



State of Alaska

Department of Commerce, Community, and Economic Development

Division of Community and Regional Affairs

Serve Alaska, State Service Commission

**FY 2021 COMPETITIVE
AMERICORPS STATE AND NATIONAL GRANTS**

REQUEST FOR PROPOSALS (RFP)

**SOLICITATION NUMBER: 21AC-C
ASSISTANCE LISTING NUMBER: 94.006**

DATE OF ISSUE: [DATE]

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Overview

This Serve Alaska RFP is an overview of the process for submitting AmeriCorps applications. The federal agency that oversees and funds AmeriCorps programs is the Corporation for National and Community Service (CNCS). This RFP should be read in conjunction with the 2021 Notice of Funding Opportunity (*Notice*), the 2021 Mandatory Supplemental Information and the 2021 Application Instructions for a complete picture of the grant/application needs and expectations. The complete FY 2021 AmeriCorps State and National Grants funding opportunity documents can be found here: <https://www.nationalservice.gov/grants-funding/funding-resources/cncs-funding-opportunities-resources>.

NOTE: in FY2021-22 there are five new (see below) Federal Funding Priorities

Notices of Intent are DUE (4 pm) September 25, 2020

Applications are DUE (4 pm) October 26, 2020

DO NOT follow any timeline other than what is in this RFP. See the [RFP Timeline](#).

Purpose of AmeriCorps Funding: The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses, and apply to qualified student loans.

Eligible Applicants

The following non-federal entities (all of which are defined in 2 CFR 200.1) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

CNCS encourages organizations that have not received prior funding from CNCS to apply. In addition to being eligible to apply under this *Notice*, federally recognized Indian Tribes may also be eligible to apply under a separate Notice of Federal Funding Opportunity for Indian Tribes

for operating or planning grants traditionally with an application deadline in the spring. CNCS may request applicants apply under the Tribal competition rather than this *Notice*.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

Reallocation of Funding

Serve Alaska and CNCS reserves the right to reallocate funding in the event of disaster or other compelling need for service.

Types of Grants

The only funding available with this RFP/ *Notice* are full programmatic AmeriCorps grants. AmeriCorps grants can be awarded on a cost reimbursement or full-cost fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Fixed Amount grants.

New or Re-Compete Applications: These types of programmatic grants are applying for first-year funding of a new program, or fourth-year funding of an existing program. Both types of grants will go through a competitive and complete review by Serve Alaska. If approved at the state level, the New/ Re-compete grants will go through a second review at the national level. Please consult the Application Instructions for more information.

All new and recompeting applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS) located at: <https://www.nationalservice.gov/resources/financial-management/financial-and-grants-management> - select Applicant Operational and Financial Management Survey under the Pre-Award/Application Certification Forms Section. Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted by CNCS.

Continuation Applications: Organizations that have AmeriCorps awards that are currently in their first or second year of operation must submit an application in order to be eligible to receive funding for the consecutive year. These grants only report on 'continuation changes' (how the program is different from the previous year) and edit of the operating budget, if necessary. Performance Measure edits may be allowed. Please consult the *Notice* and Application Instructions for more information.

EAP (Education Award Programs): This type of program has to do with the budget type and can be part of a New, Re-Compete or Continuation funding cycle. Organizations wishing to participate in an EAP program are eligible to apply for a small grant and use their own resources for the members' living allowance and program costs. Per 42 U.S.C. 12581a, grant funds may provide the operational support under this section for a program in an amount that is not more

than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth. There is no match requirement for EAP grants.

Funds for all Member supported grants are connected to the number of AmeriCorps Members recruited and retained (except EAP). Programs should make every effort to recruit the number of Members requested. Inability to recruit and retain at least 75% of requested Members will likely have an impact on the amount of the grant funds available to the program. Decision on budget reduction due to inadequate recruitment and retention is at the discretion of Serve Alaska. There will be discussion with the program prior to any budget reduction.

