UTAH AMERICORPS STATE

REQUEST FOR
FORMULA PROPOSALS
Program Year 2024-2025

Intent to Apply due March 19, 2024
Applications due April 12, 2024

2024-2025 Utah AmeriCorps State Funding Application Overview

AMERICORPS

AmeriCorps is a national service program that provides opportunities for citizens to serve their country in local communities. Each year participants of AmeriCorps, called members, join a local program and provide specific, intensive community services such as tutoring students who need extra help, teaching community residents about issues directly affecting them, and other services that strengthen communities. The grant award spans a three-year cycle but is renewed annually subject to performance reviews, availability of federal funds, and progress toward sustainability.

AmeriCorps is a program funded by the U. S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national organization supporting AmeriCorps is the AmeriCorps agency, formally known as the Corporation for National and Community Service (CNCS). The AmeriCorps agency receives AmeriCorps program funding from Congress and awards funding to state commissions, such as the Utah Commission on Service and Volunteerism (UServeUtah), to grant and oversee AmeriCorps programs in their state. For more information visit www.americorps.gov.

THE UTAH COMMISSION ON SERVICE AND VOLUNTEERISM (USERVEUTAH)

Founded in 1994, The Utah Commission on Service and Volunteerism (UServeUtah) is the state's central coordinating body for service and volunteerism and works to build and cultivate capacity, promote and inspire volunteerism, and recognize volunteer efforts. UServeUtah is responsible for developing, implementing, and sustaining a vision and culture of civic engagement and national and community service within the state.

UServeUtah invests in community-based organizations; convenes and mobilizes individuals, nonprofits, corporations, and government entities to link strategies related to service and volunteerism; builds the capacity of programs and agencies through training and technical assistance; and advocates for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs. Additional information on UServeUtah can be found on our website (userve.utah.gov) and through social media (Facebook, Instagram, and Twitter).

FUNDING OPPORTUNITY DESCRIPTION

What is the purpose of AmeriCorps State grants?

The purpose is to maximize the power of service and volunteering to improve lives in communities across the country. In the Edward M. Kennedy Serve America Act, Congress directed the AmeriCorps agency to focus AmeriCorps funding on unmet needs that AmeriCorps members can address in six key focus: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

For each of these priority areas, AmeriCorps has identified specific objectives and, in many cases, standard performance measures that AmeriCorps programs must meet. For extensive information on AmeriCorps funding goals, performance objectives, strategies, and priority measures, read the AmeriCorps Strategic Plan at: https://www.americorps.gov/sites/default/files/document/AmeriCorps-Strategic-Plan-2022-2026.pdf

AMERICORPS 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: Support for health needs within communities, including mitigating the impacts of 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.

STATE OF UTAH PRIORITIES

UServeUtah will be giving preference to programs that focus on:

- Efforts to promote physical, mental, and behavioral health. Including projects that assist local communities to address social media concerns for minors, and/or prevent interpersonal and community harm.   [Utah Home 1.3, 1.4, 1.6]
- Efforts that actively engage in expanding opportunity for all Utahns, including programming that expands AmeriCorps services to underserved populations including those in rural areas of the state. [Utah Home 1.5, 2.6]
- Efforts to provide support for vulnerable families so children have better opportunities for success, expand access to housing, and/or manage homelessness. [Utah Home 1.7, 2.2, 2.3]
- Efforts that respond to drought, and prepare for Utah's water future.   [Utah Home 2.1]

DIRECT SERVICE

According to [45 CFR § 2520.65](#) the AmeriCorps members supported under an AmeriCorps State grant may perform direct service activities that will advance the goals of a program, that will result in a specific identifiable service or improvement that otherwise would not be provided, and that are included in, or consistent with, a Corporation-approved grant application. Members' direct service activities must address local environmental, educational, public safety (including disaster preparedness and response), or other human needs. Direct service activities generally refer to activities that provide a direct, measurable benefit to an individual, a group, or a community.

Examples of the types of direct service activities AmeriCorps members may perform include, but are not limited to, the following:

- Tutoring children in reading;
- Helping to run an after-school program;
- Engaging in community clean-up projects;
- Providing health information to a vulnerable population;
- Teaching as part of a professional corps;
- Providing relief services to a community affected by a disaster; and
- Conducting a neighborhood watch program as part of a public safety effort.

CAPACITY BUILDING

In addition to direct service in the six Focus Areas described above, grants may also provide support for capacity-building activities for grantees. As a general rule, AmeriCorps considers capacity-building activities to be indirect services that enable AmeriCorps-supported organizations to provide more, better, and sustained direct services. Capacity-building activities cannot be solely intended to support the administration or operations of the organization.

Examples of capacity-building activities include, but are not limited to, the following:

- Recruiting and/or managing community volunteers.

- Implementing effective volunteer management practices.
- Completing community assessments that identify goals and recommendations.
- Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

PROGRAM REQUIREMENTS

Eligible Applicants: The following entities are eligible to apply for, implement, and operate an AmeriCorps program in Utah: non-profit organizations; institutions of higher education; state agencies; community or faith-based organizations; government entities within the state including cities, counties, and municipalities; or a partnership of any of the above entities. All UServeUtah AmeriCorps programs must operate solely in Utah, and all member service activities must take place in-state.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation
2. Organizing or engaging in protests, petitions, boycotts, or strikes
3. Assisting, promoting, or deterring union organizing
4. Impairing existing contracts for services or collective bargaining agreements
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
8. Providing a direct benefit to a. a business organized for profit, b. a labor union, c. a partisan political organization, d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive
10. Providing abortion services or referrals for receipt of such services
11. Such other activities as AmeriCorps may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds.

Unallowable Activities: In addition to the Prohibited Activities, the following restrictions also apply to the service of AmeriCorps members:

Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local

government agency in which such entity resides unless the entity complies with the following "nondisplacement" requirements. Note: In section below Corporation = AmeriCorps

Nondisplacement:
1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
   i. Will supplant the hiring of employed workers; or
   ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
   i. Presently employed worker;
   ii. Employee who recently resigned or was discharged;
   iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
   iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
   v. Employee who is on strike or who is being locked out.

