



AmeriCorps SC Community of Practice: 2025 NOFO Series

October 25, 2024



Organization Capability: Background, Staffing, Supervision + APP WRAP-UP

Today we will cover:

- Organizational Capability: Narratives and Scoring
- Organizational Capability: Budget and Logic Model
- Due Diligence Form & OFMS: Operational and Financial Management Survey
- Supports + resources available to you!
- Q & A / Open Forum

Theory of Change and Logic Model

AmeriCorps Members



Staff + Organizational Systems/Capability

Selection Criteria

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Each applicant must describe a project that will use AmeriCorps members effectively to solve a significant community problem. Applications must have a well-designed plan with clear justification for the requested funds.

Reviewers will assess the quality of applications by using the selection criteria and will rate them accordingly.

+ Budget

+ Operational and Financial Management Survey (OFMS)

+ SAM.gov registration

(0 points but REQUIRED)

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
Community and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
Organizational Capability	25
Organizational Background and Staffing	15
Member Supervision	6
Commitment to DEIA	4
Cost-Effectiveness and Budget Adequacy	25
Member Recruitment	8
Member Retention	9
Data Collection	8



From the NOFO (p.21 - 22):

E.1.c. Organizational Capability, 25 percent:

1. Organizational Background and Staffing, 15 points

- The applicant describes the roles, responsibilities, and structure of the staff that will be implementing and providing oversight of the program.
- The applicant describes their organization's mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.
- The applicant describes their organization's experience with managing grants, especially federal or state grants. Include your past performance in meeting:
 - Grant goals and objectives.
 - Compliance and reporting requirements.

Note: if you do not have experience with managing grants, please indicate that.

- The applicant has facilitated, partnered, or participated in educational or workforce development programs e.g. work experience or job training programs, etc.

From the NOFO (p.21 - 22):

2. Member Supervision, 6 points

- The applicant describes how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service. E.g., structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.
- The applicant describes how AmeriCorps supervisors will be adequately trained to follow AmeriCorps and program regulations, priorities, and expectations. E.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.

3. Commitment to Diversity, Equity, Inclusion, and Accessibility, 4 points

- The leadership and staff of the organization have similar lived experience as the beneficiary population and/or community being served.
- The applicant's definitions of diversity, equity, inclusion, and accessibility are demonstrated by the organization. E.g., diversity on the Board of Directors, agency staff and leadership, and/or volunteers. The organization upholds a supportive and safe environment for individuals of diverse backgrounds.

Org Capability in the Budget

Fiscal Year 2025 AmeriCorps State and National Competitive

SAMPLE BUDGET NARRATIVE

This resource is for reference only, not for replication.

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Executive Director: - 1 person(s) at 110,795 each x 8.5 % usage	0	9,418	9,418
Project Director: - 1 person(s) at 66,500 each x 100 % usage	66,500	0	66,500
Project Specialist: - 1 person(s) at 43,800 each x 100 % usage	43,800	0	43,800
Data Specialist: - 1 person(s) at 46,660 each x 40 % usage	0	18,664	18,664
Category Totals	110,300	28,082	138,382

- ★ Budget for multiple staff with relevant titles; “it takes a village” approach
- ★ Must include mention of AmeriCorps Member supervisor(s)
- ★ Show adequate personnel and realistic % usage

Org Capability: Logic Model

Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage, and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.

List all the resources (“inputs”) your org is investing in the AmeriCorps program to make it a success: staffing, member supervisor(s), partnerships, curriculum, systems, funding streams, etc. Be specific!

Due Diligence Form and OFMS: Operational and Financial Management Survey



AmeriCorps SC Intent to Apply & Due Diligence Form

Save my progress and resume later | [Resume a previously saved form](#)

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Introduction

For FY 2025 AmeriCorps State & National "Competitive Round" Subapplicants:

Please submit this form by no later than **5pm on Friday November 1, 2024**.

Please refer to the [FY 2025 AmeriCorps SC "Competitive Round" Notice of Funding Opportunity \(NOFO\)](#) on our website for full details regarding the process and timeline for applying for AmeriCorps SC funding for this particular round.

Please email any questions regarding completing this form to commission@uwasc.org (will be responded to by either Mark Weller or Becky Brennan Thom)

NOTE: You are able to save your progress on this form and return to it later - we encourage you to make use of this feature, as this form contains questions and sections which may be pertinent to your organization's executive, fiscal, and program staff.

Form Layout (by page):

1. Pre-Application Resources, Contact Info, General Info, Program Description
2. SAM.GOV registration information
3. Financial Management Survey & 990 form + audit file upload

**Complete online by 11/1
(with help from your
executive/financial staff):**

<https://www.tfaforms.com/5030251>

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Unique Entity Identifier (UEI) and System for Award Management (SAM)

All applicants must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, the organization must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees.