A program's recruitment and retention rates may be factors in future funding decisions.

Timeline and Deadlines- New and Re-Compete

Request for Proposal (RFP) Timeline

Timeline for 2021-22 Competitive Funding (FY21AC-C)	Dates
AmeriCorps RFP Released	September 11, 2020
Notices of Intent Due by 4pm	September 25, 2020
Mandatory Pre-Application Teleconference at 10am	September 29, 2020
Draft Theory of Change Matrix Due by 4pm	October 9, 2020
Applications Submitted in CNCS's eGrants by 4pm	October 26, 2020
Application Clarification Period	November 12-November 23, 2020
Applications Re-submitted in eGrants by 4pm	November 24, 2020
Commission Decision on Funding	December 9, 2020
Applicants Notified of Status	December 10, 2020
Appeals Due by 4pm	December 18, 2020
CNCS Funding Announcements	Mid-May 2021

Notice of Intent to Apply (NOIA):

Each program that will be applying through Serve Alaska (re-competes and new applicants) for an AmeriCorps grant **must** complete a "Notice of Intent to Apply." Submit the NOIA utilizing the form attached to this RFP to: Serve.Alaska@alaska.gov.

This notice must include:

1. *Summary (one or two paragraphs) of what the program is proposing*
2. *Number of AmeriCorps members the program is expecting to enroll*
3. *Performance Measure(s)*
4. *A general budget (not detailed)*
5. *Include estimated match source(s)*

The NOIA does not commit an organization to apply, but ensures that agencies interested in applying receive all documents and information.

DRAFT Theory of Change (TOC) and Logic Model:

Due October 9 by 4pm. Each new or re-competing program that will apply, must submit a DRAFT Theory of Change and Logic Model via email to: Serve.Alaska@alaska.gov. A TOC Matrix form is attached to this RFP. Additional documents and trainings addressing the TOC can be found here: <https://www.nationalservice.gov/resources/performance-measurement/designing-effective-action-change>. If more TOC information is needed, please contact Serve Alaska. Applications submitted without a TOC matrix will be considered non-compliant and will not be reviewed. The TOC matrix may be submitted earlier than the due date. Serve Alaska will review the draft TOC document and help the applicant strengthen the TOC if necessary.

Deadlines

Deadlines listed in this RFP must be followed. If a deadline cannot be met, and prior to any deadline, applicants must submit an email explaining the extenuating circumstance which caused the delay. Such notice must be sent to Serve Alaska via email to serve.alaska@alaska.gov. If email is not available, use the phone number listed below in the Contact Person section. Missed deadlines are evaluated on a case-by-case basis. Any exceptions/ approval of extension requires written approval by Serve Alaska.

Application Process

On or before October 26, 2020, applications must be entered into CNCS's eGrants (<https://www.nationalservice.gov/grants-funding/funding-resources/egrants>). Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries. Application content considered in determining page limit compliance includes the SF 424 Facesheet, Executive Summary, and the Narrative portions contained in the Program Design, Organizational Capability, and Cost Effectiveness and Budget Adequacy. CNCS will consider the number of pages only as they print out from the "Review" tab in CNCS's eGrants (where you will see the "View/Print your application" heading). Serve Alaska strongly encourages applicants to print out the application from the "Review and Submit" page prior to submission to check that the application does not exceed the page limit. This limit does not include the narrative portion of the evaluation plan or the Budget, Performance Measures, or the supplementary materials, if applicable.

The Logic Model may not exceed three pages when printed with the application from the "Review" tab in CNCS's eGrants.

Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table on page 12 of the *Notice*. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS and/or grantee share.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Maximum Cost per Member Service Year (MSY)

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

New and re-competing sub-grantees/applicants will be held to the maximum cost per MSY for their grant type. More information on Cost per MSY can be found starting on page 12 of the *Notice*. Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Information) 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.