Project Amount(s): Award amounts are based upon a cost per full-time AmeriCorps member service year or MSY (see specific amounts below under program type). Grant funds are awarded on a cost-reimbursement basis. Utah requires that applications reflect a minimum program size of 10 MSY. **AmeriCorps applications** **requesting less than 10 MSY (equivalent to 10 full-time AmeriCorps Members) will not be considered.**

Match Requirements: Applicants must meet an overall increasing match requirement according to the following table:

Funding Year	Years 1,2,3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Grantee Match	24%	26%	30%	34%	38%	42%	46%	50%

TYPES OF AMERICORPS PROGRAMS

There are four types of AmeriCorps programs offered through this funding opportunity: **Cost Reimbursement, Educational Award Only, Full-cost Fixed Amount, and Professional Corps.** The program types can be distinguished by the specific benefits offered through each program:

Cost Reimbursement

A cost reimbursement AmeriCorps program provides funding up to $25,000 per Member Service Year (MSY) to pay AmeriCorps members' benefits. Full-time AmeriCorps members in cost reimbursement programs receive a modest living allowance and healthcare coverage if not secured elsewhere. Additionally, they may

be eligible for childcare during their service. In exchange for their service, members receive an educational award to pay for college or repay student loans at approved institutions. An agency that applies for a cost reimbursement program must provide a cash and in-kind match to support its members.

Education Award Only (EAP)

An Education Award Only program provides members with an education award (scholarship) once they have fulfilled their commitment to the program. Unlike the AmeriCorps cost reimbursement program, no funding is provided for AmeriCorps members' living allowances or healthcare. Applicants can apply for up to $800 per MSY, or not more than $1,000 per MSY if at least 50 percent of the persons enrolled in the program are disadvantaged youth. Most AmeriCorps Education Award Only programs are existing volunteer programs that recruit work-study students, retired seniors, or volunteers who would not rely on a living allowance or healthcare to commit to the program.

Fixed Amount Grants (Non-EAP)

Applicants apply for a fixed amount of $25,000 or less per Member Service Year (MSY) and use their own or other resources for the remaining cost of the program. There is no match requirement for fixed-amount grants, but organizations must still raise the additional funds needed to run the program. Cost-reimbursement continuation applicants must submit a new application if they are interested in a fixed-amount grant. The AmeriCorps agency reserves the right to consider an applicant's continuation request if its fixed amount application is not funded.

Professional Corps

A Professional Corps program provides members with an education award (scholarship) once they have fulfilled their commitment to the program. Unlike the AmeriCorps cost reimbursement program, no funding is provided for AmeriCorps members' living allowances or healthcare. Applicants can apply for up to $1,000 per Member Service Year (MSY). Programs must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by the organization where the member serves and not included in the budget.

AMERICORPS MEMBER INFORMATION

Member Terms of Service

AmeriCorps members can serve in different capacities depending on the program design: (1) full-time members serve 1700 hours over a nine to twelve-month period; (2) reduced full-time members serve 1,200 hours; (3) half-time members serve 900 hours; (4) reduced half-time members serve 675 hours; (5) quarter- time members serve 450 hours, (6) minimum-time members serve 300 hours, and (7) abbreviated-time members serve 100 hours. See the AmeriCorps Member Benefits Chart below for more information on member benefits.

To determine the appropriate number of AmeriCorps members to request, consider the amount of time that each member will serve, the task or service the members will provide, and (for cost reimbursement programs) how much match funding the lead organization can provide.

Member Benefit Chart

Service Term	Minimum # of Hours	MSY	Minimum Living Allowance	Maximum Total Living Allowance	Education Award
Full-time	1,700	1.0	$18,700	$37,400	$7,395.00
Three Quarter-time	1,200	.70	n/a	$26,180	$5,176.50
Half-time	900	.50	n/a	$18,700	$3,697.50
Reduced Half-time	675	.381	n/a	$14,212	$2,817.14
Quarter-time	450	.265	n/a	$9,724	$1,956.35
Minimum-time	300	.212	n/a	$7,854	$1,565.08
Abbreviated-time	100	.056	n/a	$2,244	$416.17

*There is no requirement to pay a living allowance to less than full-time members. However, it is recommended that a living allowance be provided to support members and increase the likelihood that members will complete the program.

RESPONSIBILITY OF THE LEAD AGENCY

AmeriCorps programs should be viewed as an investment in the community. AmeriCorps grant funding is intended to serve as "seed money" for building the community's capacity to use volunteers in addressing community problems. Agencies can utilize AmeriCorps members to provide much-needed services that otherwise would be unmet due to the lack of necessary human resources. AmeriCorps programs are changing lives by increasing the number of citizens who have an opportunity to further their education and instilling in them the desire to give back to their community for a lifetime.

A lead agency operating an AmeriCorps program is responsible for the following:

- Recruiting, selecting, enrolling, placing, training, and managing AmeriCorps members.
- Developing partnerships with local disability organizations and providing reasonable accommodations for any member with a disability.
- Reporting to UServeUtah on program progress and fiscal progress.
- Identifying and hiring staff to manage the program.
- Meeting match requirements and being able to operate the program on a cost-reimbursement basis.
- Demonstrating broad community participation in planning to conduct and sustain service(s) when AmeriCorps funding ends.
- Integrating member living allowances and FICA taxes into agency or site payroll systems.
- Providing health care, worker's compensation, and liability insurance for members.
- Participating in the Program Director Orientation and periodic AmeriCorps Program Management Trainings, conference calls, or other UServeUtah training activities.
- Participating in national and state evaluation efforts.
- Applicants selected for funding must demonstrate that adequate financial accounting systems capable of segregating costs by funding sources are in place.
- Applicants selected for funding must adhere to state and federal regulations governing AmeriCorps funding.

