



AmeriCorps



2021 – 2022 Missouri Notice of Funding Opportunity Missouri Application Guidelines

State Service Commission: Missouri Community Service Commission
Federal Agency: Corporation for National and Community Service
CFDA Number: 94.006
Funding Opportunity Types: FY 2021 AmeriCorps State: New, Re-compete, and Continuation

INTRODUCTION

These guidelines are a roadmap to understand the fundamentals of what it takes to operate an AmeriCorps program. To also understand what is required to apply for funding to operate an AmeriCorps program, you are responsible to review the following materials, as well. (*click on the title to open the document*):

- [2021-2022 CNCS AmeriCorps State and National Funding Notice of Funding Opportunity](#)
- [Application Instructions](#)
- [Mandatory Supplemental Information](#)
- [Performance Measure Instructions](#)

These requirements apply to all programs submitting applications to the Missouri Community Service Commission (MCSC) for funding consideration.

DEADLINE DATES

Notice of Intent to Apply (NOI)	New applicants are required to submit an on-line NOI at https://www.surveymonkey.com/r/2021MONOI	October 28, 2020 5:00 p.m. (CST)
Concept Paper	New applicants are required to submit a Concept Paper Form. Available at www.movolunteers.org	December 18, 2020 5:00 p.m. (CST)
Competitive Application Submitted to MCSC Deadline	All Competitive applications must be reviewed and approved prior to submission.	December 7, 2020 5:00 p.m. (CST)
Competitive Application Submitted to CNCS Deadline	All Competitive applications must be submitted in eGrants.	January 6, 2021 4:00 p.m. (CST)
Formula Application Deadline	All formula applicants are required to submit a full application. Available at www.movolunteers.org	March 5, 2021 3:00 p.m. (CST)

Disclosure: Publication of this notice does not obligate the Corporation for National and Community Service (CNCS) or Missouri Community Service Commission (MCSC) to award any specific number of grants or to obligate the entire amount of funding available. The actual level and trimming of grant funding will be subject to the availability of annual appropriations.

OVERVIEW

The MCSC is located within the Missouri Department of Economic Development. MCSC receives federal funding from the CNCS. These funds are granted to qualifying organizations who then implement AmeriCorps programs in Missouri.

CNCS's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. CNCS is the impetus for national service. They partner with commissions from all 50 states and two U.S. territories. National service is a cost effective solution that taps the power of citizens to get things done. By CNCS distributing funds in local communities, it allows AmeriCorps programs to multiply the impact of their investment by generating hundreds of millions of non-federal dollars. National service is also instrumental in mobilizing millions of additional volunteers to address local community unmet needs.

CNCS brings vital leadership, resources, and coordination to some of the most pressing challenges facing America: educating students for jobs of the 21st century; assisting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans; helping communities rebuild after natural disasters; increasing energy efficiency and improving at-risk ecosystems; and providing information to improve the health and welfare of individuals in disadvantaged communities.

AmeriCorps is a network of national service programs that engages AmeriCorps Members who commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting food insecurity, sustaining national parks, preparing for disasters including recovery efforts, and contributing to economic stabilization. This program also provides an opportunity to Members to receive an educational award for their service.

MCSC makes funding decisions based on the strength of individual applications, as well as strategic considerations at a statewide level. MCSC makes funding decisions that maximize the opportunities to serve in Missouri, address critical needs, leverage available dollars, and strengthen the national service field in Missouri. In order to maximize the impact of AmeriCorps resources in Missouri, MCSC will also consider the program's ability to demonstrate significant community impact and solve community problems using an **evidence-based** or **evidence-informed approach** (e.g. performance measure data, quality of research, theory of change).

PERFORMANCE STANDARDS

Successful applicants will be expected to: 1) meet the performance measure standards outlined in their application; 2) enroll 100% of the Member Service Years (MSYs) awarded to them; 3) retain 85% or more of the AmeriCorps Members enrolled in the program; 4) utilize 100% of the AmeriCorps funding awarded to them; 5) submit reports timely and accurately and; 6) operate the program in accordance with all applicable laws, rules, and regulations.

