application from the "Review" tab in AmeriCorps' web-based management system.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **VolunteerNC 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.**

VolunteerNC 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.

2. Unique Entity Identifier and System for Award Management (SAM)
All applicants **must** register with the System for Award Management (SAM) at https://www.sam.gov/SAM/ and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0029897&sys_kb_id=0ba157f01ba3c5103565ed3ce54bcbcf&spa=1.
SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and physical address on all grant applications to VolunteerNC. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**
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AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a Federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant. Applicants should verify that their SAM registration will not expire between the time of application and time of grant award.

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.

3. Submission Dates and Times

Notification of Intent to Apply

Submission of the Notice of Intent to Apply form is REQUIRED for all State Formula applicants unless an exception is granted by VolunteerNC. The form is due by **Tuesday, January 31, 2023.** The Notice of Intent to Apply can be found at https://www.nc.gov/working/volunteer-opportunities/americorps-grants#AmeriCorpsGrantApplication-466 and should be submitted to megan.trawick@nc.gov by the deadline. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

Concept Paper

All new applicants will be REQUIRED to submit a concept paper to VolunteerNC by **Friday, January 31, 2023**. Continuation and Recompete grantees do not need to submit a concept paper. This form will be submitted electronically. The link to submit a concept paper can be found at https://www.nc.gov/working/volunteer-opportunities/americorps-grants#AmeriCorpsGrantApplication-466. The concept paper is an opportunity to submit information about the organization and the concept for an AmeriCorps grant before completing the full application. Concept papers will be reviewed by VolunteerNC Staff and feedback will be provided in a timely manner.

Application Submission Deadline

Formula applications are due **Thursday, March 9, 2023, by 5:00 p.m. Eastern Time.**

VolunteerNC will not consider applications submitted after the deadline, except as noted below. VolunteerNC and AmeriCorps reserve the right to extend the submission deadline and will post a notification in the event of an extended deadline on VolunteerNC website.

Late Applications

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

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
  - the timing and specific cause(s) of the delay
  - the ticket number if a request for assistance was submitted to the AmeriCorps Hotline, if available
  - any information provided to the applicant by the AmeriCorps Hotline
  - any other documentation or evidence that supports the justification
- ensure that VolunteerNC receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to megan.trawick@nc.gov by the initial application date and time.

4. Funding Restrictions

Member Living Allowance

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

included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

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

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	$20,000	$35,200
Three Quarter-time	1,200	n/a	$24,640
Half-time	900	n/a	$17,600
Reduced Half-time	675	n/a	$13,376
Quarter-time	450	n/a	$9,152
Minimum-time	300	n/a	$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 childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (Federal share).

Maximum Cost per Member Service Year (MSY)

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

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

Table: Maximum Cost per MSY

Grant Program	Maximum

Individual Formula State Program (cost reimbursement)	$28,800
Professional Corps competitive Fixed Amount Applicants/Grantees	$1,000*
Full-cost Formula Fixed Amount Grant	$28,800
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	$800 or $1,000**

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

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

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

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 their term of service to use the Education Award.

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

The instructions for how to enter the organization's indirect cost rate are available on the AmeriCorps website[5]. Applicants should not submit documentation addressing the indirect cost rate agreement via email.

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

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

Pre-Award Costs
Pre-award costs, where authorized, are allowed after receiving written approval from VolunteerNC.

5. Other Submission Requirements

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

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

Submission of Additional Documents
Applicants are required to submit the additional documents below by the application submission deadline.

All applicants
1. Evaluation reports from previous grant cycle, if applicable.
2. Labor union concurrence (if applicable)
3. 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

Recompete applicants who have previously received three or more years of funding for the same project being proposed:
4. Evaluation plan. Evaluation plans are not scored and will be reviewed but will not be factored in final funding decision.

Recompete applicants who have previously received six or more years of competitive funding for the same project being proposed:

5. Evaluation report. Please submit in Word. The evaluation report should include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report.

Rural Intermediaries (New and recompeting)

6. Letters of support from the consortium members

Additional documents must be emailed to megan.trawick@nc.gov with the following subject line: *"Legal Applicant Name" – "Additional Application Documents."* Emails should include:

- the legal applicant's name and its point of contact information
- the application ID number
- a list of documents that are attached to the email by file name, labeling each document type according to the above numbered list
- individually attached files that are clearly labeled, and that include the legal applicant's name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)."

Failure to submit the required additional documents, following the email instructions in this section, by the deadline and in the format requested above may have a negative effect on the assessment of your application and/or on the determination of the application's eligibility to advance for review.

