



AmeriCorps Nevada Planning Grants

Notice of Federal Funding Opportunity | 2024-2025

Overview

This notice contains information on the process for applying for a **2024 AmeriCorps Nevada Planning Grant**. Planning grants provide financial support to organizations to develop an AmeriCorps program that will place AmeriCorps members solely in Nevada to implement evidence-based interventions to solve community problems. Grant recipients are awarded up to \$150,000 for a 12-month planning period to start no earlier than September 1, 2024. Planning grants are for AmeriCorps program development and are not for the support of AmeriCorps members.

AmeriCorps is a national service program designed to improve lives, strengthen communities, and foster civic engagement utilizing AmeriCorps Members in full or part-time terms of service. Members commit up to 12 months of their time to address critical community needs through service with an AmeriCorps program. AmeriCorps programs utilize AmeriCorps members to improve their communities and solve community problems in the focus areas of Education, Healthy Futures, Environmental Stewardship, Economic Opportunity, and Veterans and Military Families.

Nevada Volunteers, a nonprofit 501(c)3, is the Governor’s Commission on Service and is charged with reviewing, selecting, and administering AmeriCorps Nevada funds and programs throughout the state of Nevada.

Important Dates

- **January 25, 2024 @ 11am:** [Funding Opportunity Overview and Q&A Session](#)
- **February 8, 2024:** [Letters of Intent](#) due
- **March 14, 2024:** Final Applications due in eGrants by 5:00 pm (PST)
- **March 14, 2024:** Additional Documents due, submitted via [this link](#)
- **June 2024:** Notification of Awards

Commission Name:	Nevada Volunteers
Federal Agency Name:	AmeriCorps
Assistance Listing Number:	94.006

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate Nevada Volunteers or AmeriCorps to award any specific number of grants or to commit any particular amount of funding.

Application Checklist

- [Letter of Intent](#)
- Full Application, submitted in eGrants according to Application Instructions
- Additional Documents (listed below), submitted through this [link](#).
 - Organizational Chart
 - Most recent audit or independent financial statement with management letter (single audit if org. expends \$750,000 or more of federal assistance)
 - List of Federal grants, cooperative agreements, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts and awarding agencies
 - [Organizational Readiness Assessment](#)
 - Labor Union Concurrence (if applicable)
 - Current In-direct Cost Agreement (applicants with negotiated in-direct cost rates only)

Questions

Nevada Volunteers encourages organizations that have not received prior funding from AmeriCorps to apply. It is Nevada Volunteers' goal to partner with organizations interested in hosting an AmeriCorps program to create strong programs for the state of Nevada.

All new applicants who plan to place AmeriCorps members solely in Nevada, must contact Alicia Blood, Director of AmeriCorps, alicia@nevadavolunteers.org or (775) 825-1900, directly before beginning an application.

Program Description

AmeriCorps planning grants are awarded for the purpose of allowing an organization to plan and prepare for an AmeriCorps program grant in the following grant cycle, in this case 2025-2026. AmeriCorps members are not included in a planning grant award. All planning grant applicants must propose a program design that aligns with one of the 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, public health, and addressing childhood obesity, especially in underserved communities.

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

Eligibility Information

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, including school districts
 - Nonprofit organizations
 - State Service Commissions
 - States and US Territories
-
- Applicants must propose AmeriCorps program designs that will operate solely within the state of Nevada.
 - All applicants **must** [register with the System for Award Management \(SAM\)](#) 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. SAM registration must be renewed annually. **Applicants must use their SAM-registered legal name and physical address on all grant applications to Nevada Volunteers and AmeriCorps.**
 - Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI.
 - Applications must include an Employer Identification Number. The UEI and Employer Identification Number must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.
 - Under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this Notice.
 - Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.
 - Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. §501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.
 - Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability which 1) has been assessed, 2) for which all judicial and administrative remedies have been exhausted or have lapsed; and 3) that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation that a federal agency has considered for suspension or debarment and determined that suspension or debarment is not necessary to protect the interests of the federal government.

Nevada Volunteers Specific Requirements

All programs operating in Nevada must address each of the Nevada Volunteers identified expectations below in their applications:

- Inclusive in the design and delivery, making the program accessible to individuals with disabilities.
- Program must be managed by a full-time program director budgeted for in the application.
- Nevada Volunteers elects to retain a share of 30 percent of the five percent of the federal funds available to programs for administrative costs (1.5 percent of the overall CNCS share). Subgrantees are required to allocate this Administrative Cost to be retained by Nevada Volunteers for administrative oversight.
- Programs are required to budget for staff to attend one technical assistance meeting sponsored by America's Service Commissions each grant year.
- Programs are required to budget for the cost of the NSOPW, state check and/or FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget. Nevada Volunteers requires the use of approved vendors Truescreen and Fieldprint for these checks.