FOCUS AREAS AND FUNDING PRIORITIES

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

- Disaster Services:** increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters; respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.
- Economic Opportunity:** provide support and/or facilitates access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.
- Education:** provide support and/or facilitates access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.
- Environmental Stewardship:** support reasonable stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events; programs that conserve natural habitats; protects clean air and water ; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; provider reforestation services after floods or fires; and more AmeriCorps programs support activities , such as conservation and fire corps, which may also help veterans and other learn new jobs skills through conservation service.
- Healthy Futures:** provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.
- Veterans and Military Families:** positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

CNCS seeks to prioritize the investment of national service resources in the following funding priority areas. (Please see the *2021 AmeriCorps Mandatory Supplemental Information* for further information about some of the priorities)

- ☑ **Efforts to help local communities recover from the COVID-19 pandemic.** Applicants may propose programming in any CNCS focus area to aid communities as they recover from the COVID-19 pandemic.
- ☑ **Programs that actively engage in removing structural racial inequities, advancing racial equality,** and increasing opportunity in order to achieve sustainable change in communities.
- ☑ **Economic Opportunity** – a program model that increases economic opportunities for communities by preparing people for the workforce.
- ☑ **Education** – refer to the ‘Evidence-based intervention’ bullet.
- ☑ **Healthy Futures** – a program model that reduces and/or prevents prescription drug and opioid abuse.
- ☑ **Evidence-based interventions** on the CNCS Evidence Exchange (<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>) that are assessed as having Moderate or Strong evidence.
- ☑ **Veterans and Military Families** – a program model that positively impacts the quality of life of veterans and improves military family strength.
- ☑ **Rural intermediaries** - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- ☑ **Faith-based organizations.**
- ☑ **Programs that reduce child poverty.**
- ☑ **Environmental stewardship.**
- ☑ **Economic Mobility Corps** – a joint initiative with the Community Development Financial Institutions Fund to place national service members at Certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas (refer to Attachment A of the [2021 CNCS ASN NOFO](#))

In addition, the MCSC has established focus areas and funding priorities specific to Missouri:

- ☐ **Economic Opportunity:** provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.
- ☐ **Education:** clearly demonstrates priority or focus schools as service site locations.
 - **Comprehensive schools** – a comprehensive school is a school which is among the lowest five percent of schools receiving Title I funds or is a high school with an average four-year adjusted cohort graduation rate less than 67% over a period of three years.
 - **Targeted Schools** – a targeted school is a school with low performing subgroups, including students who are economically disadvantaged, students from major racial and ethnic groups, students with disabilities, and English learners. Those schools with subgroups performing at or below the Identification Threshold have been identified for Targeted Support and Improvement.

[*Note: Information on the most current school designations may be obtained at:

https://dese.mo.gov/sites/default/files/files_group_files/comprehensive-schools-allocation-and-activities.pdf and
<https://dese.mo.gov/sites/default/files/targeted-schools-v3-02-04-19.pdf>]

- Energy Initiatives:** clearly demonstrates a focus on energy initiatives including (but not limited to) increased energy efficiency, increased renewable energy use, or decreased energy consumption for economically disadvantaged households or communities.
- Community Preparedness and Disaster Recovery:** required participate in commission trainings and expected to be full and active participants in their community. Proposed activities could include preparedness, cert training, and participation in community response and recovery efforts.
- Faith-based Organization:** clearly demonstrates an affiliation with a particular religious group or organization. Proposed activities may not be inherently religious activities (e.g. religious worship, religious instruction, or religious proselytization).
- Rural Area:** clearly demonstrates being located in a rural area or serving rural communities in some or all service locations as defined by a rural-urban commuting area (RUCA) code of 4 – 10. For more information on RUCA codes, visit the USDA website at <https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>
- Veterans and Military Families:** positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

The following non-federal entities (as defined in 2 CFR §200.69) that have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.55)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- State agencies (2 CFR §200.90)

INELIGIBLE APPLICANTS

- Organizations that have been convicted of a federal crime.
- Organizations that have unresolved federal debt.
- Organizations described in Section 501(c)4 of the Internal Revenue Code of 1986, 26 U.S.C. § 501(c)4, that engage in lobbying activities.