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

E. APPLICATION REVIEW INFORMATION

1. Review Criteria

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

Categories/Subcategories	Percentage
Executive Summary	**0**
Program Design	**50**
Theory of Change and Logic Model	24
Evidence Base and Performance Measures	16
Notice Priority	0

Member Experience	10
Organizational Capability	**25**
Organizational Background and Staffing	12
Compliance and Accountability	8
Member Supervision	5
Cost Effectiveness and Budget Adequacy	**25**

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

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

Program Design (50 percent)
Reviewers will consider the quality of the application's response to the criteria below.

Theory of Change and Logic Model (24 points)
The Theory of Change shall address:
- The community need or problem is well-defined and describes the severity of the issue as well as short- and long-term ramifications within the population(s) served and/or the community. Discussion should include characteristics of the beneficiary population, and the role current or historical inequities faced by underserved communities may play in contributing to the 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 and help develop additional capacity to address the stated problem

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The Logic Model shall depict:
- A brief 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 and 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, equity gaps closed). 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.

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.

Evidence Base & Performance Measurement (16 points)
In this two-fold section the applicant will first briefly discuss the evidence used to inform the program design and interventions. Evidence Base discussion items may include the following:
- Describe the evidence or studies used to inform your program model.
- How did the applicant determine what kind of intervention to select to address the community need/problem?
- Was the proposed program modeled after an existing program? If yes, describe the original program and how similar or different the proposed program will be compared to the original. Discuss community nuances and ways the proposed program may need to be adapted to meet the specific community need identified in the Theory of Change.
- Has the applicant conducted an evaluation or study of this program? If yes, discuss the evaluation results and how the evaluation informed programmatic decisions going forward. The evaluation report should be included with the additional documents submitted to VolunteerNC.

The second part of this section will be a comprehensive discussion of the performance measure & data collection activities the program has designed to indicate success. Please address the following:

- Describe the output and outcome measures the applicant has selected. These can be selected from the National Performance Measures as described in the Performance Measure Instructions, or an applicant-determined measure. If using applicant-determined measures, include a discussion on why the applicant selected this option and thoroughly describe what the applicant will be measuring.
- Describe the output and outcome targets and the rationale for selecting these targets.
- Describe the tools the program will use to collect output and outcome measure data.
- Describe how and when the data collection activities will be conducted, and what role, if any, AmeriCorps members will have in the data collection efforts.
- Describe how the program will aggregate, analyze, and report data.
- Describe how the program will ensure data are compliant with AmeriCorps requirements to be valid, verifiable, and unduplicated counts.

Member Experience (10 points)
- Describe how the program will ensure the members have a meaningful and satisfactory experience as a result of their service. Include frequency of member contact with program staff and member peer support groups if applicable.
- Discuss the program's AmeriCorps member training strategy, including how members will have opportunities to develop as leaders and will gain skills as a result of their training and service that will be valued by future employers.
- Describe the program's plan to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- Description of how the organization will ensure its project engages a diverse and inclusive group of members The applicant's organization and/or program has a diversity, equity, and inclusion council or similar mechanism that seeks to diversity its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.
- Describe any additional member benefits such as job placement assistance, school or work application support, or specialized certifications.

Organizational Capability (25 percent)
Reviewers will consider the quality of the application's response to the following criteria below.

Organizational Background and Staffing (12 points)
VolunteerNC expects subgrantees to dedicate a minimum of one full-time staff position to serve as Program Director of the AmeriCorps program.
- The organization details the roles, responsibilities, and structure of the staff that will be implementing, providing oversight, and monitoring the program.
- 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)
- Discuss the applicant's organizational efforts to promote diversity, equity, and inclusion; how the organization ensures diversity in its staff and board; and efforts to create a

supportive and safe environment as well as ensuring that programming is culturally appropriate.

Compliance and Accountability (8 points)
- Describe the organization's monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations.
- How will the program prevent prohibited and unallowable activities?
- Discuss how the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to VolunteerNC and a plan for training staff and participants on these reporting protocols.

Member Supervision (5 points)
- Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- Describe the site supervisor training strategy, including the frequency and length of site supervisor training events, as well as how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

Cost Effectiveness and Budget Adequacy (25 percent)
Reviewers will assess the quality of the application's budget to the following criteria below.

These criteria will be assessed based on the budget submitted. Do <u>not</u> include narrative in the narrative box except for "See budget".

Cost Effectiveness and Budget Adequacy (25 points)
The following criteria will be used to assess the budget adequacy. The applicant is not expected to answer these items in narrative form but should ensure the budget meets all criteria.
- 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.

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

Applicants must complete the budget and ensure the following information is in the budget screens:
- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including Fixed Amount applicants.

- Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant has previously received three or more years of funding for the same project being proposed (see the Mandatory Supplemental Information for the AmeriCorps definition of "same project"), the applicant must submit an evaluation plan as an attachment (see the *Submission of Additional Documents* section for more information). If the applicant has previously received six or more years of funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

Applicants should use the evaluation plan template available on the [VolunteerNC webpage](#) to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45 CFR 2522.700-710) and specifies the information that must be provided for the evaluation plan to be approved by VolunteerNC.

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

Amendment Justification (0 percent)

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

Clarification Information (0 percent)

Enter N/A.

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

VolunteerNC 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:
1) is an eligible organization
2) submits a Notice of Intent to Apply Form by submission deadline
3) submits a Concept Paper by the deadline (new programs only)
4) submits an application by the submission deadline
5) submits an application that is complete in that it contains all required elements and follows the instructions provided in this Notice
6) submits an application with a minimum of eight (8) AmeriCorps Member Service Years (MSYs)
7) submits an application with a Cost per MSY that does not exceed the maximum for the application type as outlined in this Notice

The Compliance Review is intended to ensure that only those applications that are eligible for award are further reviewed. Applicants that are determined to be ineligible will not receive an award.

Internal Review
Each new and recompete (3-year grant ending, submitting a new proposal) application will be read by VolunteerNC staff members. The scores are averaged to come up with an average staff score for each application.

External Review
VolunteerNC's review process involves identifying individuals who can review grant applications and provide feedback to the Commission. Qualifications for peer reviewers include knowledge or some familiarity of national service programs; willingness to read and provide feedback of grant applications; excellent oral and written skills. Reviewers must also submit a resume and sign a conflict-of-interest form.

Each new and recompete application (3-year grant ending, submitting a new proposal) will be reviewed by a team of peer reviewers. To ensure the integrity of the review process, no one who is directly involved in the planning and or submission of an AmeriCorps program proposal will be allowed to evaluate an application. Examples of direct or indirect involvement include being a volunteer, staff or board member of an organization submitting a proposal; being a member of a planning group that developed a proposal.

Peer Reviewers are provided training on the application process, criteria of quality programs, and instruction on how to complete the ranking forms, prior to the scheduled peer review. Reviewers are required to read and individually score applications before the date of the peer review in-person session.

On the day of the review, reviewers are divided into teams and a lead facilitator is selected for each application. Peer reviewers discuss each section of the application and provide a group score and written feedback. Commission staff collects the written feedback and written scores.

Applicant Clarification
VolunteerNC may ask an applicant for clarifying information and 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.

Risk Assessment
VolunteerNC 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 VolunteerNC 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 VolunteerNC 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, VolunteerNC 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 AmeriCorps awards, cooperative agreements, or procurement awards, including:
    - timeliness of compliance with applicable reporting requirements
    - accuracy of data reported
    - validity of performance measure data reported
    - conformance to the terms and conditions of the previous federal awards
    - meeting matching requirements
    - 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:
    - Federal Awardee Performance and Integrity Information System (FAPIIS)
    - U.S. Treasury Bureau of Fiscal Services
    - 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 or social media pages
- responses to the Financial Management Survey and supporting documentation
- verification of funding
- amount of funding requested by the organization

VolunteerNC will assess their recompeting subgrantees' past performance. In evaluating programmatic performance, VolunteerNC may consider the following:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 8-day enrollment and 30-day exit requirements in the AmeriCorps portal
- Site visits or other monitoring findings
- OIG findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service

Consideration of Integrity and Performance System Information
Prior to making any award that exceeds the $250,000, AmeriCorps is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (See 41 U.S.C. 2313). Additionally,

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

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

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

Selection for Funding
The review and selection process are designed to:
- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Funding Priorities
  - alignment with the Commission's state service plan

VolunteerNC and AmeriCorps reserves the right to prioritize funding existing awards over making new awards. VolunteerNC and AmeriCorps 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.

VolunteerNC and AmeriCorps 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.

Feedback to Applicants
Following grant awards, each applicant will receive summary comments pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to clarification questions, if any.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices
VolunteerNC and AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by 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 activities. The Notice of Grant Award is the authorizing document. An awardee may not expend Federal funds until the start of the Period of Performance identified on the Notice of Grant Award and execution of a Grant Agreement unless it has received a written pre-award cost approval from AmeriCorps.

2. Administrative and National Policy Requirements

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.

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

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 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at https://americorps.gov/grantees-sponsors/manage-your-grant.

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

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, 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. [6]
- VolunteerNC requires funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.[7]
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and

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[6] NSCHC regulations and guidance: https://americorps.gov/grantees-sponsors/history-check
[7] Two pre-approved NSCHC vendors: https://americorps.gov/grantees-sponsors/history-check.