REVIEW PROCESS AND SELECTION CRITERIA

Once the full proposal is submitted, it will be reviewed and scored by staff and peer reviewers. Reviewer scores and comments are presented to the AmeriCorps Committee of UServeUtah. Proposals selected by the AmeriCorps Committee will be notified of funding by May 2024.

In evaluating funding requests, reviewers will assess the program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category are listed below. Reviewers will measure your application narrative against these criteria, and weigh them accordingly. The reviewers' score comprises ~55% of the overall application score. The remaining ~45% is determined by the AmeriCorps Committee based on staff review, state priorities, state geographical location, community needs, and the programming needs of the portfolio.

Category	Percentage
Program Design	60%
Organizational Capability	25%
Cost Effectiveness/Budget Adequacy	15%

GENERAL SUBMISSION INFORMATION

Your application consists of the following components. Applicants must adhere to the specified page limits for each section. **A fillable PDF application form will be provided to you. The fillable form must be used and will capture all sections below except Item IV Program Narrative. The program narrative will be submitted through a Qualtrics survey.** The sections of the application are as follows:

   I.   Title Page

   II.   Executive Summary - 1 page - limited to 3,000 characters.

   III.   Logic Model Worksheet - 2 pages maximum.

   IV.   Performance Measurement Worksheet

   V.   Program Narrative

   VI.   Budget Proposal Worksheet

   VII.   Continuation Changes Narrative - 3 pages - limited to 9,000 characters.

   VIII.   Other Required Supporting Documents

Submission Deadlines:

Intent to Apply: Submitted to Commission by March 19, 2024 at 5:00 p.m. (MST)
The Notice of Intent to Apply must include contact information (organization name, address, contact person, email address, and phone number) and specify the type of grant you wish to apply for. Application materials will be posted at https://userve.utah.gov/americorps-grant-application-information/ following the Mandatory Applicant Information Sessions,

Full Application Deadline: Submitted by email before April 12, 2024 at 5:00 p.m. (MST)

Intent to apply and applications should be e-mailed to:
Greg Bates
UServeUtah
gregbates@utah.gov

Utah AmeriCorps State Program Application Instructions

This packet includes application instructions for the following:

New Programs - Applicant has not had AmeriCorps funding for at least the last 5 years.

Re-competing Programs - Current AmeriCorps grantee completing a third year of funding and applying for another three-year cycle of funding.

Continuing Programs - Current AmeriCorps grantees applying for the second or third year of a three-year grant funding cycle.

The narrative in your application for funding must meet two key requirements: (1) the narrative must be written addressing the components of an AmeriCorps program, in the order listed below and (2) the narrative must be written to adhere to the page limits listed. **The sections should be written in the manner detailed below.**

The narrative section of the application is your opportunity to convince reviewers that your project not only meets the selection criteria but addresses a critical need in the community. Below are some general recommendations to help you write a compelling and persuasive narrative.

- **Lead from your program strengths and be explicit -** Do not make the mistake of trying to incorporate each strategic focus area/initiative or priority articulated in the regulations or the *Notice of Funding Opportunity.*

- **Be clear and succinct -** Reviewers are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.

- **Avoid circular reasoning -** The problem you describe should not be defined as the lack of the solution you are proposing.

- **Explain the "how" of your program -** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.

- **Don't make assumptions -** Even if you have received AmeriCorps funding in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

- **Use an impartial proofreader -** Before you submit your application, let someone completely unfamiliar with your project read and critique the project narrative.

- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.**

- **Important:** Reviewers will not consider material submitted that is not requested in these application instructions. Applications must adhere to page and character limits as applicable. Narratives must be text only, please do not insert or submit any other supplementary materials such as videos, brochures, or any other item not requested in these application instructions. Submission of additional materials may disqualify the application.

I. **Title Page**

   Please complete the form included in the fillable PDF.

II. **Executive Summary (1 page maximum - limited to 3,000 characters)**

   Using the fillable PDF, provide a concise overview of your proposed program that summarizes the purpose, need, and planned AmeriCorps service activities to address the need, anticipated outcomes, and how you will measure these outcomes. Please include your organization's mission statement.

III. Logic Model Worksheet

Using the template in the fillable PDF, ensure that the logic model depicts:
- A summary of the community problem/need(s) to be outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - e.g. money, staff, AmeriCorps members, volunteers, time, supplies, technology, partners, etc.
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions, or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week/month)
  - 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).
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

IV. Performance Measurement Worksheet

Complete one Performance Measurement worksheet (fillable PDF) for the program's primary service activity. The outputs and outcomes identified in the worksheets should align with the impact described in the narrative. AmeriCorps has implemented national performance measures to better demonstrate impact in identified priority areas (Education, Healthy Futures, Environmental Stewardship, Veterans, Economic Opportunity, and Disaster Services).

All applications must include at least one aligned performance measure consisting of an output measure paired with an outcome measure that corresponds to the proposed primary intervention.This may be a National Performance Measure or an applicant-determined measure depending on the program's theory of change. Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure but may be selected in addition to the aligned measure(s).

All performance measures must reflect significant program activities whose outputs and outcomes are consistent with the applicant's core theory of change. Applicants are not expected to have performance measures for every program activity. AmeriCorps does not require applicants to use National Performance Measures but expects them to do so if National Performance Measures reflect key outputs and/or outcomes of the theory of change. Applicants may not create applicant determined outputs or outcomes that duplicate existing National Performance Measures.

2024 AmeriCorps Performance Measure Instructions can be accessed at:
https://americorps.gov/sites/default/files/document/FY%202024%20ASN%20Performance%20Measures%20FINAL.508.pdf

Additional information can be found on the AmeriCorps website that may help when creating your performance measures. This information may be accessed at:
https://www.americorps.gov/grantees-sponsors/state-commissions
Filter results by "Establish Performance Measures"

V. Program Narrative (Qualtrics survey)
All new and recompeting applicants must complete the program narrative in Qualtrics. Current programs applying for year two or three of a three-year grant cycle are considered to be in Continuation. **The program narrative (Qualtrics survey) is not required for a program in continuation status unless**

there is a proposed increase in total grant funding or MSY. All other application sections (I, II, III, IV, VI, VII, and VIII) must still be submitted.