Application Review Process

Review Criteria

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
Organizational Capability	25
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
Cost Effectiveness and Budget Adequacy	25

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Serve Alaska urges applicants to submit high quality applications that carefully follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Serve Alaska's Review Committee will review submitted applications and give feedback to the applicant. Some of the feedback requires edits to the application, while others are suggestions for strengthening. This process is called 'Application Clarification' (see timeline). During clarification, the applicant will take the Review Committee comments and incorporate them into the application.

After the applicant re-submits into CNCS's eGrants, the Review Committee will assess the applications a final time to ensure required elements have been incorporated. The Review Committee will also ensure the scope of the project has not been substantially altered between the two submission times. The Review Committee, based on the content of the re-submitted application, will then recommend applications to advance to the national-competitive level.

Reviewers will not consider submitted material that is over the page limits in the printed application, even if CNCS's eGrants allows an applicant to enter and submit text over the limit. This applies to both the application page limit and the logic model page limit. Do not submit other items not requested in the *Notice*, Application Instructions or this RFP. Serve Alaska will not review or return them.

New or Re-Compete Application Process

Please use the following guidelines if you are a new or re-competing applicant applying for the following grants: AmeriCorps State and /or State Education Award Program (EAP). Applications will only be accepted electronically, via CNCS's eGrants. *Continuation proposals (grants currently in year 1 or 2 of their cycle) please review the next section 'Continuation Application Process'.* **For complete application instructions, refer to the 2021 Application Instructions found here:** <https://www.nationalservice.gov/grants-funding/funding-resources/cncs-funding-opportunities-resources>.

The application deadline for this competition (new, re-compete and continuation applications) is **October 26, 2020 by 4:00 pm Alaska Time.**

State of Alaska Contact Person:

All correspondence having to do with this RFP shall be sent to:

Jill Furbish Grant Administrator II
Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs, Serve Alaska
550 W 7th Ave, Suite 1640
Anchorage, Alaska 99501-3569
Serve.Alaska@alaska.gov
Phone: (907) 269-6720

CNCS and Serve Alaska require that all applicants make every effort to submit their applications electronically utilizing the CNCS's eGrants. ***All requirements described herein apply to electronic applications. If you cannot apply electronically, due to extenuating circumstances, you must contact Serve Alaska immediately.***

Mandatory Pre-Application Teleconference

A mandatory Pre-Application Teleconference for new and re-competing applications will be held on **September 29** at 10 AM. A call-in number will be sent out to those organizations having submitted the Notice of Intent to Apply. If you have any questions, contact Serve Alaska at serve.alaska@alaska.gov.

Continuation Application Process

Continuation Timeline

Timeline for 2021-22 Competitive Funding	Dates
AmeriCorps RFP Released	September 11, 2020
Continuation Changes Due in eGrants by 4pm	October 26, 2020
Application Clarification Period	November 12-November 23, 2020
Applications Re-submitted in eGrants by 4pm	November 24, 2020
CNCS Funding Announcements	May 1, 2021

Applications applying for the second or third year of funding are considered ‘continuation applications.’ As long as the program is in good standing with Serve Alaska (reports are submitted on time, monitoring visits and desk audits show minor, correctable issues and risk assessment has not increased, for example) the program can submit a ‘continuation’ application. Please refer to the 2021 ASN Application Instructions for more information.

Federal Funding Priorities

Starting on page 1 of the *Notice* and page 2 of the Mandatory Supplemental Information, CNCS seeks to prioritize with the investment of national service resources in the following areas:

- **NEW** 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
- **NEW** Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities
- In order to qualify for the following priorities; Economic Opportunity, Education, and Healthy Futures applicants are assessed as having Moderate or Strong evidence. See evidence-based interventions on the CNCS Evidence Exchange
<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>
 - Economic Opportunity – a program model that increases economic opportunities for communities by preparing people for the workforce.
 - Education - evidence-based interventions on the CNCS Evidence Exchange.
 - Healthy Futures - a program model that reduces and/or prevents prescription drug and opioid abuse.
- 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.
- **NEW** Programs that reduce child poverty.
- **NEW** Environmental Stewardship
- **NEW** 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 (See Attachment A)