Award Information

Award Amount: Planning grant applicants can request up to \$150,000.

Match: Planning grants have a 24% match requirement. For example, a request of \$150,000 must be matched with \$47,368, for a total grant budget of \$197,368.

Period of Performance: The project period is generally one year, 9/1/2024 – 8/31/2025. The grant award covers a one-year project period unless otherwise specified. In some cases, planning grants are issued on shorter timelines with start dates during the course of the year. The project start date may not occur prior to September 1, 2024 and the date AmeriCorps awards the grant.

Estimated Available Funds: Nevada Volunteers and AmeriCorps reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

Application and Submission Information

All applications must be submitted through eGrants, the AmeriCorps' online application system (<https://egrants.cns.gov>). If you do not have an eGrants account and need to establish one, go to <https://egrants.cns.gov> and select "Don't have an eGrants account? Create an account."

In eGrants:

- Log-in to your eGrants account
- At the bottom of the page under **Creating an Application**, select "**New**"
- Select **AmeriCorps** as the program area and click "go"
- Select the following NOFA: **FY 2024 AmeriCorps State and Territory Commission (New and Cont)**
 - The due date will be listed as 1/4/2024, please ignore this
- Select **Nevada** as the state you are applying to
- Select **22AC262893 – Nevada – Formula 2** as the Prime Application ID
- Choose a program name. When creating a program name please use the following: "**[Your Program Name] – AmeriCorps Planning Grant**"

Once you have completed above you are now ready to submit your application content.

Application Content

Each applicant must describe a plan to develop a project that will deploy AmeriCorps members to solve a systemic community problem. AmeriCorps members can be used to develop new projects or expand existing projects into new areas. Please note that AmeriCorps members cannot be used to run existing programs that would duplicate, displace or supplant the efforts of current staff or volunteers. Nevada Volunteers urges applicants to submit high quality applications that carefully follow the guidance in this *Notice*. Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. The quality of an application will be an important factor in determining whether an organization receives funding. Applications will only be considered for review if each section is complete. The sections in eGrants include the following:

- A. Applicant Info
- B. Application Info
- C. Narratives
- D. Performance Measures
- E. Program Information
- F. Documents
- G. Budget
 - a. Budget section 1
 - b. Budget Section 2
 - c. Budget Section 3
- H. Funding/Demographics
- I. Review
- J. Authorize and Submit

A. Applicant Info

Information entered in the Applicant Info, Application Info and Budget sections will populate the SF-424 Facesheet. Select “New” since this will be a new application type. Enter or update the requested information in the fields that appear. Please note that the contact person needs to be the person who can answer questions about the application.

B. Application Info

Enter information specific to the legal applicant and the proposed AmeriCorps program as follows:

- Areas affected by your proposed program. For city or county information, please follow each one with the two-letter capitalized state abbreviation NV.
- Requested project period start and end dates. You may request a start date of September 1, 2024. Exceptions to the start dates may be considered in exceptional circumstances. The project period is for one year, if you select September 1, 2024 as your start date, then your end date would be August 31, 2025.
- State Application Identifier: Enter N/A
- The Application is Subject to Review by State Executive Order 12372 Process: This is prefilled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, please provide an explanation.
- Leave the box for “State Application Identifier” blank.

C. Narratives

Respond to each of the following in the order that it is presented. **The eGrants narrative cannot exceed 8 pages.** Nevada Volunteers will consider the number of pages as printed from the “Review” tab in eGrants (click the “review/print report” link next to Application for Federal Assistance). Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. Nevada Volunteers strongly encourages applicants to print out the application from the “Review” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

1. Executive Summary

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from this template:

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the AmeriCorps focus area(s) of [Focus Area(s)]. The AmeriCorps investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

2. Program Design (50 points)

Need (10 points)

- Describe the need you plan to address with your AmeriCorps program and provide evidence that the need exists with relevant data.
- Describe why you are applying for a planning grant, why a planning grant is needed to address the previously described need, and what you hope to achieve during the one-year planning period.