Each application must clearly describe a project that will effectively deploy AmeriCorps members in direct service and/or capacity building to meet a significant community need. **The narrative section is not included as part of the fillable PDF. Please submit all components of the narrative section in the Qualtrics survey. You must adhere to individual character limits on each survey question. For reference, the narrative questions are as follows:**

Applicant's Name and Contact Information

Q1: Provide the legal name for the organization applying for the grant. If applicable, this should match the organization's information on eGrants and SAM.gov.

Q2. Provide the name and email address of the primary contact for this application at your organization.

Q3. Provide the name and email address of the secondary contact for this application at your organization.

1. ### *Section 1: Program Design (60% of Overall Score)*
   In assessing program design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to meet the identified community needs.

   Specifically, reviewers will assess the extent to which the applicant:

   - Provides persuasive evidence that the identified problem exists in the targeted community(ies).
   - Describes how AmeriCorps members are a highly effective means to solving the identified community needs, including the unique value added by AmeriCorps.
   - Describes how the interventions the AmeriCorps members and volunteers are or will be engaged in are both evidence-based and will have a measurable community impact. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence-based approach (e.g. performance data, research, theory of change).
   - Describes the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants.
   - Convincingly links four major elements: (1) the need(s) identified, (2) the intervention that will be carried out by AmeriCorps members and community volunteers, (3) how AmeriCorps members are particularly well-suited to deliver the intervention, and (4) the anticipated outcomes.

   Re-competing grantees must describe their efforts and impact to date, and provide persuasive evidence that they should continue to be funded. If a new applicant is already working to meet the community need identified in the application, the applicant should describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts. Please include the applicant's efforts and impact to date.

   In discussing how you will meet the criteria, please include your response to the following:

   a. **Compelling Community Need and Program Basics (30% of Section Score)**

      Q4.If your program design falls into one or more of the State of Utah priority areas, please describe how.

      Q5. Describe the community problem/need(s) you will be working on and why you chose this issue(s) to address. Describe the target community(ies) and provide evidence of the extent/severity of the problem/need within it(them). Explain why you selected the population(s) to be served.

   Program Overview: Theory of Change

The following questions address your theory of change and program design. Ensure that each of the following components are addressed in this section:

Q6. Clearly articulate the proposed intervention(s) that will be carried out by AmeriCorps members and community volunteers, including the design, target population(s), and roles of AmeriCorps members and leveraged volunteers.

Q7. Address the likelihood that the proposed intervention(s) will lead to the outcomes identified in your logic model worksheet, as supported by the best available research evidence. Also describe how the proposed outcomes represent meaningful progress in addressing the community need identified above.

Q8. Explain how AmeriCorps members are particularly well-suited to deliver the intervention(s) and how AmeriCorps members will produce significant and unique contributions to existing efforts to address the community's needs.

b. **Program Impact (30% of Section Score)**

Evidence-Basis

Q9. Describe how the intervention(s) the AmeriCorps members and volunteers will be engaged in are both evidence-based and will have a measurable community impact.

Performance Measurement

Q10. What is the overall change the proposed program aims to achieve by the end of the three-year grant cycle? What measurement tools will be used to track data related to outputs and outcomes? How will the program report this on an annual basis? Identify the target numbers that the program expects to reach for each output and outcome measure identified in the Performance Measure Worksheet for the application. How were the targets determined? Current programs must describe what impact the program has had so far and how successful it has been at addressing the identified problem/need.

Current Grantees: If you are a current grantee please describe your organization's experience in the proposed areas of activity. Include specific examples of your prior accomplishments and outcomes.

Volunteer Generation

Q11. Describe how the proposed program will recruit volunteers to expand the reach/impact in the community. How will volunteers help meet the identified community needs? What will be the role(s) of volunteers? What role will AmeriCorps members have in volunteer recruitment and management?

c. **Member Utilization (25% of Section Score)**

AmeriCorps Member Selection, Training, and Supervision

Q12. Describe your organization's plan for recruiting AmeriCorps members for your program. Describe how the applicants selected for your program will reflect the populations they serve. Describe any efforts that will be made to recruit members from the local communities served by your program.

Q13. Describe your organization's plan for member orientation, including how members will be introduced to AmeriCorps, to the community they will be serving, to their placement site, and to the service they will perform. Describe how you will ensure that the training provided to members will prepare them to perform all of the activities they will engage in during their term of service. Describe, as necessary, the ongoing training provided to members throughout their terms. What are the anticipated training topics and the timeline for member training? How and when will you ensure that members are aware of prohibited activities? What accommodations will be made to ensure a positive member experience for underrepresented populations and people with disabilities?

Q14. **Tutoring Program Requirements (Other program types, enter N/A):** Members who tutor must have a high school diploma, and complete high-quality, research-based pre-service and in-service training for tutors. If you are proposing to operate a tutoring program, describe how your process complies with AmeriCorps requirements for member tutoring qualifications. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program.

Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research-based, consistent with the instructional program of the local agency, and with state academic content standards [section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)], includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

Q15. Describe the proposed program's plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms. Specify who will supervise the AmeriCorps members and how supervisors will be selected. Explain how the program will provide training, oversight, and support to supervisors.

AmeriCorps Member Roles and Responsibilities

Q16. Describe what AmeriCorps members will do. Give examples of specific proposed member activities/interventions. Explain why AmeriCorps members are a highly effective means to address the identified community need. Describe the added value that the AmeriCorps members' service provides. List the number of members you are requesting. Describe what types of slots (service terms/length of AmeriCorps term) are needed for these members. Explain how the different slot types align with the program design and activities of the program.

d. Member Experience (15% of Section Score)

Q17. Describe the program components that enable the AmeriCorps members to have powerful service experiences that increase community impact and lead to continued civic participation. Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service to result in a quality member experience and promote a lifelong ethic of service and civic responsibility.