TYPES OF APPLICANTS

NEW APPLICANTS

New applicants are encouraged to apply for Formula/Cost Reimbursement Grants and must submit a full application appropriate documents mentioned in these guidelines. New applicants are also required to apply for a minimum of 5 and a maximum of 10 Member Service Years (MSY). Any request to apply for MSYs above 10 must be submitted in writing and consideration will be at the sole discretion of the MCSC. A “New applicant” is defined as:

- First time applying for funds
- Previously applied for funds but not awarded a grant
- A previously funded sub-grantee who has not received funds in the last 3 years
- A current sub-grantee applying to fund a different project

[***Note:** One Member Service Year (MSY) is equivalent to one full-time AmeriCorps member. AmeriCorps funds are contingent on the number of MSYs requested by the program. For Competitive applicants, there is no limit on the minimum or maximum number of MSYs that can be requested.]

RE-COMPETE APPLICANTS

Re-compete applications are defined as those organizations that have completed a three-year cycle of competitive or formula funds and are submitting an application for a new cycle. Re-compete applicants must submit a full application based on the appropriate documents mentioned in these guidelines.

CONTINUATION APPLICANTS

Continuation applicants are defined as a sub-grantee that is reapplying to fund the same project that was awarded for Years 1 and Year 2 of a three-year funding cycle. Sub-grantees that have current awards must submit an application in order to be eligible to receive funding for the following year. Requests for increases in the level of funding or number of AmeriCorps Member positions will be assessed using the criteria outlined in this Notice. Information submitted will include the following narratives (if applicable):

- Changes in operating sites
- Significant changes in program scope or design
- Significant changes to monitoring structures or staffing
- Budget revisions (detail provided in Section VI of the [Application Instructions](#))

[***Note:** The components listed above are the CNCS requirements. There is additional information required by the MCSC. You can refer to those requirements under the Continuation application outlined in these guidelines. Also, there is a six-page limit for the “Continuation Changes” field of the application in eGrants.]

TYPES OF AWARDS

AmeriCorps programs receive funding from one of two sources: Competitive or Formula Awards. Regardless of Competitive or Formula funding, all AmeriCorps programs follow the AmeriCorps Regulations 5 CFR §§2520- 255, Terms and Conditions, and State requirements.

COMPETITIVE AWARD

Competitive funds are awarded by CNCS. MCSC selects applications to submit to CNCS for review in competition with proposals from all single and multi-state applicants. CNCS conducts a Peer and Staff Review to make funding determinations. Applications submitted that are not selected by CNCS for Competitive funding are automatically considered for a Formula Award from the MCSC. **New applicants are not allowed to apply for Competitive grants.**

COMMISSION CRITERIA TO SELECT AN APPLICANT FOR A COMPETITIVE AWARD

It is the policy of MCSC to consider only current sub-grantees for competitive funding. These sub-grantees are selected 'by invitation only'. Organizations with prior National Direct experience that are applying for MCSC Formula funding may be directed to the competitive funding process at the discretion of MCSC.

To be considered for the competitive (national) funding process, a sub-grantee must meet the following criteria:

- The sub-grantee must have been in MCSC's portfolio for a period of typically three years.
- The sub-grantee must not have had recent staff turnover.
- The sub-grantee must have no outstanding compliance issues.
- The sub-grantee must have a very good Member enrollment and retention rate.
- The sub-grantee must demonstrate positive and substantial impact in its community and/or neighborhood.
- Member enrollments and exits must be performed in a timely fashion as described by AmeriCorps grant terms and conditions.
- The sub-grantee director and appropriate staff must respond to Commission staff in a timely manner (within 2-3 business days).
- All performance measure and financial reports must be submitted in a timely manner (on or before due dates) and must be accurate.
- The sub-grantee must have a low score on the annual risk assessment (classification of low risk).
- National Direct program applications would be required to meet all criteria and must demonstrate a good record of accomplishment with CNCS.