Intervention (30 points)

- Describe the proposed intervention to be used to address the above stated need.
- Describe where you expect AmeriCorps members to serve, as well as how AmeriCorps members would be supervised.
- Provide an estimate of how many AmeriCorps members your program would support and whether they would serve on a full-time or part-time basis. (Note: Nevada Volunteers prefers to fund programs that engage at least 10 members each year.)
- Explain how AmeriCorps members are a highly effective means to solve this community problem.
- Explain how AmeriCorps members will be addressing an unmet need and will not be duplicating or displacing any current staff, volunteers, or other services.

Planning Process / Timeline (20 points)

Provide a clear and logical planning process based on the [Deliverables Timeline](#), including:

- A detailed description of the planning process and who is leading it.
- A well-developed timeline for planning activities.
- A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.

The application should include development of the program elements in the planning process/timeline. Nevada Volunteers AmeriCorps team works closely with planning grantees to

provide guidance with the development of these benchmarks. Planning grant applicants can include a budget item to contract with a consultant to assist in the development of these benchmarks if desired.

3. Organizational Capability (25 points):

Reviewers will consider the quality of the application's response to the below criteria.

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.

4. Cost-Effectiveness and Budget Adequacy (25 points):

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value. These criteria will be assessed based on the budget submitted. Do not include narrative in the narrative box except for "See budget".

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is 24% or more with adequate information included in the "Source of Funds" section to support the amount written in the budget.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

5. Evaluation Summary or Plan (0 points): Enter N/A

6. Amendment Justification (0 points): Enter N/A

7. Clarification Information (0 points): Enter N/A

8. Continuation Changes (0 points): Enter N/A

D. Performance Measures

All planning grant applications must include one applicant-determined performance measure that corresponds to the primary focus area of the project being planned (for projects being planned in the Capacity Building focus area, the performance measure should be entered under Other Community Priorities). The applicant-determined performance measure must consist of the specific title, output, and outcome listed in the instructions below, and should use target values of 1 for the output and outcome. No MSYs or members should be associated with the performance measure.

From the home page of the performance measures module, select "begin."

Objectives Tab: Select an objective. The objective should correspond to the primary focus area of the project being planned (for projects in the Capacity Building focus area, use the Other Community Priorities focus area). For the associated intervention, choose “Other.”

MSY/Members Tab: No MSYs or members should be associated with the performance measure.

- Under resource allocation, Total MSY for the Project should, enter “0.”
- For the focus areas and objectives listed, enter “0” in both the MSY and Members fields.

Performance Measure Tab:

- Objective: Select your objective from the drop down menu
- Title: Enter “Planning Grant”
- Problem Statement: Enter “N/A”
- Selected Intervention: Check the box next to the blank field, then enter “Plan an AmeriCorps Program”
- Intervention Description: N/A
- Output Measure: Choose the blank field, then enter “Number of grantees engaged in a planning process”
- Outcome Measure: Choose the blank field, then enter “Number of grantees that intend to submit an application for an AmeriCorps program grant”
- Enter “0” for MSY and Member fields at the bottom of the page (please note: if the system does not allow you to submit your performance measures with “0” for these fields, return to this tab and enter “1” for both of these fields.)

Data Collection Tab:

- Intervention should be “Plan an AmeriCorps Program”
- Intervention Description: Enter “N/A”
- No other interventions should be included

Expand each output and outcome to enter data collection information. The information entered should follow the below instructions.

- The method for both the output and outcome should be “other”
- For the **Output** Instrument Description: enter “N/A”
- For the **Outcome** Instrument Description: enter “Self-assessment by planning grantee”
- Target Number for both output and outcome = 1
- Unit of Measure for both output and outcome = “grantees”
- Once the above are entered, click on the “mark complete” button located at the bottom right of the screen.

Summary Tab:

- Click on the “validate performance measures’ button

E. Program Information

For each item, select either Yes or No from the drop-down menu.

F. Documents

- Evaluation: Select “not applicable”

- Federally Approved Indirect Cost Agreement: Applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to Nevada Volunteers at the same time they submit their additional documents via this link.
- Labor Union Concurrence: Select “not applicable”
- Other Documents: Select “sent”

G. Funding/Demographics

Enter 0 or N/A for all fields

H. Budget

The proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criteria. As detailed budget information is entered, eGrants will automatically populate a budget summary and budget narrative report. eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error message. All errors must be resolved before the budget can be submitted.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- 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.
- Do not include fractional amounts (cents).
- Budget for staff to attend one technical assistance conference sponsored by America’s Service Commissions (ASC) each grant year.
- Please add the costs associated with the National Service Criminal History Checks. These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget.
- Match rate must be equal to or greater than 24.00%
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Grants Guidance. Please refer to the Uniform Grants Guidance (UGG) (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements. The UGG can be found online at <http://www.ecfr.gov/>.

