



**2005 COMMISSION ADMINISTRATIVE
FUNDS, PDAT, AND DISABILITY
PLACEMENT
APPLICATION INSTRUCTIONS**

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TECHNICAL IMPROVEMENTS TO THE 2005 COMMISSION ADMINISTRATIVE FUNDS, PDAT, AND DISABILITY PLACEMENT APPLICATION INSTRUCTIONS

- 1) Dates and Historical References – Dates, including deadlines, and historical references were updated for 2005.
- 2) eGrants – References to eGrants have been updated to reflect enhancements to the on-line application and grants management system.
- 3) Editorial Changes – We made small editorial changes to the text in several places to clarify the instructions and make the document more readable.
- 4) Promise Fellows – References differentiating the Promise Fellow program from the general AmeriCorps*State were deleted.
- 5) Statewide Initiatives – Clarified how to apply for a statewide initiative.
- 6) PDAT Available Resources – Added the following sentence to be consistent with the admin fund instructions: “If you do not receive this chart before the administrative application is due, please use fiscal year 2004 figures to complete your administrative budget.”
- 7) National Service Leadership Institute – Removed references to the National Service Leadership Institute.

2005 COMMISSION ADMINISTRATIVE FUNDS, PDAT, AND DISABILITY PLACEMENT APPLICATION INSTRUCTIONS

I. Deadline

Administrative Funds, PDAT and Disability Placement Plan applications are due between October 25 and November 16, 2004.

We will consider an extension of this deadline only for reasons legitimately beyond the control of a state commission. Submit your request for an extension stating the reasons to Rosie Mauk, Director, AmeriCorps*State/National via email or letter.

eGrants: You will submit your applications through eGrants. Access eGrants at www.nationalservice.org. Each application has a separate Notice of Funds Availability (NOFA). Select the specific NOFA when prompted. NOFAs are listed in the Application Instructions section for each grant. State commissions that are submitting an application for a second or third year of a three year grant must select the “Continuation” option when setting up their 2005 application. The 2005 application will be a copy of the previous year’s application and budget, which the applicant can edit.

II. Overall Guidance

State Commission and National Program Collaboration

The Corporation expects national service programs to collaborate at the local level. For example, state commissions should provide support for AmeriCorps*National operating sites in your state, and national program parent organizations are required to communicate with the commissions of their operating site states.

State commissions should:

- Plan annual events and technical assistance activities with the schedules and needs of all programs, including AmeriCorps*National, Education Awards Programs, and Promise Fellows in mind;
- Add the appropriate parent organizations and their operating sites in the state to your mailing list; and
- Use inclusive language in announcements and other public documents so that AmeriCorps*National operating sites, Education Awards Programs, Tribes, and U.S. Territories know when activities and events are relevant for them.

To ensure that AmeriCorps*National operating sites and Education Awards Programs understand and comply with their responsibilities to be responsive to state commissions, the 2005 AmeriCorps Application Guidelines include the following:

...State commissions are responsible for coordinating all Corporation-related service in their states including technical assistance and support...

*Each Education Awards Programs and AmeriCorps*National programs should maintain regular communications with its state commission and keep the commission informed of program progress, specifically:*

- *consult with the commission in each state where AmeriCorps members will be placed. Outcomes of this consultation and agreed-upon steps to be taken to ensure that the program fits into the commission's overall priorities in the application planning process should be included in your application;*
- *give the commission a summary of the program and member activities within the state;*
- *notify commissions of new sites that have not been determined at the time of application as soon as the site selection occurs;*
- *place the state commission on mailing lists;*
- *keep the commission informed of any general training and technical assistance needs of your operating sites;*
- *participate whenever possible in events, training, and meetings and the development of state plans for service; and*
- *respond in a timely fashion to requests, invitations, and communications.*

Provisions for Program Development Assistance and Training, Disability Placement Funds and State Administrative Awards

By accepting funds under any of these grants, you agree to comply with the Provisions and all applicable federal statutes, regulations, and guidelines. You agree to administer the grant in accordance with the approved grant application and budget, supporting documents, and other representations made in support of the approved grant application. You agree to include in all subgrants the applicable terms and conditions contained in this award.