FORMULA AWARD

Formula funds are awarded by the MCSC. Formula funds are made available to MCSC based on the federal allocation for AmeriCorps.

NATIONAL DIRECT CONSULTATION PROCESS

Consultation is a requirement outlined in the FY 2021 AmeriCorps Notice of Funding Opportunity (NOFO) for applicants proposing a multi-state AmeriCorps program. To initiate consultation, go to the link at [2021 CNCS NOFO](#) and follow the instructions to complete your National Direct Consultation Form.

APPLICATION INSTRUCTIONS AND SUBMISSION REQUIREMENTS

APPLICATION DEADLINE

Unless indicated otherwise, all application materials and supplemental documents must be completed and e-mailed to mcsc@ded.mo.gov by the deadline date and time provided on page 1 of these guidelines. **Mailed and faxed copies will not be accepted.**

[***Disclaimer:** MCSC will neither review nor return additional attachments submitted beyond the requirements set for in this Notice. Also, MCSC reserves the right to change the electronic submission process as described in these guidelines.]

FORMAT REQUIREMENTS

The following apply to all narrative sections:

1. The narrative must be in **Times New Roman, 12-point font.**
2. The narrative must have **one-inch margins** with **double-spaced** narrative text.
3. The narrative must **follow the sequence** as outlined in the narrative sections.
4. The narrative **sections must be labeled** with the appropriate headings.
5. The narrative **must not include graphs, charts, tables, or any artwork.**
6. The **pages must be numbered.**

PAGE LIMITATIONS

The following page limits must be adhered to in eGrants as indicated in the 2021 CNCS NOFO:

NARRATIVE

Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries and Multi-State applications with more than five operating sites. The following narratives count toward the page limits:

- SF-424 Face sheet
- Executive Summary
- Program Design
- Organizational Capacity
- Cost-Effectiveness and Budget Adequacy

LOGIC MODEL CHART

The Logic Model may not exceed 3 pages when printed with the application from the “review” tab in eGrants.

CONTINUATION NARRATIVE

There is a six-page limit for the “Continuation Changes” field of the application in eGrants.

Applicants are strongly encouraged 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.

Please note the length of a document in word processing software may be different than what will print out in eGrants 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

PROGRAM SIZE

New applicants may submit requests for a minimum of 5 and a maximum of 10 Member Service Years (MSY) or its equivalent in the form of full-time, three quarter time, half time, quarter-time, minimum-time, or abbreviated-time Members. AmeriCorps programs should be large enough to make a significant difference in communities. Total number of MSYs granted are at the discretion of the MCSC or CNCS. The type of Member slots and calculation of MSY are as follows:

Member Slot Type	Minimum # of Hours Required	MSY Calculation to Determine # of MSY
Full-time	1700	1.000
Three-Quarter time	1200	0.70000000
Half-time	900	0.50
Reduced Half-time	675	0.3809524
Quarter-Time	450	0.26455027
Minimum-Time	300	0.21164022
Abbreviated-Time	100	0.0705474

PROGRAM OPERATION PERIOD

Programs can begin operation **no** earlier than August 1 and **no** later than September 15. The program may operate for 10, 11 or 12 months but must fall within the 12-month grant period.

APPLICATION NARRATIVE FOR NEW & RE-COMPETE APPLICANTS

A full grant application consists of the coversheet, application narrative, proposed performance measures, proposed budget, and all required additional supporting documentation as applicable. Application components and submission requirements are outlined in the subsequent sections.

A. 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 **[number of leveraged volunteers, if applicable]** who will be engaged in **[what the leveraged volunteers will be doing.]**

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

*If the program is not operating in a CNCS focus area, omit this sentence.

Fixed-Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (refer to [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.