The SC Service Commission will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier (UEI formerly DUNS). If an applicant has not fully complied with these requirements by the time the SC Service Commission is ready to make a Federal award, the Service Commission may determine that the applicant is not qualified to receive an award and use that determination as a basis for making the grant award to another applicant.

The Unique Entity ID is generated in SAM.gov. The Unique Entity ID is assigned automatically to entities when they request a Unique Entity ID or register on SAM.gov. You can refer to the video below for more information on how to get a Unique Entity ID:

[Get a Unique Entity ID in SAM.gov](#)

Does your organization have an active SAM account? *

- Yes
- No

Please confirm that the organization's SAM account setting is enabled for public view. *

- Yes
- No
- Unsure
- The organization does not have a SAM account



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](#) or the Federal Service Desk, [FSD.gov](#). You can search for



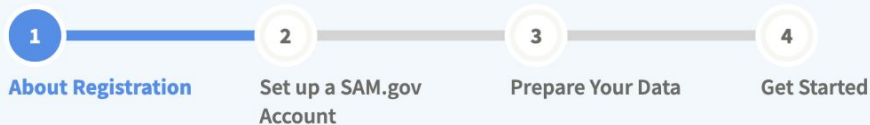
Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

[Entity Information Home](#)

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

 [Check Entity Status](#)

Due Diligence Form and OFMS: Operational and Financial Management Survey

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FINANCIAL MANAGEMENT SURVEY

File Upload and Reference - 990, Financial Statements, Audit

Upload the completed survey, IRS 990 form, and Audited Financial Statements below.

Internal Revenue Service Form 990 (for year most recently filed) *

No file chosen

Audited Financial Statements (for year most recently completed) *

No file chosen

If your organization does not have audited financial statements, please upload a document explaining why.

Single Audit Confirmation

A federal single audit is required when you spend more than \$750,000 of federal funds in one year, regardless of whether those federally-sourced funds came directly from the federal government or were passed through from a state or local government.

Is your organization required to complete a federal single audit? *

- Yes
 No

Due Diligence Form and OFMS: Operational and Financial Management Survey

Organization Policies and Procedures

The policies identified below address some of the most critical elements for administration of a federal grant. As a recipient of federal funds, organizations are required to have a full complement of programmatic, financial, and administrative policies, as well as internal controls in place, as applicable. Policies and procedures should be reviewed and refined, as applicable, at least once every two years. Should the applicant receive federal funding from AmeriCorps, full copies of the policies and procedures may be requested for monitoring purposes.

DOES YOUR ORGANIZATION HAVE IN PLACE THE FOLLOWING GUIDES AND POLICIES:

Personnel / Employee Handbook *

- Yes
- No

Financial / Internal Controls *

- Yes
- No

Sub-award and Service Site Monitoring and Oversight *

- Yes
- No

Timekeeping *

- Yes
- No

Travel Guidance, including purchase / travel credit card use *

- Yes
- No

Procurement *

- Yes
- No

Standards for Use of Federal Funds *

- Yes
- No

Code(s) of Conduct / Ethics, applicable to employment and purchasing *

- Yes
- No

Document Retention *

- Yes
- No

Capitalization of supplies, equipment and real assets *

- Yes
- No

Conflict of Interest *

- Yes
- No

Due Diligence Form and OFMS: Operational and Financial Management Survey

Financial Management - System Controls

Please respond to the following questions:

Are financial reports (profit and loss, budget vs. actual, etc.) provided to and reviewed by leadership level staff, at least quarterly? *

- Yes
- No

Does your organization use an automated accounting system? *

- Yes
- No

Does your organization utilize an automated accounting system, one that can routinely and reliably produce an General Ledger along with sub-ledgers for specific projects? *

- Yes
- No

Can the organization's accounting system separate the receipts and payments of a federal grant from the receipts and payments of the organization's other activities supported by separate funding streams? *

- Yes
- No

Can your organization's accounting system summarize grant-related expenses declared as grantee share / match separate from those expenses which are reimbursed by the grant itself? *

- Yes
- No

Can your organization's accounting system summarize in-kind contributions of match / grantee share to reflect the full picture of match resources declared toward the grant? *

- Yes
- No

How often does your organization post transactions to the accounting system ledger(s)? *

- Daily
- Weekly
- Monthly
- Quarterly
- Annually
- Other

Does your organization use an automated payroll system? *

- Yes
- No

Due Diligence Form and OFMS: Operational and Financial Management Survey

Financial Management - Oversight Controls

Please indicate whether organizational leadership approval is required for any of the following financial transactions (Select "Yes" or "No"):

Opening / Closing Bank Accounts *

- Yes
- No

Opening Lines of Credit *

- Yes
- No

Assigning Credit Cards *

- Yes
- No

Buying / Selling Property *

- Yes
- No

Financial Investment / Divestment *

- Yes
- No

Due Diligence Form and OFMS: Operational and Financial Management Survey

Financial Management - Additional Questions

Please respond to the following questions:

Has the organization issued loans to an employee or officer of the organization or forgiven and/or written-off any loans or debts in the last year? *

- Yes
- No
- N/A. None of these circumstances have arisen.

