



AmeriCorps

APPLICATION INSTRUCTIONS

Volunteer Generation Fund

As applicable to the Notice of Funding Opportunity or Notice of Funding Availability

OMB Control #: 3045-0047

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These attachments are worksheets only. All information must be entered in eGrants.

APPLICATION RESOURCES

Please use these application instructions if you are a new or re-competing applicant for a Volunteer Generation Fund funding opportunity

If you are submitting a request for a continuation (year two or three of a three-year Volunteer Generation Fund grant) please see the Continuation Instructions in this document.

Use these instructions in conjunction with the *Notice of Federal Funding Opportunity (Notice)*. **The Notice includes deadlines, eligibility requirements, submission requirements, and other information that is specific to the grant competition.**

The full regulations are available online at:

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

If there is any inconsistency between the AmeriCorps Regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps Regulations 45 C.F.R. Chapter XXV take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability*, which takes precedence over the
3. Application Instructions.

SUBMITTING YOUR APPLICATION IN EGRANTS

New and Re-competing Applicants

New applicants need to establish an eGrants account by accessing this link:

<https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (Other)
- Select a NOFA (see the *Notice* for a listing)

Your application consists of the following components. Make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you can only submit your application in hard copy, please follow the instructions in the Notice of Funding Opportunity.**

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
- If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
- If you are applying for the first time, or are a former grantee (non-formula) whose last Volunteer Generation Fund grant was received more than five years ago, select **New**.

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the *Notice*.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *Notice*. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** 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 funding from AmeriCorps 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 who is 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.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

- Executive Summary
- Rationale and Approach (Program Design)
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

Note: The Narratives Section also includes fields for Clarification Summary, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *Notice* and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

A. Executive Summary

Please complete the executive summary per the instructions in the *Notice*.

B. Selection Criteria

Each application must clearly describe how it is responsive to the selection criteria are published in the *Notice*.

1. Program Design (50 percent)

2. Organizational Capability (35 percent)

3. Cost Effectiveness and Budget Adequacy (15 percent)

D. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification Information

Enter N/A. This field may be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

F. Continuation Changes

Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

IV. Performance Measures

All applicants must submit performance measures with their application. See Attachments for instructions for entering performance measures, and see the Performance Measure Instructions for details about the number and type of performance measures required.

V. Documents

A. Additional Documents

Please submit the required documents to the e-mail listed in the *Notice* using the naming convention and other instructions found there. This information must be received at AmeriCorps by the deadline in the *Notice*.

B. Delinquent on Federal Debt

Any applicant who checks Yes to the question on federal debt delinquency must submit a complete explanation to AdditionalDocuments@cns.gov at the same time they submit their application.

VI. Budget Instructions

A. Match Requirements

Program requirements, including requirements on match are located in the AmeriCorps Regulations and summarized below.

Applicants are required to match funds equal to a percentage of their total program budget (AmeriCorps Share plus the Grantee Share equals the total program budget). The applicant's match (Grantee Share) can be cash and/or in-kind contributions. See Section *D.6. Funding*

Restrictions in the *Notice* for more information. Match requirements increase with each year and are as follows:

- 20% in the first year
 - 30% in the second year
 - 40% in the third year
 - 50% in the fourth year and any later year in which a recipient receives a VGF grant.
- Grantees are required to meet an overall matching rate that increases over time.
 - The acceptable sources of matching funds are state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
 - In the "Source of Funds" field that appears at the end of Budget Section II, 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 or State/Local) 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.

B. Preparing Your Budget

Your 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 criterion.

Follow the detailed budget instructions in the Attachments to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in the Attachments.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

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).
- **Please add the cost of the NSOPW, state check and 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.**

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds. The OMB Uniform Guidance can be found on-line at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

VII. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (<https://espan.cns.gov/cnsmisc/ECERTS.HTM>, and <https://espan.cns.gov/cnsmisc/EASSUR.HTM>). The person who authorizes the application must be the applicant's Authorized Representative or his/her 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. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. When you verify the application eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory who 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 this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and re-competing programs.

When to Submit Your Continuation Request:

See the *Notice* for application deadlines.

How to Submit Your Continuation Request:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your Portfolio Manager.

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

AmeriCorps expects 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 the changes listed below during the continuation process.

Information should be provided in the **Continuation Changes** narrative field as relevant.

- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section V).

The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants.

Any continuation applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.

IV. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, you may need to revise your performance measures. Continuation applicants whose measures do not align with the current-year Performance Measure Instructions must also revise their measures to conform with the current instructions. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Attachments). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

V. Budget (Budget Section)

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required AmeriCorps agency increases, if applicable, into your budget. **Continuation applicants may apply for expansions (increase in funding request compared to the previous year.).**

Source of Funds (Match)

In the "Source of Funds" field that appears at the end of Budget Section II, 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 or State/Local) 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.

VI. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
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- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (<https://espan.cns.gov/cnsmisc/ECERTS.HTM>, and <https://espan.cns.gov/cnsmisc/EASSUR.HTM>). The person who authorizes the application must be the applicant's Authorized Representative or his/her 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. A copy of the governing body's authorization for this official representative to sign must be 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 need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her 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 this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

ATTACHMENT A: Performance Measures Instructions

(eGrants Performance Measures Section)

eGrants Performance Measures Module Instructions

About the Performance Measures Module

In the performance measures module, you will:

- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

Home Page

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives Tab

On the objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective

First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the Volunteer Generation Fund Performance Measure Instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that members and/or volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance

measure (output paired with outcome) that contains your primary intervention. See the instructions for the required performance measure for VGF applicants.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

Performance Measure Tab

This tab allows you to create performance measures for all the grant activities you intend to measure.