Q18. Describe how the program will ensure that members are aware they are AmeriCorps members and identify as such to community members, partners, and the general public. Explain how your program will foster a sense of connection and identity with the AmeriCorps brand. Describe how the program will connect its members with other AmeriCorps and national service participants in the local communities in which they serve, throughout the state, and nationally.

2. _Section 2: Organizational Capability (25% of Overall Score)_

Reviewers will assess the extent to which:

- The organization has the experience, staffing, and management structure to plan, implement, and evaluate the proposed program.
- The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
- The organization has secured or describes an effective plan for securing the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support.
- The organization has the ability and structure to ensure the program and its sub-grantees and/or service locations are in compliance with AmeriCorps rules and regulations including prohibited activities.

In discussing how you will meet the criteria, please include your response to the following:

a. Organizational Background and Experience

Q19. Describe the organization's mission and provide a brief history.

Q20. Describe your organization's experience raising funds to support service activities and initiatives.

Q21. List all sources of organizational funding, and indicate what percent the proposed AmeriCorps project represents in your organization's overall budget. Identify the percentage of your organization's current budget that comes from the AmeriCorps agency.

Q22. Describe your organization's prior experience administering AmeriCorps grants or other federal funds. If you have received support from the AmeriCorps agency during the last five years, please specify what type of support you received.

Q23. Explain your organization's management structure and how the board of directors (if applicable), administrators, and management staff will support your program. If you currently operate an AmeriCorps program, describe how it is integrated and supported within your organization. Provide evidence that you have managed the program well, performed satisfactorily, and have a record of compliance and responsiveness.

Q24. List each staff position that will work on the AmeriCorps program and state the percentage of effort for each position, as a percentage of a full-time employee, that will be devoted to the award. For cost-reimbursement grants, ensure that the information here is consistent with any positions that appear on the budget worksheet. Describe who will staff each of these positions, their relevant experience, and their specific roles. If positions are currently vacant, please describe the desired qualifications for each position.

Q25. Detail your plans for providing financial process and programmatic support at program service sites. This should include a plan for orientation, training and technical assistance, and monitoring for compliance.

b. Sustainability

Q26. Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Q27. Describe your community stakeholders and partners. Explain how they will be involved in planning and implementing the proposed program.

c. Compliance and Accountability

Q28. Describe how your organization will ensure compliance with AmeriCorps rules and regulations at the grantee, sub-grantee, and service site locations (where applicable).

Q29. Describe how your organization will prevent and detect compliance issues in general and specifically as they relate to prohibited activities. Explain how your organization will hold itself, sub-grantees, and service site locations accountable if instances of risk or noncompliance occur.

3. *Section 3: Cost Effectiveness and Budget Adequacy (15% of Overall Score)*

Reviewers will assess the extent to which:

Cost Reimbursement grants:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
- The requested funds do not exceed the maximum cost per Member Service Year (MSY) of $25,000.

EAPs and Fixed Amount grants:

- The amount requested per member. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed ($25,000-FT Fixed, $800-EAP, $1,000 Professional Corps) per MSY. The amount requested is a competitive factor in the selection process.
- The applicant's understanding of total program cost and capacity to raise additional resources beyond the fixed amount.

Diverse Non-Federal Support:

Q30. Demonstrate how the program has or will obtain diverse non-federal resources for program implementation and sustainability. Indicate the non-AmeriCorps grant resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. List the specific sources of the proposed program's matching funds for both in-kind and cash.

Budget Adequacy (Cost Reimbursement Grants)

Q31. Describe the adequacy of your budget to support your program design including how it is sufficient to support your program activities and how it aligns with program functions, goals, outputs, and outcomes.

Current Grantees, describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

Budget Adequacy (EAPs and Full-cost Fixed Grants)

The extent to which a current grantee is increasing its share of costs will not be considered in assessing a fixed-amount application. However, all other indicators described under Cost Effectiveness and Budget Adequacy apply and the section will be weighted 15% of the total application.

Q32. Describe how you will raise the resources needed to manage and operate an AmeriCorps program. Identify the total cost to operate the program, including both the AmeriCorps grant portion and grantee share, and how your program determined that amount. Explain whether the budget is sufficient to support your program activities and how it aligns with program functions, goals, outputs, and outcomes.

Keep in mind that AmeriCorps program costs include expenditures for living allowances, healthcare (for full-time members), and National Service Criminal History checks. Fixed Amount and Ed award programs are not required to report actual expenditures. However, you must demonstrate that you have planned for total costs. Reviewers will assess the adequacy of your plan to secure resources to support your program design.

Note: There is not a minimum living allowance requirement for education award only programs.

VI. Budget Proposal Worksheet

Your proposed budget should only reflect costs associated with the 2024-2025 program year and should be sufficient to allow you to perform the tasks described in your proposal narrative. Follow the detailed budget instructions below to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the attached Budget Worksheets.

All Applicants: Refer to the federal code of regulations and uniform guidance for further information on allowability:
- Statutes and Regulations: https://americorps.gov/about/agency-overview/statutes-regulations

- OMB Uniform Guidance: https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html

Key Budget Requirements:

- Total administrative costs must not exceed 5% of the total AmeriCorps funds requested.
- **USERveUtah will retain 2% of total AmeriCorps grant funds from each program for administrative costs.**
- Cost reimbursement budgets must meet minimum match requirements for operating and member support costs.
- Equipment costs must not exceed more than 10% of your total grant request amount.
- Applications requesting less than 10 Member Service Year (MSY), which is the equivalent of 10 full-time AmeriCorps Member positions, will not be considered.