B. PROGRAM DESIGN

1. Theory of Change

- a. What community problem does the program seek to address?
- b. Does the applicant's proposed intervention to the community clearly articulate the design, dosage, target population, and roles of AmeriCorps Members and (if applicable) leveraged volunteers?
- c. How will the applicant's program lead to the expected outcomes?
- d. How do the expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant?
- e. What is the rationale for utilizing AmeriCorps Members to deliver the program in your community?
- f. What service roles of AmeriCorps Members will contribute to existing efforts to address the stated problem?

2. Logic Model Chart

The logic model chart is a visual representation of the applicant's theory of change. Applicants **must** include short, medium, and 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. Complete the Logic Model Chart template to fulfill this requirement.

3. Evidence Base – Measuring Program Impact

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 program will lead to outcomes identified in the logic model. Choose the category that best fits the evidence tier in which you have provided the appropriate documentation to support that tier, along with a brief explanation of why you chose that tier. Indicate the tier that you have selected in your brief summary.

4. Performance Measures Worksheet

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary activity of the program. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired. However, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. CNCS does not expect applicants to select performance measures to correspond to each and every potential Member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures. Complete the Performance Measures Worksheet template to fulfill this requirement.

Successful programs will be those that have clear performance measures. It is not unlikely that programs are will have multiple performance measures. The application must include aligned measures that include:

- An output (the quantitative value of service provided)
- At least one intermediate outcome (a change in behavior, attitude, knowledge, skill, and/or condition as a result of the output, qualitative value)

MO-Specific Performance Measures

If the applicant is funded, MCSC requires the following Missouri-specific performance measures:

1. The [Program Name] AmeriCorps Members will recruit at the least, 5 volunteers per MSY during the course of the program year.
2. 100% of [Program Name] AmeriCorps Members will be trained/certified in first aid within the first quarter of the start of their program year.
3. 100% of [Program Name] AmeriCorps Members will receive CPR training within the first quarter of the start of their program year.

4.100 % of [Program Name] AmeriCorps Members will be trained/certified in Respectful Treatment by the end of the program year.

5. At least 75% of [Program Name] AmeriCorps Members will be trained/certified in Disaster Preparedness/Response by the end of the program year.

[*Note: These performance measures will not be entered in eGrants but should be included in the preparation of the applicant’s budget and Member expectations.]

Refer to the [Application Instructions](#) and [Performance Measures](#) documents for additional guidance.

5. Member Experience

- a. What skills will AmeriCorps Members gain as a result of their training and service that will be valued by future employers after their service term is completed?
- b. How will the program recruit AmeriCorps Members from the geographic or demographic communities in which the program operates?
- c. How will the applicant foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery?

C. ORGANIZATIONAL CAPACITY

1. Organizational Capacity

- a. What are the roles, responsibilities, and structure of the staff who will be implementing the AmeriCorps program?
- b. Who will be providing oversight and monitoring for the program, and what is their title?

2. Compliance and Accountability

How will the program monitor and control compliance in accordance with AmeriCorps rules and regulations? This includes prohibited activities and criminal history checks of AmeriCorps Members serving in your program.

3. Culture that Values Learning

How will the board, management, and staff collect and use information, including performance data, for learning and decision making?

4. Member Supervision

- a. How will AmeriCorps Members received guidance and support from their supervisor to provide effective service?
- b. How will AmeriCorps supervisors be adequately trained/prepared to follow AmeriCorps program regulations, priorities, and expectations?

APPLICATION NARRATIVE FOR CONTINUATION APPLICANTS

D. 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 **[number of leveraged volunteers, if applicable]** who will be engaged in **[what the leveraged volunteers will be doing.]**

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

^{*}If the program is not operating in a CNCS focus area, omit this sentence.