All applicable Provisions of the grant including regulations and OMB circulars that are incorporated by reference shall apply to any grantee, sub-grantee, or other organization carrying out activities under this award.

STATE ADMINISTRATIVE FUNDS APPLICATION AND INSTRUCTIONS

I. Purpose of State Administrative Funds

State Administrative grant funds are to support the operations of state commissions and alternative administrative entities in implementing their duties as required by the National and Community Service Act of 1990, as amended (Act).

Available Resources

We continue to allot administrative funds on a population-based formula. You will receive an allocation chart once our fiscal year 2005 appropriation is enacted. If you do not receive this chart before the administrative application is due, please use fiscal year 2004 figures to complete your administrative budget.

Match Requirements and Budget Submission

Prepare a one-year budget based on your state's 2004 allocation. As provided in the Act, costs you incur during and after the 5th year of operation require a 50 percent cost share.

II. Administrative Funds Application Instructions

Select the following NOFA: Commission Administrative Funds FY 2005

A. Applicant Information (eGrants: Applicant & Application Sections)

This section contains contact information for the commission that eGrants will use to complete the SF424 face sheet for you. Note: the "project director" is the Executive Director and you can leave the "program initiative" box blank. The "estimated funds requested" box will be filled in for you after you complete the budget.

B. Narrative (eGrants: Narrative Section)

We suggest you prepare your application as a word processing document prior to using eGrants. Then copy and paste your document into eGrants when it is complete. Use only uppercase letters for section headings and other information you would like to highlight in your narrative. Do not use boldface, bullets, underlines, or other types of formatting. Remember to follow the character limits listed below. We use character limits rather than page limits because of the structure of eGrants. Characters are letters, punctuation, and spaces included in your document. Your word processing software can provide a character count.

An "Executive Summary" is not required. Type "N/A" in the text box.

Program Narrative: Describe in detail your strategies or approaches for outreach to community and faith-based organizations and intermediaries that may be interested in operating an AmeriCorps program. If your narrative exceeds 32,000 characters, enter the remaining information in the “Program Narrative Continued” text box.

C. Budget (eGrants: Budget Section)

In eGrants, complete the detailed budget for the coming year. The budget period must be January 1, 2005 through December 31, 2005 unless the Corporation expressly approves a different budget period.

Complete the budget for funds you are requesting from the Corporation and for state/local and private funds. Indicate whether your state commission share is cash or in-kind and the sources that provide the match. Enter match source information by clicking the section heading name (For example: Section I: Support Expenses.) For each line item provide a clearly stated explanation that shows how you calculated the cost, in an equation format where appropriate. Itemize and fully explain in the Purpose/Calculation field any equipment unit cost over \$1,000. In addition, you must clearly explain any and all costs in the “Other” line item. You must show specific line items budgeted in the appropriate cost category.

** Please note that a commissioner’s time cannot be counted as match for the grant.**

After you enter your budget information into eGrants, you can generate a budget narrative and a summary budget.

D. Required Documents (eGrants: Documents Section)

There are no required documents.

E. Assurances and Certifications (eGrants: Authorize and Submit Section)

The authorized representative must certify that the organization will comply with all the required assurances and certifications. Self-Certification: the self-certification is a requirement of all state commissions. By clicking the “I Agree” box for the certifications you assume responsibility for meeting the rules and requirements articulated in our legislation, regulations, and provisions with respect to these grants.

F. List of Commissioners and Contact Information for Staff (eGrants: Grantee Admin section)

Commissioner List

Enter or update information about each commissioner in the Contact Information screen in eGrants. Only staff with the Grantee Administrator role has access to do this. The Corporation will use this information to determine state commission compliance with the state commission composition regulation.

WHERE: Find the Contact Information screen under the Grantee Admin section on the eGrants main menu.