Cost Reimbursement Grants: Follow the instructions in the _Detailed Budget Instructions for Cost Reimbursement Applicants_ below to prepare your detailed budget proposal worksheet. As you prepare your budget please consider the following:

- All the amounts you request must be defined for a particular purpose. Do not include "miscellaneous," "contingency," or other undefined budget amounts.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity being budgeted.
- Do not include fractional amounts (cents).
- Refer to the AmeriCorps Regulations and relevant Office of Management and Budget (OMB) guidance

Match Requirements: Applicants must meet an overall increasing match requirement according to the following table:

Funding Year	Years 1,2,3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Grantee Match	24%	26%	30%	34%	38%	42%	46%	50%

- The acceptable sources of matching funds include federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

- In the _Source of Match for All Sections_ table, identify each match source separately. Include dollar amounts for cash match from private, state, local, and federal funds, the source type, and amounts of in-kind support. Define all acronyms the first time they are used.

Note: AmeriCorps legislation permits the use of non-AmeriCorps federal funds as a match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency before submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees who use other federal funds as a match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as a match, you must ensure you can meet the requirements and purpose of both grants. Grantees who use federal funds as a match will be required to report the sources and amounts when submitting their required financial reporting.

Fixed Amount and Education Award Only Program Grants: Follow the instructions in the _Detailed Budget Instructions for EAP/Fixed Amount Applicants_ to prepare your budget.

VII. Continuation Changes Narrative
This section must be completed by all continuation programs. A program is in continuation when the year it is applying for will be year two or three of a program's three-year grant cycle. **New and recompeting applicants will enter N/A in this section and move on to section VIII**.

For continuation programs that are requesting an increase in total grant funds and/or MSY the full

Qualtrics program narrative described in section V must be completed. Enter "See narrative." in this section and move on to step VIII. In the event that the expansion request is not approved you will be asked to detail any continuation changes when entering your application into eGrants.

UServeUtah and AmeriCorps expect that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request changes that fall into the categories listed below during the continuation process. **Detailed but concise information should be provided in the Continuation Changes narrative field as relevant.**

- Changes in MSY or Slot Types;
- Changes in operating sites;
- Significant changes in program scope or design;
- Changes to performance measures including targets;
- Significant changes to monitoring structures or staffing;
- Budget revisions (detail provided in section VII);
- **Right-sizing (see policy below).**

The page limit for the Continuation Changes field is three pages (provided in the fillable PDF). Any continuation applicant not requesting changes that fall into the above categories should enter N/A in Continuation Changes. UServeUtah expects that most continuation applications will not be requesting changes.

Continuation Right Sizing Policy:

As stated in the UServeUtah AmeriCorps Program Director Manual:

AmeriCorps expects programs to fill 100% of the slots that they are awarded. A written explanation must be provided during the October and April progress reporting cycles for any rate below 100%. The program must also provide a detailed explanation of what is being done to improve the enrollment rate. Failure to meet the enrollment rate may affect funding decisions.

Programs that failed to meet the expectation in the program year with the most recently closed enrollment window are required to do a critical assessment of their request for MSY/slots and only request what they realistically can fill. This may result in a decrease in the number of MSY/slots requested, however, programs can not decrease their total request below 10 MSY.

Programs that have not met the enrollment expectation as described above may request a higher cost per MSY if the increase is tied to recruitment-related expenses or an increase in living allowances directed at improving enrollment. Continuation programs may do so through the continuation changes narrative without a full application if there is not an increase to the total grant amount. This would require the continuation program to decrease MSY to reallocate grant funds. Programs may not exceed the maximum cost per MSY or maximum living allowances identified in the application instructions.

Requests for additional MSY/slots made by programs that have not met their enrollment expectations may be considered but must include a clear explanation in the application narrative as to why the enrollment expectation was not met in the previous enrollment period and how the issue has been addressed. Previous enrollment rates will be considered in the grant review process for all programs, especially those requesting an increase in MSY/slots.

The Commission reserves the right to decline any proposed changes. The Commission also reserves the right to review, adjust, and/or decline funding for programs that have significant compliance issues as identified by UServeUtah staff.

VIII. Other Required Supporting Documents

- Evaluation plan (Current grantees recompeting for a new three-year cycle only)
- Organizational chart identifying where the program will or does fit into the parent organization, including leadership.
- Resumes and position descriptions for all grant and fiscal management staff who would contribute to the

proposed AmeriCorps program
- Financial policies and procedures
- Confirmation of general liability insurance coverage
- Most recent audit and/or financial statements.
    - Federal audit requirements are found in [2 CFR Part 200, Subpart F](#). Any non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year according to the provisions of this part.
    - State audit requirements are found on the [State Auditor's website](#).
- *General Assessment Questionnaire* (new applicants only)
    - Organizations that have not previously received AmeriCorps grant funding from UServeUtah must complete the *General Assessment Questionnaire* available on the grant application page: https://userve.utah.gov/americorps-grant-application-information/

- This certification is to assure UServeUtah that the contracted agency has adequate administrative procedures in place to ensure that funds disbursed by UServeUtah will be safeguarded as required by federal regulations. UServeUtah reserves the right to conduct on-site monitoring of contracted service providers as it deems necessary.

- If available, please provide:
    - AmeriCorps program recruitment plan
    - AmeriCorps pre-service orientation agenda
    - Annual member training plan
    - Sub-site orientation and training plan
    - Sub-site agreements/memorandum of understanding
    - Subsite monitoring plan, schedule, and instrument
    - National Criminal History Check policy and procedures
    - Annual NSCHC training certificates
    - Annual Key Concepts of Financial Grants Management Training certificates
    - Living Allowance Distribution policy

Complete supporting documents must be submitted via email to gregbates@utah.gov by the application deadline of April 12, 2024, at 5:00 pm (MST).

Detailed Budget Instructions for Cost Reimbursement Applicants

These instructions do not apply to applicants for EAP and Fixed Amount Pilot grants. Please see Appendix D for detailed budget instructions for Fixed Amount Grants.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "Grant," and "Match" for Parts A-I, for Year 1 of the grant, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as a percentage of FTE devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either AmeriCorps or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

UServeUtah requires that each program allocates the equivalent of at least one full-time staff person (1 FTE) to manage/supervise the program. Please note that all employees listed on the budget either as match or grant-funded must undergo the National Service Criminal History Check BEFORE charging any costs to the grant.