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

E. CONTINUATION NARRATIVE

1. Based on your current 3-year grant cycle- were 100% of the Member slots awarded to your program enrolled in eGrants? If no, provide an explanation of why 100% of your Members slots were not filled. Explain what plan was instituted to address enrollment and if it was successful or not.
2. Based on your current 3-year grant cycle- were Members enrolled in eGrants within the required 8-day enrollment period? If no, provide an explanation and the plan to ensure future compliance. Explain what plan was already instituted (if applicable) to meet the requirement and, if it was successful or not.
3. Based on your current 3-year grant cycle- were all enrolled Members exited from eGrants within the 30-day requirement? If no, provide an explanation and the plan to ensure future compliance. Explain what plan was already instituted (if applicable) to meet the requirement and, if it was successful or not.
4. Based on your current 3-year grant cycle- were at least 85% of the Members complete their service at the end of the program year? If no, provide an explanation and the plan to ensure future compliance. Explain what plan was already instituted (if applicable) to meet the requirement and, if it was successful or not.
5. Provide a detailed explanation/justification of any significant changes in the current program scope or design, if applicable. If not applicable, please state.

6. Provide a detailed explanation of any significant changes to the monitoring structures or staffing of the organization that has presented challenges as well as successes.
7. Provide a detailed explanation/justification of any proposed changes to operating sites or service locations, if applicable. The justification should explain the need that will be met at any new sites, the activities of the Members, and organizational capacity to support new sites. If not applicable, please state.
8. Provide a detailed explanation/justification of any proposed changes to the Performance Measures, if applicable. Also, provide a brief summary of successes and challenges that explains why the Applicant did or did not meet performance targets.
9. Provide a detailed explanation/justification to discuss the reason(s) why the total grant award was not expended for any year of the current 3-year grant cycles, if applicable. If not applicable, please state.
10. Provide a detailed explanation/justification of any proposed changes to the organization's budget.

BUDGET PREPARATION

FUNDING LIMITS

Funding is dependent on the availability of funds granted to the Missouri Community Service Commission by the Corporation for National and Community Service (CNCS). Formula funds allocation is determined by using a state population-based formula. Guidelines are set by CNCS and additional Missouri-specific guidelines are set by the MCSC and may vary from one program year to another.

The maximum amount that can be requested in an application for formula funds is **\$350,000**. The maximum cost per MSY for cost reimbursement programs is **\$16,300**. For Education Award Programs and Professional Corps, the maximum cost per MSY is **\$1,000**.

MCSC and CNCS assumes that Professional Corps will cover the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their application. MCSC and CNCS will consider Professional Corps programs' requests for operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant legal applicant financial need and substantial challenges to raising non-CNCS resources. Professional Corps programs may only have full-time AmeriCorps Members.

Cost reimbursement programs operating in rural communities (as defined in the [Mandatory Supplemental Instructions](#)) and cost reimbursement programs that recruit opportunity youth as AmeriCorps Members may request **up to \$16,800** cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth. *Additional information can be found in the [2021 CNCS NOFO](#).*

MATCH REQUIREMENTS

Fixed Amount Grants: There is no specific match requirement for fixed amount grants. MCSC and CNCS do not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program. **New applicants are not allowed to apply for Fixed Amount grants.**

Cost Reimbursement Grants: An overall match requirement of 24% is mandatory for the first 3 years of funding. The match requirement gradually increases after the initial three-year period. Starting with year 4, the match requirement gradually increases every year to 50% by Year 10. Match may be in the form of case or documented in-kind contributions. *This information can also be found in the [2021 CNCS NOFO](#).*

	Year 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Overall Match	24%	26%	30%	34%	38%	42%	46%	50%

[*Note: The living allowance or salary provided to AmeriCorps Members in **Professional Corps** programs does not count toward the match requirement.]

Alternative Match: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over ten years to 35% instead of 50%. 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 must submit a request to MCSC at the time the application is submitted.

SUBMITTING THE BUDGET

Please review the detailed Budget Instructions (can be found on the MCSC website) for instructions on how to complete the Budget Worksheet template. Do not assume that the reviewer understands your budget. The budget will be reviewed not only for mathematical accuracy but to determine if the proposed budget will sufficiently support the implementation of the project. Also, check to ensure that adequate match is met on the Grantee Share side of your budget. Please keep in mind that if the “**Budgeted**” match exceeds the “**Required**” match, you will be held accountable for the higher amount. This will be taken into consideration for future grant award determinations.