Begin by creating the required VGF performance measure. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention. Do not a user-defined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking "Add User Output." (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter "NA" in the outcome indicator text box.

If you have not selected a National Performance Measures output, or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking "Add User Outcome." All applicant-determined outputs must be paired with an applicant-determined outcome.

Enter "0" (zero) for the number of MSYs fields because these fields are not applicable to the VGF grant program.

Click "next" to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments, and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the "Add new method" button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percents.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percents as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select "other."
- Instrument Description: Enter "NA"
- Target: Enter "1"
- Unit of Measure: Enter "NA"

After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click "Next."

Summary Tab

The summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click "Print PDF for all Performance Measures."

To print one performance measure, expand the measure and click "Print This Measure."

Click "Edit Performance Measure" to return to the Performance Measure tab.

Click "Edit Data Collection" to return to the Data Collection tab.

"Click Validate Performance Measures" to validate this module prior to submitting your application. You should also use the Performance Measures Checklist to self-assess your measure(s) prior to submission.

Volunteer Generation Fund Performance Measure Requirements

All applicants are required to use the following National Performance Measures:

- G3-3.4 (output): Number of organizations that received capacity building services
AND
- G3-3.10A (outcome): Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach*

*In the Described Instrument section of measure G3-3.10A, applicants must specifically describe how they will measure organizational effectiveness, efficiency, or program scale/reach with respect to volunteer recruitment or management.

Applicants may optionally select additional performance measure(s), either National Performance Measures or applicant determined performance measures, to describe the type and amount of activities carried out by volunteers managed and/or generated through their program. All performance measures must align with the Performance Measure Instructions in this document.

The number of volunteers recruited/coordinated/supported by VGF grants, and the number of hours served by these volunteers, will be reported via standard Performance Data Elements and should not be included as performance measures.

Volunteer Generation Fund Performance Measures Selection Rules

These selection rules specify allowable output/outcome pairings for National Performance Measures. Applicants must follow these selection rules when using National Performance Measures. Applicants may not select any National Performance Measures that may appear in eGrants if they are not present on this list. Please see the NOFO for additional information about application requirements.

Capacity Building

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Capacity Building & Leverage	G3-3.4: Number of organizations that received capacity building services	G3-3.10A: Number of organizations that increase their efficiency, effectiveness, and/or program reach	Volunteer management Training Resource development Systems development

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Disaster Services

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Assistance Provided	D1A: Number of individuals served	D5: Number of individuals reporting increased disaster readiness	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation
	D6: Number of structures protected or restored	D7: Number of structures returned to regular use after a disaster	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation
	EN4**: Acres of parks or public land treated	EN4.1**: Acres of parks or public land improved	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation
	EN5**: Miles of trails or rivers treated.	EN5.1**: Miles of trails or rivers improved	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation
	G3-3.4**: Number of organizations that received capacity building services	G3-3.10A**: Number of organizations that increase their efficiency, effectiveness, and/or program reach	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

**In the eGrants Performance Measure Module, these measures may appear with the letter "D" at the end when used in the Disaster Services focus area. However, the instructions for these measures are the same regardless of the focus area in which they are used.

Economic Opportunity

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Financial Literacy	O1A: Number of individuals served	O9: Number of individuals with improved financial knowledge	Financial Literacy Education
Housing	O1A: Number of individuals served	O11: Number of individuals transitioned into safe, healthy, affordable housing	Housing Unit Development Housing Unit Repair Housing Placement/Assistance
	O4: Number of housing units developed or repaired	O20: Number of safe, healthy, affordable housing units made available	Housing Unit Development Housing Unit Repair
Employment	O1A: Number of individuals served	O10: Number of individuals who secure employment O21: Number of individuals with improved job readiness	Job Training Job Placement GED Education Other Adult Education
Find Opportunity	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A
Other Economic Opportunity	O1A: Number of individuals served	Applicant-determined	Applicant-determined

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Education

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
School Readiness	ED1A: Number of individuals served	ED23A: Number of children demonstrating gains in school readiness	Tutoring Mentoring Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching
K-12 Success	ED1A: Number of individuals served	ED5A: Number of students with improved academic performance ED9: Number of students graduating from high school on time ED10: Number of students enrolling in post-secondary education/training ED27C: Number of students with improved academic engagement or social-emotional skills ED6: Number of students with increased attendance ED7A: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)	Tutoring Mentoring Coaching Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching Opioid/Drug Intervention
Post-HS Education Support	ED1A: Number of individuals served	ED11: Number of individuals earning a post-secondary degree or technical certification	Tutoring Mentoring Family Involvement Service Learning Summer Learning
Teacher Corps	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A
Other Education	ED1A: Number of individuals served	Applicant-determined	Applicant-determined