Complete the fields listed below.

eGrants field	Information	Example
Prefix, First, Middle, Last, Suffix	Enter the Commissioner's name	Mr. Jack F. Tanney, Jr.
Active	Click on the box in the "Active" column.	
Title	Type in the word "Commissioner" or "Chair."	Commissioner
Daytime #	Commissioner's phone number	777-122-8907
Fax #	Commissioner's fax number	777-122-8908
Email	Commissioner's email	jftanney@kemfoundation.org
Comments	Enter the Commissioner's Term Expiration Date and Status (Voting, Non-Voting, or Ex Officio)	12/31/06 (Voting)
Org Affiliation	Enter the commissioner's Area of Representation from the list below.	Community-based Agency
Role	Select "Commissioner" from Pull-down menu. This role does not give special access to eGrants.	
Street Address, City, State, ZIP	Enter Commissioner's address	Kem Foundation 12 Hailey Lane Formax, LA 98076

Areas of Representation

- Community-based Agency
- State Education Agency
- Local Government
- Local Labor Organization
- Business
- Youth
- National Service Program
- Education/Training of Disadvantaged Youth
- Older Adults in Service
- Higher Education Agency
- Local Education Agency
- Human Services Expert
- Education Expert
- Environmental Expert
- Public Safety Expert
- Indian Tribes
- Out-of-School/ At-Risk Youth
- DVSA Programs
- State Agency

Enter a New Commissioner. To enter a new Commissioner, click on the new button. Enter the information.

Edit existing Commissioner record. Click on the commissioner's name and click on the edit button. Change or add information to the form referencing the directions above. Save the changes.

Delete Commissioner record.

1. Data error or duplicate. Highlight the commissioner's name. Click the delete button.

To Print a Commissioner List Report. Select, "**Organization/People Report**" in the Reports pull-down menu and click "Run Reports."

The Commissioner List is part of the Administrative Application and must be completed prior to application submission.

PROGRAM DEVELOPMENT ASSISTANCE AND TRAINING (PDAT) GUIDANCE AND APPLICATION INSTRUCTIONS

I. Purpose of PDAT Funds

States^[1] receive Program Development Assistance and Training (PDAT) funds for building capacity and infrastructure consistent with Administrative Standard Eight, *Implementing Training and Technical Assistance*, and the *Characteristics of a Successful Training and Technical Assistance Program*, (Appendix A.) PDAT funds are the principal resource available to commissions for enhancing and sustaining high quality AmeriCorps*State and National service programs.

II. Available Resources

Each Commission is eligible for an annual allocation of **Program Development Assistance and Training** dollars – the "PDAT allocation." The amount of PDAT funds available for the 2005 program year is yet to be determined. At the time of the release of these Guidelines, the Corporation has not yet received its FY 2005 budget. If you do not receive this chart before the administrative application is due, please use fiscal year 2004 figures to complete your administrative budget unless otherwise instructed.

III. Allowable Use of PDAT Funds

The activities you propose must be consistent with these guidelines and with your Commission's administrative plan. PDAT funds are the principal resource available to Commissions for enhancing and sustaining high quality, effectively-functioning AmeriCorps*State and National service programs. We expect Commissions to maximize these funds as much as possible by using them to strengthen multiple, rather than individual programs, program staff and members.

¹ For those states in which the delivery of PDAT funds through a state is not feasible or optimal, we may use alternative means to make such funds available.

Corporation programs are expected to use a statewide, collaborative approach to training. To the extent allowed by funding provisions and to the extent available, you may use PDAT funds to strengthen infrastructure that supports collaboration and that uses statewide events as one of the primary vehicles for training across national service programs (Senior Corps, AmeriCorps and Learn and Serve America). Similarly, Senior Corps grantees may use Senior Corps grant funds to support cross-program training. The Corporation State Director or designee is expected to work with the Commission and the Lead State Education Agency to do joint planning. Since cross-program state-based events are the primary approach to training for Senior Corps in 2005, grantees are expected to participate and may use grant funds for registration fees and travel. In addition, Senior Corps has committed funds to selected Corporation training and technical assistance providers that allow them to be available to support cross-program statewide and multi-state training events as a priority. If you wish to have a copy of the FY 2005 Senior Corps Field Guidance for review, contact the Corporation state office.