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes, and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

Serve Alaska Funding Priorities

A prime focus of Serve Alaska, as directed by the agency's Commission, is to address the unmet needs of underserved communities. Reviewers will assess Program Design, particularly focusing on evidence-basis for the proposed solution(s) to the identified community problem(s), appropriateness of national service as a solution, and potential quality of the member experience; Organizational Capability; and Cost Effectiveness and Budget Adequacy.

Administrative and National Service Policy Requirements:

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in [2 CFR Parts 200](#) and [2205](#). This *RFP* should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the *Notice*, Mandatory Supplemental Information, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The documents can be found at <https://www.nationalservice.gov/grants-funding/funding-resources/cncs-funding-opportunities-resources>.

The *Notice* includes eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY), and other information that changes each year for all AmeriCorps grant programs.

Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested. Serve Alaska will not review or return them.

Documents that Govern the Grant

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions. Serve Alaska RFP and grant agreement are also included in the governing documents.

CNCS Terms and Conditions

All awards made under this *Notice* will be subject to the FY 2021 CNCS General Terms and Conditions, and the FY 2021 AmeriCorps Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Program Specific Terms and Conditions for each of its programs is available at:

<https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>.

National Service Criminal History Check Requirements (45 CFR 2540.200–2540.207)

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Grantees should utilize the two vendors CNCS has engaged to conduct the required NSCHCs. Information regarding use of these two vendors can be found at

<https://www.nationalservice.gov/documents/2018/nschc-using-fieldprint-and-truescreen-manual>. Failure to conduct compliant NSCHC may result in significant disallowed costs.

Pre-Award Risk Assessment

Risk assessments are a requirement under 2 CFR 200 regulations. The information contained in the assessment is intended to help the Commission understand the agency/organization and to evaluate its overall operational and financial controls.

Serve Alaska will conduct a pre-award risk assessment regarding financial and organizational capacity to administer federal grants with each new agency submitting an AmeriCorps application for funding. Serve Alaska will review all assessments prior to awarding a grant. If Serve Alaska determines that an applicant's operational and financial controls are deficient, the Commission may postpone the grant award until sufficient corrective action is completed or may refrain from awarding the grant altogether. Monitoring timelines will be created in consideration of pre-award risk assessment results.

Other Information

Threshold Issues

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying.

- Professional Corps applicants and/or applicants determined to be a Professional Corps by CNCS must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.

- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria to be considered for funding.

Strategic Considerations:

The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations listed below. Based on the evaluation of the strategic considerations, CNCS may assess applications to be selected for funding over applications with a greater degree of alignment with the review criteria.

- Meaningful representation of
 - Geographic diversity
 - Rural communities (see definition in Mandatory Supplemental Information)
 - Single and multi-state programs
 - Faith-based organizations
 - Focus area representation
- CNCS *Notice* Funding Priorities

Applicants must check the relevant boxes in the Program Information tab in eGrants in order to be considered for CNCS's assessment of the strategic considerations. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

RFP Requirements:

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications may not be considered. All additional required documents that are not possible to place in CNCS's eGrants are due by the application deadline. Serve Alaska specific documents are included are noted in 'Required Additional Documents' below.

All documents should be attached to an email and sent to Serve.Alaska@alaska.gov. Your email subject should include your organization name and Application ID number (assigned in CNCS's eGrants). **Do NOT send documents directly to CNCS.**

Required Additional Documents: (due October 26, 2020 unless noted)

- Serve Alaska Documents Checklist, completed
- Draft Theory of Change and Logic Model (due October 9)
- Evidence Base supporting reports/studies/briefs (if applicable)
- Evaluation Report (competitive re-competing applicants)
- Letters from all consortium members (for Rural Intermediaries)
- Most recent single audit report or financial statements (new)

- Operational and Financial Management Survey (OFMS) (new and recompeting)

Requirement Specific for Serve Alaska State Programs:

When submitting the required documents, use the relevant forms from the RFP packet to describe how you will fulfill any of the Serve Alaska requirements or focus areas.