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Environmental Stewardship

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
At-Risk Ecosystems	EN4: Acres of parks or public land treated	EN4.1: Acres of parks or public land improved	Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
	EN5: Miles of trails or rivers treated.	EN5.1: Miles of trails or rivers improved	Trail Creation Trail Remediation Stream Remediation Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
Energy Efficiency	EN1: Number of housing units or public structures weatherized or retrofitted to improve energy efficiency	EN1.1: Number of housing units or public structures with reduced energy consumption or reduced energy costs	Weatherization Retrofitting
Awareness & Stewardship	EN3: Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices	EN3.1: Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices EN3.2: Number of individuals reporting a change in behavior or intention to change behavior to better protect the environment	Education/Training Service Learning
Green Jobs	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Healthy Futures

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Aging in Place	H4A: Number of individuals served	H9A: Number of individuals who report improved capacity for independent living H19: Number of individuals with improved health	Companionship Nutrition/Food Support Legal Services Transportation Medical Services Opioid/Drug Intervention
Obesity & Food	H4A: Number of individuals served	H12: Number of individuals who report increased food security H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health	Outreach Education/Training Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention
	H10A: Number of pounds of food provided	Applicant-determined	Nutrition/Food Support
Access to Care	H4A: Number of individuals served	H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health H20: Number of individuals with improved access to medical care	Outreach Education/Training Referrals Medical Services Counseling/Coaching Opioid/Drug Intervention
Other Healthy Futures	H4A: Number of individuals served	Applicant-determined	Applicant-determined

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Veterans and Military Families

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Veterans & Families Served	<p>V1: Number of veterans served</p> <p>V7A: Number of active military members and/or military family members served</p> <p>V8: Number of veteran family members served</p>	<p>O9**: Number of individuals with improved financial knowledge</p> <p>O11**: Number of individuals transitioned into safe/affordable housing</p> <p>O10**: Number of individuals who secure employment</p> <p>O21**: Number of individuals with improved job readiness</p> <p>ED11**: Number of individuals earning a post-secondary degree or technical certification</p> <p>H9A**: Number of individuals who report improved capacity for independent living</p> <p>H12**: Number of individuals who report increased food security</p> <p>H17**: Number of individuals with increased health knowledge</p> <p>H18**: Number of individuals reporting a change in behavior or intent to change behavior to improve their health</p> <p>H19**: Number of individuals with improved health</p> <p>H20**: Number of individuals with improved access to medical care</p>	<p>Financial Literacy Education</p> <p>Housing Unit Development</p> <p>Housing Unit Repair</p> <p>Housing Placement/Assistance</p> <p>Job Training</p> <p>Job Placement</p> <p>GED Education</p> <p>Other Adult Education</p> <p>Tutoring</p> <p>Mentoring</p> <p>Family Involvement</p> <p>Service Learning</p> <p>Summer Learning</p> <p>Companionship</p> <p>Nutrition/Food Support</p> <p>Legal Services</p> <p>Transportation</p> <p>Outreach</p> <p>Referrals</p> <p>Medical Services</p> <p>Physical Activities</p> <p>Counseling/Coaching</p> <p>Opioid/Drug Intervention</p>
Access & Attract	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

**In the eGrants Performance Measure Module, these measures may appear with the letter "V" at the end when used in the Veterans and Military Families focus area. However, the instructions for these measures are the same regardless of the focus area in which they are used.

CAPACITY BUILDING

Focus Area Notes

- Activities associated with these measures must be carried out by staff or volunteers supported by the Volunteer Generation Fund grant.
- Activities associated with these measures must meet the definition of capacity building specified in the “key terms” definition under G3-3.4.
- Programs are not permitted to create applicant-determined outputs in the Capacity Building focus area.
- The number of volunteers recruited/coordinated/supported by VGF grants, and the number of hours served by these volunteers, will be reported as Performance Data Elements in annual Progress Reports.

G3-3.4 (output)	Number of organizations that received capacity building services
Definition of Key Terms	<p>Organization: nonprofit or state/local/tribal government entity</p> <p>Capacity building services: a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Capacity building activities may also leverage resources (e.g., funding, volunteers, in-kind support, or partnerships) for programs and/or organizations. As a general rule, AmeriCorps considers capacity building activities to be <i>indirect services</i> that enable organizations to provide more, better and sustained <i>direct services</i>. Capacity building activities must (1) be intended to support or enhance the program delivery model, (2) respond to the organization’s goal of increasing, expanding or enhancing services in order to address pressing community needs, and (3) enable the organization to provide a sustained level of more or better direct services after the national service participant’s term of service has ended.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of organizations who have received services

G3-3.10A (outcome)	Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach
Definition of Key Terms	<p>Organizations: those counted in G3-3.4</p> <p>Effectiveness: Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved</p> <p>Efficiency: Improved outcomes with the same level of resources; improved or consistent quality of services with fewer resources</p> <p>Scale/Reach: The scope of a program’s services. Increased scale/reach can be measured by the number of new people served, new populations served, and/or new or expanded services.</p>
How to Measure/Collect Data	Organizational assessment tool or other instrument capable of measuring changes in effectiveness, efficiency, or scale/reach at the organization level. When possible, pre-post assessments should be utilized.

DISASTER SERVICES

Focus Area Notes

- Programs should only opt into the Disaster Services performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by staff or volunteers supported by the Volunteer Generation Fund grant.