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff Travel

Describe the purpose for which program staff members will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/ staff.

UServeUtah expects all applicants to include funds in this line item for travel for program staff to attend the America's Service Commissions (ASC) National Service Training in person. Travel funds should be budgeted for at least one staff member, especially new staff, to attend the training as well as pre-conference events (if applicable). UServeUtah requires all applicants to include funds in this section for staff travel expenses at a minimum of $1500.

Please itemize the costs. For example:

Two staff members will attend the annual ASC National Service Training

2 staff x ($700 airfare + $50 ground transportation + $600 lodging for three nights + $162 GSA per diem for three days) = $3,024 for the ASC National Service Training.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for

vehicle use, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

Costs associated with member travel (mileage and lodging) for required state member training, including the mandatory annual member gathering, are the responsibility of the program. Please budget accordingly for these costs in this section. Other costs associated with member training such as registration fees and training materials should be budgeted in section G.2. Member Training.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

AmeriCorps members must wear an AmeriCorps logo daily – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense.

Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-AmeriCorps funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Grant funds may not be used to cover the cost of writing a federal grant application. There is not a maximum daily rate.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

UServeUtah requires at least one (1) staff person per program to attend all scheduled Quarterly Program Director Training Meetings. If multiple staff members are responsible for managing different aspects of the program, all relevant individuals must attend every meeting. Funds must be included in this line item for two (2) In-Person Program Director Training Meetings at a minimum of $150 per person per training. For example, one person attending two meetings equals $300, two people equals $600. Programs are not required to budget funds for the other two quarterly meetings to be held virtually.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

The Commission has set the following evaluation policy:

For all grantees, evaluation requirements for grantees can be found in the AmeriCorps regulations: 45 CFR §§2522.500-.540 and .700-.740.

Cost Reimbursement and Full-Cost Fixed Grants whose AmeriCorps funding is less than $500,000 must complete an internal evaluation. All Education Award and No Cost Slots Grants are also required to complete internal evaluations.

Cost Reimbursement and Full-Cost Fixed Grants whose AmeriCorps funding is equal to or more than $500,000 are required to arrange for an independent (external) impact evaluation.

During the first three-year grant cycle (whether formula or competitive), no evaluation is required. However, programs should build strong data collection systems and begin the evaluation planning process.

When a program recompetes for a second three-year grant cycle, an evaluation plan must be submitted with the application. For competitive grantees, this plan must be approved by the AmeriCorps agency. For formula grantees, this plan must be approved by UServeUtah staff. An evaluation must be completed during each subsequent grant cycle.

Programs must abide by the following evaluation requirements:

• Must evaluate significant service activities
• Must cover at least one year of AmeriCorps-funded activity for the same project
• Must include site(s) supported under the grant
• Must align with the approved evaluation plan
• Must produce a report that adequately describes the evaluation conducted

I. Other Program Operating Costs
Allowable costs in this budget category should include when applicable:
- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably prorated and allocated between the activities or projects.
- Utilities, telephone, internet, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably prorated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts

and/or food in an entertainment/event setting are not allowable costs. Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures.

- Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures.

Section II. Member Costs

Member Costs are identified as "Living Allowance" and "Member Support Costs." Your required match can be federal, state, local, or private sector funds.

A. Living Allowance

The narrative should identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, and minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the Federal AmeriCorps grant share and grantee match.

Members – Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Service Term	Minimum # of Hours	MSY	Minimum Living Allowance	Maximum Total Living Allowance	Education Award
Full-time	1,700	1.0	$18,700	$37,400	$7,395.00
Three Quarter-time	1,200	.70	n/a	$26,180	$5,176.50
Half-time	900	.50	n/a	$18,700	$3,697.50
Reduced Half-time	675	.381	n/a	$14,212	$2,817.14
Quarter-time	450	.265	n/a	$9,724	$1,956.35
Minimum-time	300	.212	n/a	$7,854	$1,565.08
Abbreviated-time	100	.056	n/a	$2,244	$416.17

Note: There is no requirement to pay a living allowance to less than full-time members. However, recruitment will be heavily affected by the amount offered.

Calculating Total Member Service Years (MSY):			
Member Positions	**Number Members**	**Multiplier**	**MSY**
Full-time (1700 hours)	_____	x 1.0	= _____
Reduced Full-time (1200 hours)	_____	x 0.700	= _____
Half-time (900 hours)	_____	x 0.500	= _____
Reduced half-time (675 hours)	_____	x 0.3809524	= _____
Quarter-time (450 hours)	_____	x 0.26455027	= _____
Minimum-time (300 hours)	_____	x 0.21164022	= _____
Abbreviated-Time (100 Hours)	_____	x 0.05627705	= _____
		Total MSY	= _____

Maximum Cost Reimbursement Grant Request:		
Total MSY	Maximum Cost Per MSY	Maximum Grant Request
_____	x $25,000	= _____
The grant amount requested can be dispersed as you choose across the three budget sections. You cannot exceed the maximum cost per MSY.		

Consistent with state law you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note this in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker's Compensation.** Utah state law requires worker's compensation for AmeriCorps members.

- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but you cannot include the cost in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time members, please confirm all full-time members will have access to coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. *Under the Utah administrative code, the AmeriCorps living allowance meets the definition of a stipend and does not count as wages. As a result, unemployment insurance premiums for members are not required, are not an allowable cost, and should not be budgeted.*

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Uniform Guidance.

Options for Calculating Administrative/Indirect Costs (choose either A or B)

Applicants can choose to use one of two methods to calculate allowable administrative costs – an AmeriCorps fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited by statute to 5% of the total Corporation funds expended under this grant. Do not create additional lines in this category.

Regardless of the method used to calculate administrative costs, you must budget a portion of your Corporation monies to be used by UServeUtah in administering its sub-grantees. Sub-grantees must set aside 2% of the total funding (or 2/5 of the administrative costs) for administering sub-grantees by UServeUtah. The subgrantee's portion must not exceed the remaining 3% portion of the maximum Corporation share. Both the commission

and subgrantee portions of the Corporation's share of administrative costs should be requested in the subgrantee's budget.