Section I. Program Operating Costs

Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as 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 CNCS 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.

Nevada Volunteers requires that all programs have a full-time program director included in this section of the budget. The expectation is that this person will spend 100% of their time on the AmeriCorps planning grant and future AmeriCorps grant.

Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits you will cover and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contribution Act (FICA), Worker’s Compensation, Retirement, State Unemployment Tax Act (SUTA), Health and Life Insurance, Individual Retirement Account (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.

Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the [federal mileage rate](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) (https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

Nevada Volunteers requires that applicants include funds in this line item for travel for at least one staff member to attend one technical assistance meeting sponsored by America’s Service Commissions each year. Current GSA rates for location of previous years conferences should be used. GY23-24’s meeting is being held in Minneapolis, MN.

Please itemize the costs. For example: Two staff members will attend the annual National Service Training in Washington, DC.

2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for Annual National Service Training.

Member Travel

Do not enter costs in this line

Equipment

Do not enter costs in this line

Supplies

Include the amount of funds to purchase consumable supplies and materials. You must individually list any single item costing \$1,000 or more.

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. Itemize each contract or consultant and provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. Note that there is no maximum daily rate. Planning grant applicants may find it useful to utilize consultants during the planning process to assist with areas such as developing or reviewing internal controls, data collection systems, etc.

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.

Member Training

Do not enter costs in this line

Evaluation

Do not enter costs in this line

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 you budget space and it is shared with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Utilities, telephone, internet, postage, copying, 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 you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.

Section II. Member Costs

Do not enter costs in this section

Section III. Administrative/Indirect Costs

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 Office of Management and Budget Uniform Guidance.

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

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

While the Application Instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants. Applicants who chose to use the Corporation Fixed Percentage will enter the line item details in Section III.A. Applicants who have a Federally Approved Indirect Cost Rate or are using a De Minimis Rate will enter the line item details in Section III.B..

A. CNCS-Fixed Percentage Method**Five/Ten Percent Fixed Administrative Costs Option**

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section III.A. in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS 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 CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. 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. Enter this amount as the CNCS share for Section III A.
2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the CNCS and grantee shares under Total Amount.

Nevada Volunteers elects to retain a share of the 5% of federal funds available to programs for administrative costs of 1.5%, that decision is identified within each subgrant's budget. To calculate these fractional shares, within Section III of the subgrant budget, **30% of the federal dollars budgeted for administrative costs is allocated to the commission's share and 70% of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between commission and program shares would be calculated as follows:**

$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.30) = \text{Commission Share}$$

$$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.70) = \text{Subgrantee Share}$$

B. Federally Approved Indirect Cost Rate

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 CNCS and Grantee 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 CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs. If a Commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for administrative costs.

C. De Minimis Rate of 10% of Modified Total Direct Costs

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC).

Additional information regarding what is included in MTDC and use of this option can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) under Indirect (F&A) costs and Definitions. If you elect to use this option, you must use it consistently across all federal awards.

1. Determine the base amount of direct costs to which you will apply the de minimis rate, including both the CNCS and Grantee shares. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Once you determine the base, multiply the appropriate costs by 0.10. This will determine the total amount of costs allowable in this section.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect/administrative costs. If a Commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for indirect/administrative costs.

Source of Funds

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. The total amount in the Source of Funds field should match the total amount in the budget narrative **exactly**. Define all acronyms the first time they are used.

I. Review, Authorize and Submit

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, [Assurances](#), and [Certifications](#) carefully. The person who authorizes the application must be the applicant’s Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body’s authorization for this official representative to sign on file in the applicant’s office.

Be sure to check your entire application prior to submission to ensure that there are no errors. When you verify the application, eGrants will also generate a list of errors if there are sections that you need to correct prior to submission. If someone else is acting in the role of the applicant’s Authorized

Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing the [eGrants website](#) and selecting “Don’t have an eGrants account? Create an account.”