Days of Service:

Each year-round program is required to *organize* and have members participate in at least THREE National Days of Service during their program year. Ideally these National Days of Service, and/or AmeriCorps Member(s) would encourage esprit de corps among members. Martin Luther King Jr. Day of Service and September 11th Day of Service and Remembrance are required, with the third being the choice of the program. Less than year-round programs will have this requirement reduced by Serve Alaska on a sliding scale. Days of Service projects are submitted on the 'Documents Checklist' contained in this RFP and submitted as directed in this RFP document.

Staff Capacity:

Serve Alaska requires one dedicated employee to manage the programmatic aspect of an AmeriCorps program of 10-20 AmeriCorps Members. The number of dedicated staff for larger than 20 Member programs will be assessed on a case by case basis. Dedicated staff must be clearly written in the grant and budget narratives.

Appeal Process

In the event the Commission does not recommend funding an application, or a deadline has been missed, the following appeal procedure must be followed. All correspondence must be sent to the contact person listed above.

The appeal procedure of Serve Alaska is as follows:

Missed Deadline:

- a. A request for appeal of a missed deadline must be made prior to the missed deadline.
 - Appeals must be sent via email to the Contact person listed above.
 - Follow below, c-e.

Funding:

Serve Alaska will notify proposal applicants of the Application Review results and potential funding recommendations.

- a. If the applicant has substantive objections to the results of the Application Review Group and/ or the Commission decision, the applicant may request an appeal.
- b. A request for appeal must be made to the Chair of Serve Alaska by the due date noted in this RFP.
 - Appeals must be sent via email to the Contact person listed above.
- c. If a request for an appeal is made, Serve Alaska shall hear such additional information as may be deemed appropriate and pertinent to the matter involved. A delegation of not more than three representatives of the requesting applicant may present such

additional information. In its discretion, Serve Alaska may invite discussion or comments from others knowledgeable in the matter being appealed.

- d. Serve Alaska shall send to the applicant and others as deemed appropriate, its written determination pursuant to the request for appeal. The Chair's determination shall be final.
- e. If an application, which has previously been rejected by Serve Alaska, is submitted for future funding in a substantially altered condition, Serve Alaska shall treat this grant as a new grant request, and all policies and procedures relating to a new grant will apply.

Mandatory Online Resources/References

The 2021 AmeriCorps State and National Grants Competition funding opportunity and related resources is found here: <https://www.nationalservice.gov/grants-funding/funding-resources/cncs-funding-opportunities-resources>.

2021 Application Instructions: This is a **MUST** read – this document has all the details needed to submit a complete and nationally competitive application. Any details that are not included on this document are included in CNCs's Application Instructions. Use these instructions in conjunction with the *Notice*, and the AmeriCorps Regulations, 45 CFR 2520–2550. Be sure to use the timeline in this RFP only, if submitting grants to Serve Alaska.

2021 Notice of Funding Opportunity: The *Notice* is a **MUST** read for applicants. Any instructions that are not contained in the Application Instructions are included in the *Notice*. The *Notice* explains in more detail Performance Measures, the Tier status of funding priorities and other important, specific grant information. The *Notice* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY), and other information that is specific to the grant competition.

2021 Performance Measure Requirements: **MUST** read for those that are creating or changing their measures. All applications must include at least one aligned performance measure (output paired with outcome) 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. CNCs 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.

All performance measures, including output-only measures, must be associated with one or more interventions (service activities). Applicants are expected to use the system-defined intervention categories if they appropriately represent the applicant's program activities. Applicants may not create user-defined intervention labels that duplicate existing intervention categories.