A. AmeriCorps-Fixed Percentage Method (Five/Ten Percent Fixed Administrative Costs Option)

The AmeriCorps-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and documentation supporting the allocation. If you choose the AmeriCorps-fixed percentage rate method (Section III.A. in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the AmeriCorps funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum AmeriCorps share (grant) for Section III: Multiply the sum of the AmeriCorps funding shares (grant) of Sections I and II by 0.0526. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established.

2. UServeUtah retains two-fifths of the 5% AmeriCorps share allowed under AmeriCorps State grants. To calculate the fractional shares, within Section III of the subgrant budget, two-fifths (40%) of the federal dollars budgeted for administrative costs are allocated to the Commission's share, and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the subgrantee's share. The allocation between Commission and Subgrantee shares is calculated as follows:

   How to Calculate 5% TOTAL Administrative Costs:

   Maximum AmeriCorps (Grant) Share of Administrative Costs:
   (Grant Subtotal Section I + Grant Subtotal Section II) * .0526 = Total Grant Share of Admin Costs

   Commission Share:
   Total Grant Share of Admin Costs * .40 = Commission Share of Administrative Grant Funds

   Subgrantee Share:
   Total Grant Share of Admin Costs * .60 = Subgrantee Share of Administrative Grant Funds

3. **To determine the Grantee Share (Match) for Section III:**
   Multiply the total (both AmeriCorps and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the Grantee Share (Match) for Section III.A.

4. Enter the sum of the AmeriCorps (Grant) and Grantee (Match) shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the AmeriCorps share: Multiply the sum of the AmeriCorps funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the AmeriCorps share of indirect costs. Use the same calculations as A.2. above to determine the Commission and Subgrantee Share of the AmeriCorps share.
3. To determine the Match share: Subtract the amount calculated in step 2 (the AmeriCorps share) from the amount calculated in Step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as a match for administrative costs.

Reminder: Grantees are required to meet an overall matching rate that increases over time (see chart below). You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained.

Funding Year	Years 1,2,3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Grantee Match	24%	26%	30%	34%	38%	42%	46%	50%

Source of Match

Complete the Source of Match section that appears after Budget Section III as follows:

1. Enter a brief description of each source match funding.
2. Enter the dollar amount you are claiming for each match source in the Amount column.
3. Use the dropdown in the Type of Match column to specify the match classification (secured cash, proposed cash, secured in-kind, or proposed in-kind)
4. Use the dropdown to select the source type (Private, State/Local, or Federal).
5. In the Source column identify the source of the current or expected funding.

Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share (Match) amount.

Member Benefits Not Included in the Budget:

The following member benefits are available separately from the program's budget and should not appear in your budget calculations:

1. Value of the Segal Education Awards that members earn for their service.
2. Childcare benefits that are available to eligible full-time members.

Detailed Budget Instructions for EAP/Fixed Amount Applicants

These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs) and Fixed Amount programs.

EAP and Fixed Amount applicants may only request a fixed amount of funding per MSY. Therefore, fixed-amount applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP and other fixed-amount grant applicants.

EAP/Fixed Amount Budget Expectations

We expect all applicants to plan funds for travel for program staff to attend the America's Service Commissions (ASC) National Service Training. Programs are responsible for the costs to send at least one staff member, especially new staff, to attend the training as well as pre-conference events (if applicable).

Costs associated with member travel (mileage and lodging) for required state member training, including the mandatory annual member gathering, are the responsibility of the program.

UServeUtah requires at least one (1) staff person per program to attend all scheduled Quarterly Program Director Training Meetings. If multiple staff members are responsible for managing different aspects of the program, all relevant individuals must attend every meeting. Any associated costs are the responsibility of the program.

Costs associated with member travel (mileage) and lodging for required state member training events, including the mandatory annual member gathering, are the responsibility of the program.

Please plan accordingly.

A. Instructions for Fixed Amount Applicant Budget Worksheet

Additional Fixed Amount Budget Expectation

UServeUtah requires that each Fixed-Amount Program allocates the equivalent of at least one full-time staff person (1 FTE) to manage fixed-amount grant programs.

Complete the budget worksheet as follows:

1. Enter the number of each position type you are requesting, under the Member Slots column.
2. Enter the requested cost per MSY. Fixed amount applicants may request up to $25,000 per member service year (MSY).
3. Enter the proposed living allowance for each slot type that will be utilized.

B. Instructions for Education Award Program (EAP) Budget Worksheet

Complete the budget worksheet as follows:

1. Enter the number of each position type you are requesting, under the Member Slots column.
2. Enter the requested cost per MSY. Applicants can apply for up to $800 per MSY or not more than $1,000 per MSY if at least 50 percent of the persons enrolled in the program are disadvantaged youth.
3. Enter the proposed living allowance for each slot type that will be utilized.

UTAH COMPLIANCE REQUIREMENTS FOR AMERICORPS APPLICATIONS

Specific aspects of the 2024 AmeriCorps State Application Instructions that apply to Utah State are as follows:

- Programs applying for Utah State AmeriCorps funding MUST NOT exceed the maximum cost per MSY for the applicable program type requested in the application.

- All new program models MUST support a minimum of 10 full-time members or the part-time equivalent thereof.

Applicants must:

❑ Submit a notice of Intent to Apply to the email below by March 19, 2024:

Greg Bates, UServeUtah: gregbates@utah.gov

❑ Submit the completed application form via e-mail by 5:00 P.M. MST on April 12, 2024.

❑ Organize the application in the sequence outlined in the Application Instructions packet and fillable PDF.

❑ Adhere to any specified page and/or word limits.

❑ Refrain from submitting supplementary materials **<u>except</u>** those required in Section VII. Other Required Supporting Documents. Submission of items such as annual reports, videos, brochures, letters of support, etc. may disqualify the application.