J. Submission of Additional Documents

In addition to submission of the application in eGrants, the below additional documents must be submitted to Nevada Volunteers by the final application deadline via this link:

<https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/>

Additional Documents Include:

- Independent Financial Statement Audit with management letter, Single Audit, or self-certification that no audit has been conducted. Submit the most recent completed audit.
- Organizational chart that clearly shows where the AmeriCorps program would be within the organization including the name and/or title of the individual(s) responsible for supervising the AmeriCorps members.
- List of Federal grants, cooperative agreements, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts and awarding agencies
- [Organizational Readiness Assessment](#)
- Current indirect cost rate agreement, if used to claim indirect/administrative costs
- Labor union concurrence (if applicable)

Additional documents must be clearly labeled and include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately.

Failure to submit the required additional documents, following the instructions in this section, by the deadline may have a negative effect on the assessment of an application.

Do not submit any items that are not requested in this Notice. Nevada Volunteers will not review or return them.

Review and Selection Process

Review: Nevada Volunteers will review all submitted applications to determine compliance with the eligibility, deadline, and application content requirements outlined in this notice. Internal and External Reviewers will assess applications based on the Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy. Nevada Volunteers will recruit and select reviewers on the basis of demonstrated expertise in AmeriCorps State and National programming and/or the Focus Areas, as well as experience assessing applications. All External Reviewers will be screened for conflicts of interest. Some applicants may receive requests to provide clarifying information and/or make changes to their application, including changes to the budget. A request for clarification does not guarantee a grant award. Failure to respond to a request for additional information in a timely manner may result in the removal of an application for consideration.

Pre-Award Risk Assessment: Nevada Volunteers staff will assess the risks to the program posed by each applicant to determine an applicant’s ability to manage Federal Funds. This evaluation is in addition to those regarding applicant eligibility and the quality of the application on the basis of the selection criteria. Results from this assessment will inform funding decisions. If Nevada Volunteers or AmeriCorps determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Applicants may not be selected for funding if Nevada Volunteers or AmeriCorps determines that the applicant’s risks cannot be mitigated. In assessing risks, Nevada Volunteers and AmeriCorps may consider the following criteria:

- Financial stability
- IRS Tax Form 990
- Organizational Readiness Assessment
- Federal debt delinquency
- Suspension and debarment
- Information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - [U.S. Treasury Bureau of Fiscal Services](#)
 - [System for Award Management \(SAM\)](#)
 - “Do Not Pay”
- Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB guidance
- Other Programmatic Risks, Financial, Organizational, Compliance, and Fraud including:
 - Publicly available information, including from the applicant organization's website
 - Other elements, such as keyword searches for prohibited activities

Selection for Funding: In selecting applicants to receive awards under this Notice, Nevada Volunteers will endeavor to include a diverse portfolio of applications based on staff recommendations, alignment with selection criteria, and strategic considerations. AmeriCorps and Nevada Volunteers reserve the right to prioritize funding existing awards over making new awards. Nevada Volunteers will make funding decisions based on the availability of formula dollars and reserves the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

Feedback to Applicants: Each compliant applicant will receive feedback from the External Review of its application.

AmeriCorps and Nevada Volunteers reserve the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

Federal Award Administration Information

Federal Award Notices

Nevada Volunteers will make awards following the selection announcement. Nevada Volunteers anticipates announcing the results of this funding opportunity by mid-June 2024 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin activities. The Subgrant Agreement signed by the executive director of Nevada Volunteers is the only document authorizing awardees to commence grant activities. An awardee may not expend Federal Funds until the start of the Period of Performance identified on the Notice of Grant Award. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200](#) and [2205](#)

AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2024 AmeriCorps General Terms and Conditions, and the FY 2024 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant webpage](#).

Official Guidance

AmeriCorps active Guidance is available on the [agency's Guidance webpage](#). The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Requests for Monitoring or Payment Integrity Information

Nevada Volunteers and/or AmeriCorps may request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR 200.315](#)).

F.4. Reporting

Recipients are required to submit a variety of reports that are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time. A list of reporting deadlines, based on risk-assessment, will be provided by Nevada Volunteers at the time of grant award. Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

Contact Information

For questions regarding an AmeriCorps Nevada grant application through Nevada Volunteers, please contact:

Alicia Blood
Director of AmeriCorps
Email: alicia@nevadavolunteers.org
Phone: 775.825.1900

Communications related to this Notice shall be directed to the contact named above. All emails and telephone calls will be returned within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the deadline as Nevada Volunteers is not obligated to respond to questions received 48 hours prior to the due date.