2021 Mandatory Supplemental Information: This is a **MUST** read. The Supplemental Information is intended to provide applicants with additional information for the preparation of their applications under the *Notice*. The Supplemental Information provides both detailed definitions of certain terms included in the *Notice*, as well as additional details regarding how to properly file an application under the *Notice*. This Supplemental Information is incorporated by reference in the *Notice*, and applicants must comply with any requirements stated in this Supplemental Information.

Create a New CNCS eGrants (<https://egrants.cns.gov/espan/main/login.jsp>) Account: Applicants will need to do this to apply, if one doesn't exist for your organization. Applications must include a Dun and Bradstreet Universal Numbering System (DUNS) number and an Employer Identification Number (EIN). The DUNS number does not replace an EIN.

All applicants must register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick Guide for Grants Registrations.pdf](https://sam.gov/SAM/transcript/Quick%20Guide%20for%20Grants%20Registrations.pdf).

Applicants must use their SAM-registered legal name and address on all grant applications.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. CNCS may ask applicants to add the UEI to their application as part of the clarification or pre-award process. CNCS is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

Attachment A: Economic Mobility Corps

About the CDFI Fund and CDFIs

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

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

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

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

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

About the Economic Mobility Corps

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

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

Who is Eligible for Award

Organizations that meet the AmeriCorps State and National eligibility criteria.

Additionally, applicants that are Certified CDFIs and organizations with CDFI Fund awards:

- Will be considered ineligible for award if the applicant has a previously executed award agreement(s), as of the date of the Application, (i) the CDFI Fund has made a determination that such entity is noncompliant or found in default with a previously executed agreement, and (ii) the CDFI Fund has provided written notification that such entity is ineligible to apply for or receive any future CDFI Fund awards or allocations. Such entities will be ineligible to submit an application for such time period as specified by the CDFI Fund in writing. Applicants that have pending noncompliance issues of any of its previously executed award agreement(s), are eligible to receive an award if the CDFI Fund has not yet made a final compliance determination.
- Will be considered ineligible for award if the applicant has defaulted on a loan from the CDFI Fund within five years of the application deadline.

Preference will be given to applicants that intend to enroll veterans as AmeriCorps members and/or serve rural areas.

AmeriCorps Member Position Description

Economic Mobility Corps members will strengthen the capacity of Certified CDFIs to provide financial literacy, financial counseling, and financial planning services offered by the Certified CDFIs, to distressed and underserved individuals. Duties include:

- conducting community outreach and recruitment of new clients to the Certified CDFI's counseling and planning services and programs;
- assisting or conducting one-on-one or group orientation sessions for new program clients to explain the Certified CDFI's services, as well as the responsibilities of the client;
- providing financial planning workshops and individual financial counseling to meet the needs of Certified CDFI clients, including conducting group education meetings, and delivering workshops, webinars and meetings;
- assisting in the development and execution of marketing strategies to promote program client participation in Certified CDFI-sponsored financial counseling and education programs;
- providing program clients with information on the different financial products and services (e.g., loan products, checking/savings accounts, etc.) offered by the Certified CDFI;
- conducting scheduled follow-ups with program clients to ask how they are doing, find out if they need additional help, and to help them stay engaged to achieve their plans by established deadlines;
- performing administrative duties that support the Certified CDFI's activities, including but not limited to, coordinating client meetings, preparing presentations, conducting research, reviewing training and outreach materials, reviewing applications for programs and services, and developing material that supports the Certified CDFI's financial counseling and outreach activity; and
- reporting to the Certified CDFI on a regular basis on activities undertaken by the service member.

Desired Skills

Economic Mobility Corps members should possess:

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

- computer skills, including high-degree of familiarity with Microsoft Excel, or other spreadsheet software; and
- Bachelor's degree preferred, with coursework in finance, accounting, business, or community development.