The following activities are examples of appropriate uses for PDAT funds when conducted in the context of capacity building and infrastructure development:

- leadership development, training, and technical assistance activities to enhance the effectiveness of AmeriCorps programs and program staff
- training events and other training activities in support of the unified state plan
- statewide or regional events for member training when conducted collaboratively among multiple programs or organized by multiple states. Member/participant training for a single local program should be funded from sub-grantee budgets
- evaluation, performance measurement and accountability activities
- travel costs for program staff, to state-sponsored, cluster- wide, and national provider training events
- travel costs for member/participant attendance at regional and national training events to increase member/participant effectiveness (such as service-learning and youth-service conferences and/or events in support of local capacity building)
- cost-sharing with a national T/TA provider(s) as appropriate
- funding for up to 1.0 FTE (full-time equivalent) as a staff person, contractor or consultant to conduct functions associated with Administrative Standard Eight and those consistent with the Characteristics of a Successful Training and Technical Assistance Program found in Appendix A. Activities may include conducting needs assessments; planning, implementing and managing the state's T/TA effort; providing for on-site training and technical assistance; connecting programs to resources; identifying and developing local T/TA resources; and promoting peer exchanges
- travel by staff whose positions are funded through PDAT when such travel involves the performance of T/TA functions or to attend CNCS sponsored training that strengthens the training function. (Administrative funds must be used for travel to conduct administrative functions, such as monitoring and compliance review.) When travel costs are shared, expenditures must be documented separately for financial control purposes
- unified state plan and/or unified training plan preparation and implementation to the extent that such expenditures are consistent with other PDAT policies

- communications equipment and systems that link programs for T/TA purposes (for example, newsletters and Internet discussion groups). Administrative funds are to be used for communications equipment and systems for operational and monitoring activities. Sharing costs for systems that meet both needs is allowable with appropriate documentation for financial control purposes
- outreach and public education to potential grantees, subgrantees and sites to promote and strengthen the (national) service infrastructure in the state

IV. PDAT Application Instructions

Select the following NOFA: PDAT FY 2005

A. Applicant Information (eGrants: Applicant & Application Section)

This section contains contact information for the State Commission that eGrants will use to complete the SF424 face sheet for you. Note: the "project director" is the Executive Director and you can leave the "program initiative" box blank. The "estimated funds requested" box will be filled in for you after you complete the budget narrative.

B. Narrative (eGrants: Narrative Section)

We suggest that you prepare your application as a word processing document and then copy it into eGrants. You may use *only* uppercase letters for section headings and other information you would like to highlight in your narrative. Do *not* use boldface, bullets, underlines, or other types of formatting. Remember to follow the character limits listed below. We use character limits rather than page limits because of the structure of eGrants. Characters are defined as letters of the alphabet, punctuation, and spaces included in your document. Your word processing software can provide a character count.

An "Executive Summary" is not required. Type "N/A" in the box. Charts and tables cannot be entered into the text box, and should be sent directly to your training officer.

The Corporation requires two major elements as part of your narrative:

1. Summary of Accomplishments for program year 2004 PDAT or Training and Technical Assistance Plan

(Limit: 32,000 characters) In the Summary of Accomplishments text box, describe your progress in 2004. Include:

- a. number of activities completed in accordance with your 2004 PDAT plan, including learning objectives, types and numbers of national service participants (i.e. AC*State, AC*National, VISTA, Senior Corps, etc.), cost, effective practices gleaned, and lessons learned;
- b. activities planned, but not conducted and/or completed and the reasons why;
- c. national providers you used; and
- d. results of evaluations of the year's events and activities.