D1A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to disaster preparedness, response, recovery, and/or mitigation Served: substantive engagement of individuals with a specific disaster-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

D5 (outcome)	Number of individuals reporting increased disaster readiness
Definition of Key Terms	Individuals: those reported in measure D1A Disaster readiness: measures taken to prepare for and reduce the effects of future disasters
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in disaster readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

D6 (output)	Number of structures protected or restored
Definition of Key Terms	Structures: housing units or public facilities Protected: prepared to more effectively withstand future disasters Restored: repaired from damage sustained during a disaster
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of structures that received services

D7 (outcome)	Number of structures returned to regular use after a disaster
Definition of Key Terms	Structures: those reported in measure D6 Returned to regular use: able to be used for the same or similar purpose for which they were used prior to the disaster
How to Measure/Collect Data	Report from structure owner/manager/occupant, or other instrument capable of measuring changes in condition at the individual structure level.

ECONOMIC OPPORTUNITY

Focus Area Notes

- Programs should only opt into the Economic Opportunity performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by staff or volunteers supported by the Volunteer Generation Fund grant.

O1A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to increasing economic opportunity Served: substantive engagement of individuals with a specific goal in mind related to economic opportunity. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

O4 (output)	Number of housing units developed or repaired
Definition of Key Terms	Housing unit: A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities Develop: Build new or substantially rehabilitate housing units that were uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard. Repair: A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of the number of housing units that have received AmeriCorps-supported development or repair services

O9 (outcome)	Number of individuals with improved financial knowledge
Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Improved financial knowledge: increased knowledge/understanding of financial literacy topics such as credit management, financial institutions including banks and credit unions, and utilization of savings plans
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in financial knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

O10 (outcome)	Number of individuals who secure employment
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Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Secure employment: individual is hired in a new job as a result of AmeriCorps-supported services provided; individual may have been previously working in a different job or previously unemployed
How to Measure/Collect Data	Preferred method is a copy of acceptance letter from employer or copy of first pay stub. Beneficiary self-reports may also be utilized.

O11 (outcome)	Number of individuals transitioned into safe, healthy, affordable housing
Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Safe, healthy, affordable housing: Grantee certifies that the housing is safe and healthy based on an inspection or other documentation. Grantee defines affordability and certifies that the housing is affordable to the individual(s) transitioned into the unit.
How to Measure/Collect Data	Preferred method is a proof of residence such as a lease, mortgage, certificate of occupancy, or other verification from an external agency. Beneficiary self-reports may also be utilized.

O20 (outcome)	Number of safe, healthy, affordable housing units made available
Definition of Key Terms	Housing unit: those reported in measure O4 Safe, healthy, affordable housing unit: Grantee certifies that the housing unit is safe and healthy based on an inspection or other documentation. Grantee defines affordability and certifies that the housing unit is affordable. Made available: This count indicates that the work has been completed to make the units available but they may or may not have been occupied.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of the number of safe, healthy, affordable housing units that have been made available

O21 (outcome)	Number of individuals with improved job readiness
Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Improved job readiness: increased knowledge or skills related to seeking, obtaining, or successfully retaining a job.
How to Measure/Collect Data	Survey, interview, observation, or other instrument capable of measuring changes in job readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EDUCATION

Focus Area Notes

- Programs should only opt into the Education performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by staff or volunteers supported by the Volunteer Generation Fund grant.

ED1A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to education; may include students enrolled in grades K-12, out-of-school youth, preschool age children, and/or individuals pursuing postsecondary education Served: substantive engagement of individuals with a specific education-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

ED5A (outcome)	Number of students with improved academic performance
Definition of Key Terms	Students: those reported in ED1A Improved academic performance: an improved demonstration of skill or knowledge in one or more academic subjects
How to Measure/Collect Data	Standardized test, report card grade, or other instrument capable of measuring changes in academic performance at the individual beneficiary level. When possible, pre-post assessments should be utilized.

ED6 (outcome)	Number of students with increased school attendance
Definition of Key Terms	Students: those reported in ED1A Increased school attendance: higher rate of presence and/or on-time arrival at school as compared to a previous comparable time period
How to Measure/Collect Data	School/district/classroom attendance records or other instrument capable of measuring changes in attendance at the individual beneficiary level

ED7A (outcome)	Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)
Definition of Key Terms	Students: those reported in ED1A Decreased disciplinary incidents: lower rate of incidents as compared to a previous comparable time period
How to Measure/Collect Data	School/district/classroom records, police records, or other instrument capable of measuring changes in disciplinary incidents at the individual beneficiary level

ED9 (outcome)	Number of students graduating from high school on time with a diploma
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Definition of Key Terms	Students: those reported in ED1A On Time: Within four years of starting 9th grade
How to Measure/Collect Data	Preferred method is school/district graduation records for student beneficiaries. Beneficiary self-reports may also be utilized.

ED10 (outcome)	Number of students enrolling in post-secondary education or training
Definition of Key Terms	Students: those reported in ED1A Post-secondary education or training may include two- or four-year college programs or occupational/vocational programs Enrolling: means matriculating as a full-time or part-time student
How to Measure/Collect Data	Preferred method is registration records that confirm student enrollments. Beneficiary self-reports may also be utilized.