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.

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

3. Use of Material
To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps 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).

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

Cost reimbursement and fixed amount grantees are required to provide quarterly progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR 2522.500-2522.540 and 2522.700-2522.740.

In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) that is cumulative over the entire award period and consistent with the close-out requirements.

Award recipients will be required to report at https://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 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):

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

5. Continuation Funding Information and Requirements
Organizations that have current awards that will be in Year 2 or Year 3 in FY 2023 are considered continuation applicants. Continuation applicants must submit an application in order to be eligible to receive funding for the FY 2023 program year. Continuation applicants must follow the requirements for continuation application content as outlined in the Application Instructions. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the review criteria published in this *Notice*. The review will also be based on progress reports, the federal financial report, evaluation plans, and VolunteerNC staff's knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

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

H. OTHER INFORMATION

1. Technical Assistance
In addition to consulting the Application Instructions, Mandatory Supplemental Guidance, Performance Measure Instructions, and AmeriCorps regulations as directed in this Notice, applicants are encouraged also to consult the VolunteerNC website for a schedule of technical assistance webinar calls. All new applicants and new program directors are required to attend a TTA session hosted by VolunteerNC.

2. Re-Focusing of Funding
VolunteerNC and/or AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

3. Liability, Insurance, Fidelity Bond and Safety Issues
The Subrecipient must always maintain adequate liability insurance coverage for the organization, its employees and Members, including coverage of Members engaged in on- and off-site projects. In addition, the Subrecipient shall obtain a Fidelity Bond or equivalent malfeasance insurance equal to the amount of the total grant award as indicated in Paragraph 3 of this Agreement. The Subrecipient shall ensure safe work conditions and implement safeguards as necessary and

appropriate to ensure the safety of Members. Members may not participate in projects that pose undue safety risks.

4. Contact Information

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

All communication relating to this Notice must be directed to the contact person named below. For questions regarding an AmeriCorps North Carolina application, contact: Megan Trawick, Deputy Director, Megan.Trawick@nc.gov.

I. 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).) This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2023.

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.

About the CDFI Fund and CDFIs
The mission of the U.S. Treasury Department's Community Development Financial Institution Fund (CDFI Fund) is to expand economic opportunity for underserved people and communities by supporting the growth and capacity of a national network of community development lenders, investors, and financial service providers known as Community Development Financial Institutions (CDFIs).

CDFIs are community-based financial institutions that have a common goal of filling financing gaps in underserved, low-income areas. As community-based institutions, they possess a keen sensitivity to needs of local residents and businesses, and their creation reflects a bottom-up, rather than a top-down, approach to community investment and revitalization.

Currently, there are more than 1,100 CDFIs that are certified by the CDFI Fund serving urban and rural communities throughout the United States. CDFIs are found in all fifty states, the District of Columbia, Guam, and Puerto Rico. They bridge diverse public and private sector interests to serve people and places that traditional financial institutions usually do not. CDFIs provide:

- loans for businesses and projects that otherwise would not receive for financing;
- safe, affordable banking services that otherwise would not be available in the community;
- loan rates and terms that are more flexible than those offered by traditional lenders; and
- development services—such as business planning, credit counseling, and homebuyer education—to help their borrowers use credit effectively and build financial strength.

As a result, CDFIs support the creation of small businesses and local jobs, and the development of affordable housing, community facilities, and schools—all in places where economic opportunity is needed most.

About the Economic Mobility Corps
A joint initiative of the CDFI Fund and AmeriCorps, the Economic Mobility Corps (EMC) places full-time AmeriCorps members at Certified CDFIs to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas. Economic Mobility Corps members will be placed in Certified CDFIs and will receive training on the principles of financial counseling and financial literacy. A Certified CDFI is an entity that the CDFI Fund has officially notified that it meets all CDFI certification requirements. Only Certified CDFI's are eligible to receive EMC members.

This initiative will fund up to 61 full-time members a year for two years.

Who is Eligible for a EMC Award
Organizations that meet the 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 determined 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 apply 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.
- 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 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.

Desired Skills
Economic Mobility Corps members should possess:

- a desire and ability to work with a diverse group of people, particularly those living in low-income and economically distressed neighborhoods;
- willingness to learn and serve others;
- ability to successfully work independently and in a team environment;
- strong organizational, writing, and oral communication skills, and possess high attention to detail;
- familiarity with community development, financial services, banking and lending terminology, including an understanding of financial planning basics, credit and credit scoring;
- have an interest in finance and/or financial education;
- computer skills, including high-degree of familiarity with Microsoft Excel, or other spreadsheet software; and
- Bachelor's degree preferred, with coursework in finance, accounting, business, or community development.