Please identify who is authorized to write-off any debt owed to the organization as a bad debt? *

- CEO / Executive Director
- Chief Financial Officer
- Other agency executive staff member
- Board Chair
- Board Committee
- Accountant
- We do not have an established policy on writing off bad debt

Has the organization experienced cash flow deficits at any point in the previous 2 years? *

- Yes
- No

Has the organization received federal funds for similar programs or projects? *

- Yes
- No

Has an audit been performed on the organization's financial accounts? *

- Yes
- No

If so (to question above), what was the audit opinion? *

- Modified
- Unmodified
- Adverse
- N/A (audit not performed)

If applicable, has the organization addressed any outstanding deficiencies identified in the most recent audit? *

- Yes
- No
- N/A

Submitting in eGrants - Select correct App ID

NOFO SELECTION INFORMATION (in eGrants):

- **If applying for a: Fixed-Cost Subgrant**
 - NOFO: FY 2025 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)
 - State Competitive Grant
 - Grant Application ID #: **25ES268270**
- **If applying for a: Cost-Reimbursement Subgrant**
 - NOFO: FY 2025 AmeriCorps State and Territory Commission (New and Cont)
 - State Competitive Grant
 - Grant Application ID #: **25AC268271**

Link to SC Submission Instructions:

[NOTICE of Funding Opportunity \(NOFO\) - FY 2025 AmeriCorps SC Competitive Round \(2024-09-03\)](#)

Review + Print Preview from eGrants before you submit!

10/25/2024, 9:38 AM, EDT

home my account help logout

AmeriCorps

eGrants

Welcome Emily

Start Continuation Grant Application

Start Continuation

Applicant Info

Application Info

Narratives

Documents

Budget Section 2

Funding/Demographics

Subapplications

Review

Authorize and Submit

Grant Application Info

Grant Application ID: 25ES268270
Grant #: 24ESHSC001

NOFA: FY 2025 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)

Type: Continuation
Status: Open for Subapplications

NOFA Information

- **NOFA:** FY 2025 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)
- **Grant Application ID #:** 25ES268270
- **Grant ID #:** 24ESHSC001
- **Due Date:** 01/23/2025
- **Summary:** The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

View/Print your application

Please click on any of the following links to view/print a report.

- **Application** [View Revision Log](#)
- **Application for Federal Assistance:** [view/print report](#)
- **Budget:** [view/print report](#)
- **Budget Narrative:** [view/print report](#)
- **Funding Summary Chart:** [view/print report](#)
- **Organization IDCR History:** [view/print report](#)
- **Organization/People Report:** [view/print report](#)
- **Program Summary Chart:** [view/print report](#)

Applicant Info: [edit](#)

- **Applicant/User:** Ms. Emily Steinberg
- **Authorized Representative:** Weller, Mark P

★ Make sure you have not exceeded page limits (10 pages narrative + face sheet)



SC Competitive Grant Timeline + Key Deadlines

- September 3 - [NOFO publicly released](#)
- Now through October - Schedule 1:1 consultations with Emily (optional)
- October 18 - Deadline to submit your draft application to Emily for complimentary grant review (optional)
- October 25 - Emily to provide feedback on drafts submitted
- November 1 - Final deadline to submit in eGrants (5pm ET)
- November 15 - December 6th: Hold for clarifications & revisions
- April 2025 - Competitive Grants Announced



Upcoming Sessions

- Fri 11/1, 10am-11am **(DUE DATE)** --> Last minute Q&A



Supports Available to You!

- 1:1 Grant Consultations - [schedule via Emily's Calendly](#)
- Community of Practice Series (every Friday until 11/1) - [register here](#)
- [On3Learn eCourses](#) - use promo code **SCSUB22**
 - Logic Models
 - Evidence Series
 - Grant budgets
 - Performance measures
- Complimentary Grant Review + feedback - if submitted to Emily by **10/18**
- [ASN National Materials + Webinar Recordings](#)



Q & A / Open Forum

Contact me: emily.steinberg@gmail.com
<https://calendly.com/emilyjsteinberg/60min>