ED11 (outcome)	Number of students earning a post-secondary degree
Definition of Key Terms	Students: those reported in ED1A, V1, V7A, or V8 Degree: may include an associate degree from an accredited academic program or an occupational or vocational program; a bachelor's degree (ex., BA, BS); a master's degree (ex.: MA, MS, MEng, MEd, MSW); a professional school degree (ex.: MD, DDS, DVM); or a doctorate degree (ex.: PhD, EdD)
How to Measure/Collect Data	Preferred method is registration records that confirm degree was earned. Beneficiary self-reports may also be utilized.
Notes	Programs may only select this measure if they are able to collect data during a one-year grant period.

ED23A (outcome)	Number of children demonstrating gains in school readiness
Definition of Key Terms	Children: those reported in ED1A School readiness: Preparation for Kindergarten which includes multiple indicators assessed across developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development, and age-appropriate academic skills and behavior.
How to Measure/Collect Data	Teacher observation, standardized test, or other instrument capable of measuring changes in school readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

ED27C (outcome)	Number of students with improved academic engagement or social and emotional skills
Definition of Key Terms	Students: those reported in ED1A Improved academic engagement or social and emotional skills: A positive change in student skills, attitude, and/or mindset that is likely to contribute to increased educational success. May include increased interest in school, improved perspective on school climate, increased attachment to school and/or increased educational aspirations.

How to Measure/Collect Data	Survey, observation, or other instrument capable of measuring changes in academic engagement or social and emotional skills at the individual beneficiary level. When possible, pre-post assessments should be utilized.
Notes	Academic or behavioral improvements counted under ED5A, ED6, or ED7A cannot be counted under this measure

ENVIRONMENTAL STEWARDSHIP

Focus Area Notes

- Programs should only opt into the Environmental Stewardship performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by staff or volunteers supported by the Volunteer Generation Fund grant.
- AmeriCorps encourages grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres/miles/individuals

EN1 (output)	Number of housing units or public structures weatherized or retrofitted to improve energy efficiency
Definition of Key Terms	<p>Housing unit: a single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities</p> <p>Public structure: Shelter, such as homeless shelter or emergency shelter operated by a nonprofit or government organization; government-owned building</p> <p>Weatherization: Modifying a building to reduce energy consumption and costs and optimize energy efficiency. Whole-house weatherization includes the installation of modern energy-saving heating and cooling equipment and looks at how the house performs as a system.</p> <p>Retrofit: An energy conservation measure applied to an existing building or the action of improving the thermal performance or maintenance of a building.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of units/structures that have received services

EN1.1 (outcome)	Number of housing units or public structures with reduced energy consumption or reduced energy costs
Definition of Key Terms	Housing units or public structures: those reported in EN1
How to Measure/Collect Data	Utility bill/statement, computer modeling, resident survey, or other instrument capable of measuring changes in energy consumption or energy costs at the individual unit/structure level. When possible, pre-post assessments should be utilized.

EN3 (output)	Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices
Definition of Key Terms	<p>Environmental Stewardship and/or environmentally conscious practices: Organized efforts to teach about how natural environments function and, particularly, how human beings can manage their behavior and choices in order to live sustainably within those environments.</p> <p>Education or training: substantive engagement of individuals with a specific education goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>

How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals that have received services
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EN3.1 (outcome)	Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices
Definition of Key Terms	Individuals: those reported in EN3
How to Measure/Collect Data	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EN3.2 (outcome)	Number of individuals reporting a change in behavior or the intent to change behavior to better protect the environment
Definition of Key Terms	Individuals: those reported in EN3
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in behavior at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EN4 (output)	Number of acres of public parks or other public and tribal lands that are treated
Definition of Key Terms	<p>Public parks: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see EN5)</p> <p>Other public lands: Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies): and public easements</p> <p>Tribal lands: Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. SEC. 101. [42 U.S.C. 12511]</p> <p>Treated: Removal of invasive species, planting native plants, building riparian buffers, clearing of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of acres of land that have received services

EN4.1 (outcome)	Number of acres of public parks or other public and tribal lands that are improved
Definition of Key Terms	<p>Acres of public parks or other public and tribal lands: those reported in EN4</p> <p>Improved: Renovated to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, reduced wildfire risk, upgraded or repaired outdoor recreation facilities or signage, increased public safe access, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.</p>

How to Measure/Collect Data	Land manager assessment or other instrument capable of measuring changes in land condition at the scale of individual acres. When possible, pre-post assessments should be utilized.
EN5 (output)	Number of miles of public trails or waterways that are treated and/or constructed
Definition of Key Terms	<p>Public trails or waterways: owned/maintained by national, state, county, city or tribal governments; nonprofits when for public use or the public good; and public easements</p> <p>Treated: Removal of invasive species, planting native plants, building riparian buffers, improving tread/corridor of existing trail or making changes to increase the trail lifespan, implementing safety measures, removal of unsafe trail structures, repair of damage caused by visitor use, changes to increase accessibility, clearing of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatments must go beyond basic trash removal.</p> <p>Constructed: Activities designed to make trails newly available such as adding handicapped accessibility, building boardwalks, trail-blazing, converting a railroad bed to a trail, etc.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of miles of trail/waterway that have received services

EN5.1 (outcome)	Number of miles of public trails or waterways that are improved and/or put into use
Definition of Key Terms	<p>Miles of public trails or waterways: those reported in EN5</p> <p>Improved: Restored to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, increased safe condition or long-term sustainability of trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.</p> <p>Put into use: Established safe and useable trails that are now available for public access</p>
How to Measure/Collect Data	Land manager assessment or other instrument capable of measuring changes in trail or waterway condition at the scale of individual miles. When possible, pre-post assessments should be utilized.