FINANCIAL MANAGEMENT

All applicants must have systems in place that clearly distinguish CNCS funds from other funding sources. Applicants must also have accounting practices and procedures, internal controls, audit trails, and cost allocation procedures in place. Recent revisions to the Single Audit Act and OMB Circular A-133 require all organizations to have financial audits if they annually expend \$750,000 or more under federal awards. This requirement applies to the applicant’s total expenditures each fiscal year under all of its federal awards, including but not limited to AmeriCorps grants.

ADDITIONAL DOCUMENTS

All Formula applicants must submit the applicable additional documents along with their application to mcsc@ded.mo.gov. Competitive applicants are responsible for submitting their additional documents to AdditionalDocuments@cns.org with the subject line: “Legal Applicant Name” – “Application ID Number”. Emails should include:

- The legal applicant name and its point of contact information
- The application ID number
- A list of documents that are attached to the email
- Individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. To ensure that all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.
- 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).”

COMMUNITY SUPPORT AND COMMITMENT LETTERS OF SUPPORT

Provide letter(s) of community support and commitment of those most significant community partner(s) who support the proposed project. This support (for example) could provide documentation that verifies a commitment to serve as a service location, what the partner(s) see as the benefit to the community, financial letter of support, and what activities would not happen without the AmeriCorps Members. For current sub-grantees, this could strengthen your application if proposing a new site.

EVALUATION PLAN

Only applicants **re-competing for the first time** must provide a data collection plan for review. The Evaluation Plan must include the following:

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

EVALUATION REPORT

This is a requirement of **re-compete applicants only**. When the project satisfies the definition of same project and the applicant has completed two or more three-year funding cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming three-year grant. The interventions evaluated in the report must match the interventions in the proposed application to include the following:

- Characteristics of the beneficiary population;
- Characteristics of the population delivering the intervention;
- Dosage (frequency, duration) and design of the intervention, including all key components and activities;
- The setting in which the interventions are delivered and;
- Outcomes of the intervention.

FEDERALLY APPROVED INDIRECT COST RATE DOCUMENTATION

An applicant organization that has a Federally Approved Indirect Cost Rate must use its negotiated rate to budget for administrative costs based on the rate outlined in the agreement. Documentation of a negotiated rate must be provided with each application.

FINANCIAL MANAGEMENT CAPABILITY SURVEY

New Formula applicants must complete the Financial Management Survey and provide the attachments outlined in the survey. You can access the document on the MCSC website at www.movolunteers.org.

Continuation and re-compete applicants must submit the most recently internally audited financial statements (internal or external) and/or the A-133 report (if applicable).

New and re-compete Competitive applicants are required to submit an Operational and Financial Management Survey (OFMS) located at <https://www.nationalservice.gov/resources/financial-management/financial-and-grants-management>. It must be submitted as a Word document.

RURAL INTERMEDIARIES

Letters of support from the consortium members.

SOURCES OF EVIDENCE

This is a requirement of **new and re-compete applicants**, if applicable. Applicants classifying their evidence as Preliminary (with replication) must submit at least one randomized controlled trial study or quasi-experimental evaluation that found positive results for the same intervention that the applicant plans to replicate.

Applicants classifying their evidence as Moderate or Strong must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments. Sub-grantees re-competing for their third grant cycle are required to submit an evaluation report of their CNCS-funded program. The CNCS-required evaluation report may count towards one of the two studies required for the moderate or strong evidence tiers or may be submitted in addition to this. In the latter case, all three studies will be considered against review criteria. If an applicant is not required to submit an evaluation report of its CNCS--funded program, then studies submitted beyond the two required will not be considered.

TECHNICAL ASSISTANCE

Technical assistance workshops will be provided by MCSC staff. All new Formula applicants and all Competitive applicants (regardless of status) are required to attend. Re-competing applicants are strongly encouraged to participate, as well. Workshop dates will be provided on MCSC's website.



CONTACT INFORMATION

Missouri Department of Economic Development
Missouri Community Service Commission
E-mail: mcsc@ded.mo.gov
Phone: (573) 751-7488 or (877) 210-7611
Website: www.movolunteers.org