HEALTHY FUTURES

Focus Area Notes

- Programs should only opt into the Healthy Futures performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by staff or volunteers supported by the Volunteer Generation Fund grant.

H4A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to improving health-related outcomes Served: substantive engagement of individuals with a specific health-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

H9A (outcome)	Number of individuals who report improved capacity for independent living
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in independent living capacity at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H10A (output)	Number of pounds of food provided
Definition of Key Terms	Food provided: made available at reduced or no cost to individuals and/or organizations for the purpose of alleviating food insecurity or hunger. May include community garden programs.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of pounds of food provided

H12 (outcome)	Number of individuals who report increased food security
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8 Food security: Access at all times to enough food for an active, healthy life. Food security includes at a minimum: (1) the ready availability of nutritionally adequate and safe foods, and (2) an assured ability to acquire acceptable foods in socially acceptable ways (that is, without resorting to emergency food supplies, scavenging, stealing, or other coping strategies). [USDA]
How to Measure/Collect Data	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in food security at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H17 (outcome)	Number of individuals with increased health knowledge
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H18 (outcome)	Number of individuals reporting a change in behavior or intent to change behavior to improve their health
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in behavior at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H19 (outcome)	Number of individuals with improved health
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Assessment by a healthcare professional, survey, or other instrument capable of measuring changes in health condition at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H20 (outcome)	Number of individuals with improved access to medical care
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in health care access at the individual beneficiary level. When possible, pre-post assessments should be utilized.

VETERANS AND MILITARY FAMILIES

Focus Area Notes

- Programs should only opt into the Veterans and Military Families performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- Activities associated with these measures must be carried out by staff or volunteers supported by the Volunteer Generation Fund grant.

V1 (output)	Number of veterans served
Definition of Key Terms	<p>Veteran: a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable [Section 101 of Title 38, 23 United States Code]</p> <p>Served: substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

V7A (output)	Number of active duty military service members and/or military family members served
Definition of Key Terms	<p>Active duty military service member: The term "active duty" means "full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component" [DOD Dictionary of Military and Associated Terms, April 2018]. AmeriCorps considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p>Military family member: Immediate family member related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who is deceased.</p> <p>Served: substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

V8 (output)	Number of veteran family members served
Definition of Key Terms	<p>Veteran: a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable [Section 101 of Title 38, 23 United States Code]</p> <p>Veteran family member: Immediate family member related by blood, marriage, or adoption to a veteran, including one who is deceased.</p> <p>Served: substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

VGF Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require resolution but do not represent a comprehensive list. Refer to the Performance Measure Instructions for full requirements.

Checklist Item	Primary Aligned Measure (required)	Additional Measure (optional)	Additional Measure (optional)
Performance Measure Requirements			
1	The application includes the required aligned performance measure G3-3.4 (output) and G3-3.10A (outcome)		
2	The Described Instrument section of measure G3-3.10A describes how the applicant will measure organizational effectiveness, efficiency, or program scale/reach with respect to volunteer recruitment or management.		
3	All performance measures included in the application are logically connected to activities described in the grant application.		
4	Any output-only measures included in the application consist solely of National Performance Measure outputs.		
5	The application does not include applicant-determined measures that duplicate existing National Performance Measures. <i>(Note: Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them like a national measure.)</i>		
6	The application does not include any applicant-determined outputs in the Capacity Building focus area. <i>(Note: the number of volunteers recruited/coordinated/supported by the grant and the number of hours served by these volunteers will be reported via Performance Data Elements on the Grantee Progress Report)</i>		
Interventions			
7	Interventions are consistent with the program design and contribute directly to the outputs and outcomes.		
8	The application does not include user-defined intervention labels that duplicate existing system-defined intervention categories.		
Output Quality			
9	Outputs clearly specify what is counted.		
Outcome Quality and Alignment			
11	Outcomes are logically aligned with the outputs.		
12	Outcomes reflect a meaningful change in knowledge, attitude, behavior or condition for program beneficiaries. <i>(Note: completion of a program would be considered an output, not an outcome.)</i>		
13	Outcomes can be measured during a single grant year.		
Targets			

14	Output and outcome targets are reasonable for the proposed program design.			
15	Targets are expressed as numbers, not percentages.			
Performance Measure Instructions				
16	National Performance Measures conform to selection rules, definitions, and data collection requirements specified in the Performance Measure Instructions.			
17	The application does not include any retired National Performance Measures (e.g., measures that do not appear in the Performance Measure Instructions).			
Data Collection/Instruments				
18	Data collection methods are appropriate for the output/outcome being measured.			
Sampling (if applicable)				
19	If sampling is proposed, the sampling plan is forwarded to AmeriCorps for consideration.			

VGF Performance Measures Frequently Asked Questions

1. *What should a continuation applicant do if one or more of their National Performance Measures is no longer present in the Performance Measure Instructions?*

All applicants, including continuation applicants, must follow the National Performance Measure selection rules specified in the current Performance Measure Instructions. Applicants must revise their performance measures as needed to conform to the updated instructions.

2. *What should a continuation grantee who is measuring a National Performance Measure output or outcome that has a changed definition do in the continuation application?*

If the grantee is unable to measure the output or outcome as defined in the current Performance Measure Instructions, the grantee should choose a different performance measure.

3. *What are National Performance Measures?*

AmeriCorps has established six Focus Areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families based on the priorities included in the Serve America Act. Within these Focus Areas, as well as for Capacity Building, AmeriCorps has created National Performance Measures in order to aggregate the results of similar programs and demonstrate the impact across our agency programs and initiatives.

4. *What is an aligned performance measure?*

An aligned performance measure is an output paired with an outcome. The paired output-outcome measures may be National Performance Measures, applicant-determined measures, or the combination of a National Performance Measure output and an applicant-determined outcome. Applicant-determined outputs cannot be paired with National Performance Measure outcomes in an aligned performance measure.

5. *What is an applicant-determined performance measure?*

An applicant-determined performance measure is one in which the applicant creates the language for the outputs and/or outcomes that will be measured. This is different from the National Performance Measures, where AmeriCorps pre-determines common outputs and, in some instances, outcomes that are available for applicants to use.

6. *What is an output-only performance measure?*

An output-only measure is a National Performance Measure output without associated outcome(s). Applicants may select output-only measures if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).

7. *Can I count the same beneficiaries in more than one performance measure output?*

Unless otherwise specified, the same beneficiaries may be counted more than once across different measures for different interventions (services) they may be receiving. For example, if your program helped one specific individual to both prepare for a disaster and obtain employment, you may count that same individual in both D1A and O1A. However, programs cannot count the same individual more than once within any one specific performance measure. So, for example, an individual who

attended two disaster preparation training workshops during a single program year cannot be counted twice under D1A.

8. Do all beneficiaries counted under a particular performance measure have to receive the same interventions?

Yes, the interventions associated with the measure need to be applicable to all of the beneficiaries counted under the measure, even if the details of the intervention (e.g., the exact dosage provided) may vary. If one set of beneficiaries is receiving one type of intervention (e.g., mentoring) and a different set of beneficiaries is receiving a different type of intervention (e.g., tutoring), the two sets of beneficiaries should be counted in separate performance measures even if the expected outcome is the same. In contrast, if all beneficiaries are receiving multiple interventions with the same expected outcome (e.g. all beneficiaries are being both mentored and tutored to improve their academic performance), they can be counted in a single performance measure.

9. Can one performance measure output have more than one outcome?

Yes, there may be more than one outcome measure associated with a single output. Aligned measures should only be configured this way if it is expected that all of the individuals counted in the output will potentially achieve the outcomes indicated. If the outcomes are resulting from different populations being served, they should be counted in distinct performance measures.

10. Can I count the same people more than once under one performance measure output or outcome if they receive service in more than one grant year?

If the individual receives services in more than one grant year, they may be counted as having received services in the output measure for each of the grant years in which they receive services. They may only be counted in the outcome measure for each grant year if they meet the specified level of improvement for the outcome in each year. For example, a student receives tutoring in second and third grade. The program expects that students will improve their reading score by one grade level each year. If the student is served in both second and third grade and improves by one grade level in each year, the student may be counted in output ED1A and outcome ED5A for both years. If the student improves by ½ grade level in second grade and one grade level in third grade, the student may be counted in ED1A for both years but only in ED5A for the third-grade year.

11. Am I allowed to allocate funds for collecting and analyzing data? If so, how much?

Costs related to measuring the performance of a program are allowable grant expenses. There is no standard recommended amount. As with all grant expenditures, these costs must be reasonable, allowable for the proposed program, and properly allocated across grant activities.

12. The National Performance Measure I want to select doesn't appear in the drop-down menu. What should I do?

Only performance measures corresponding to objectives selected on the Objectives tab will appear in the drop-down menu. Refer to the National Performance Measure selection rules to determine which objective to select for each performance measure. Do NOT create an applicant-determined measure that duplicates a National Performance Measure.

13. I want to create an applicant-determined measure, but the Performance Measures Module isn't allowing me to do that. What should I do?

There are some objectives for which the creation of applicant-determined outputs is not allowed. These include the Capacity Building and Leverage objective (Capacity Building focus area), the Find Opportunity objective (Economic Opportunity focus area), the Teacher Corps objective (Education focus area), the Green Jobs objective (Environmental Stewardship focus area), and the Access & Attract objective (Veterans and Military Families focus area). For the Capacity Building and Leverage objective, only National Performance Measure outputs are allowed to be used. For the Find Opportunity, Teacher Corps, Green Jobs, and Access & Attract objectives, programs are not allowed to create performance measures.

14. Under what circumstances is it ok for grantees to use sampling to measure outputs and outcomes?

Methodologically speaking, sampling is appropriate for competitive grantees as long as the grantee has a solid plan for ensuring that its sample will be representative. Practically speaking, we would want grantees to use sampling only when they are able to make the case that it is unrealistic to collect data from the whole population.

15. When would AmeriCorps not allow sampling?

AmeriCorps will not allow sampling when it is reasonable to expect a grantee to collect data from the whole population. AmeriCorps will also not allow sampling if the grantee's sampling frame is not sufficient or if the grantee's methodology will not result in a representative sample.

16. How does a grantee set targets when it is planning to sample?

In most cases the grantee should be able to set targets based on the population as a whole. If a grantee's sampling methodology is sound and results in a representative sample, then the program can extrapolate their results to report on an outcome for the population as a whole. For example, a program reports an output of 1000 children served. The program selects a representative sample of 200 children. Of these, 180 students (90%) demonstrate the desired change. In this case, the program could report an extrapolated outcome of 900 students.

17. How do I request permission to sample?

A detailed sampling plan must be forwarded to AmeriCorps for consideration. Please consult the Notice of Funding Opportunity or your Portfolio Manager for instructions on how to submit additional documents.

ATTACHMENT B: Detailed Budget Instructions (eGrants Budget Section)

In eGrants, the preparation of a detailed budget provides the data that creates the summary budget and the budget narrative. Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Itemize each cost and present the basis for all calculations in the form of an equation, identifying the number of persons involved with the event, the per person/unit cost, and/or the annual salary cost. The budget should be sufficient to perform the tasks described in your program narrative. All of the amounts you request must be for a particular purpose. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Costs may include travel necessary to meet grant and grantee obligations. Do not include fractional amounts (cents). Use the Budget Worksheet as a guide as you prepare your budget.

Please note that while AmeriCorps is now operating name for the Corporation for National and Community Service (CNCS), some fields in eGrants still refer to CNCS.

As you enter your detailed budget information, 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 messages. You must resolve all errors before you can submit your budget.

Use the Budget Worksheet as a guide as you prepare your budget.

SECTION I. Program Operating Costs

A. Personnel Expenses - Include the portion of principal staff time attributed directly to the operation of the project. List each staff position and a brief statement of responsibilities for each in the 'Position/Title' field. For each position, also include the annual salary, and the percentage of staff time that will apply to the grant.

B. Personnel Fringe Benefits - Include costs of benefit(s) for each project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. If a fringe benefit amount is over 30%, please list covered items separately.

C. Travel - Describe the purposes for which staff will travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of the applicant's policy and justified in the budget narrative. Only domestic travel is allowable.

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 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in **E. Supplies** below. Purchases of equipment are limited to 10% of the total AmeriCorps funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purpose of the equipment under Item/Purpose.

E. Supplies - Include the funds for the purchase of consumable supplies and materials that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more.

F. Contractual and Consultant Services - You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in **H. Evaluation** below. Where applicable, indicate the daily rate for consultants.

G. Training - You may include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Where applicable, indicate the daily rate for consultants.

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 Section A. Personnel. This **does not** include the daily/weekly gathering of data to assess progress toward project objectives 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. Where applicable, indicate the daily rates for consultants.

I. Other Program Operating Costs - These costs may include office space rental, utilities, and telephone and Internet expenses that are specifically used for participants, directly involve project staff, and are not part of the organization's indirect cost/admin cost. Criminal history background checks 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 funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget. If costs are shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget.

SECTION II. Administrative/Indirect Costs

A. Definitions

Indirect costs are an allowable budget item in AmeriCorps grants. IAW 2 CFR §200.414 Indirect (F&A) costs, grantees have the option of using an indirect cost rate which has been negotiated with, and approved by, their cognizant federal agency; or a non-federal entity receiving less than \$35 million in direct federal funding that does not have a current federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Grantees may also charge certain administrative costs directly as outlined in 2 CFR §200.413 Direct costs.

Options for Calculating Administrative/Indirect Costs (choose either 1 or 2 from B below)

Applicants choose one of two methods to calculate allowable administrative costs - 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.

B. Calculating Administrative/Indirect Costs

1. 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. Specify the Cost Type for which your organization has current documentation on file, i.e. Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved indirect cost rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to

use your entire indirect cost rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

As specified in your indirect cost rate agreement, apply your rate against the direct costs in your budget, including both AmeriCorps' and Grantee's shares (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. De Minimis Rate of 10% of Modified Total Direct Costs

Organizations that do not have a current a federally negotiated indirect cost rate (including provisional rate) and that 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 the MTDC and use of this option can be found at 2 CFR 200.414 (f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

C. Entering Administrative/Indirect Costs in eGrants.

The instructions for how to enter the organization's indirect cost rate are located here: [eGrants Indirect Cost Rate User Instructions](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Source of Funds. 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 or State/Local) 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.

ATTACHMENT C: Budget Worksheet (eGrants Budget Section)

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G. Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

Section II. Administrative/Indirect Costs

A. Federally Approved Indirect Cost Rate Or De Minimis Rate of 10% of Modified Total Direct Costs

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II :	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

Source of Funds

Match Description (Note whether Secured or Proposed)	Amount	Match Classification (Cash or In Kind)	Match Source (State, Local, or Private)

ATTACHMENT D: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the VGF project?
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization are funded through the administrative cost section (Section III) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? 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 the fringe amount is over 30%, the benefits are listed separately?
Yes ___ No ___	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?
Yes ___ No ___	The purpose for all staff travel is clearly identified?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1000 per unit are specifically listed and explained in the budget narrative?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for criminal history checks of each grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, have you provided an explanation of how the costs will be covered?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Administrative/Indirect Costs
Yes ___ No ___	Applicant has a current approved indirect cost rate - The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes ___ No ___	Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___	Applicant has a current approved indirect cost rate and the approved indirect cost rate information has been entered into eGrants to support the costs budgeted?
Yes ___ No ___	Applicant does not have a federally approved indirect cost rate and is choosing to use a <i>de minimis</i> rate of 10% of modified total direct costs?

In Compliance?	Match
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes ___ No ___	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget exactly?)