2. The PDAT or Training and Technical Assistance Plan for program year 2005

(Limit: 32,000 characters per text box) In the Program Narrative and Program Narrative Continued text boxes, describe your PDAT Plan Narrative. You may submit a *Unified State Training Plan* (see below for further instructions) or a *PDAT Plan Narrative*. However, given the inherent advantages of cross-program collaboration and given the greater possibility of leveraging your resources by coordinating joint training, and your relatively greater access to national training providers (who have received Senior Corps funding for cross-program training), you are encouraged to consider developing a *Unified State Training Plan*.

a. General Requirements

Whether you submit a Unified State Training Plan or a PDAT Plan Narrative, you are required to submit the following in eGrants:

- i. A list of the most important needs and issues you plan to address in 2005 and describe the process or methods you used to assess these needs.
- ii. Your training and technical assistance (T/TA) goals for the year that will address the needs you identified above.
- iii. A list of the training or technical assistance activities through which you plan to achieve your 2005 T/TA goals, their approximate dates, target audience, and proposed deliverer (e.g. local provider, national T/TA provider, peer, etc.).
- iv. A description of the process you will use to assess the effectiveness of training or technical assistance activities you designed to meet program needs. How will you know you are being successful?
- v. A budget.

b. Unified State Training Plan Requirements

The *Unified State Training Plan Workbook* contains a planning format to facilitate collaboration and joint planned program development and training between the State Commission, the Corporation State Office, the State Education Agency, and other service partners as applicable to develop skills and support the growth of national service in the state. State commissions may use PDAT funds, as allowable and available, to jointly plan and support cross-program training events and to support sub-grantee participation in support of AmeriCorps program objectives.

If you develop a Unified State Training Plan, submit the items listed above in General Requirements. However, the information you provide should describe *joint* rather than single program activities. That is, a list of joint training needs; joint T/TA goals for the year; a joint training calendar indicating dates, target audience and proposed deliverer. This information should be entered in the Program Narrative box in eGrants (Limit: 32,000 characters per text box).

The budget for the Unified State Training Plan however, which should show the funding sources (e.g., PDAT, VISTA training funds, Senior Corps training funds, Learn and Serve capacity-building funds, state funds, in-kind donations, etc.) that support each event cannot be entered in eGrants and must be faxed or mailed to your

Training Officer. We recommend that you use the Joint Budget template from the *Unified State Training Plan Workbook* to organize and submit this information.

For a copy of the *Unified State Training Plan Workbook*, please contact your training officer. It contains other templates such as a Joint Training Plan matrix and a Joint Training Calendar that you can use to organize information. If you decide to use one of these templates, please send a hard copy to your training officer.

c. PDAT Plan Narrative Requirements

If significant joint planning has not been conducted in your State or you plan to use your PDAT funds primarily to meet the needs of your AC*State/National sub-grantees you may choose to submit a *PDAT Plan Narrative*.

If you are submitting a PDAT Plan Narrative, submit the items listed above in General Requirements in the Program Narrative box in the eGrants application. (Limit: 32,000 characters).

C. Budget (eGrants: Budget Section)

Use the instructions below to enter your budget information into eGrants. The system will use this information to generate a budget narrative and a summary budget.

Enter your budget information according to the budget categories below. Budget categories are listed under Section I. Support Expenses for Program Development Assistance and Training Program in the “Budget” section. The sub-sections are defined below:

- A. Project Personnel Expenses – Salary and/or consultant fee of the T/TA position
- B. Personnel Fringe Benefits – Benefits afforded to the position in A.
- C. Travel – Travel expenses to include transportation, per diem, and registration fees for training and technical assistance activities. Create a new line item to show **separately** the travel expenses for members, program staff, and staff whose position is paid through PDAT funds.
- D. Equipment – Include equipment that costs \$5,000 or more and is necessary for the functioning of the training and technical assistance program. If you use this equipment to also support the administrative operation of the commission, show the proportion of the cost that you attribute to the training and technical assistance program here and the balance in the administrative budget. Approval for such purchases is required.
- E. Supplies – Standard supplies for the operation of the training and technical assistance program. Include any related equipment that costs less than \$5,000 per unit.
- F. Contractual and Consultant Services – Trainers’ fees, cost of facilities, and meals provided in relation to training events. Note: The Corporation raised the maximum allowable daily rate for consultants to \$540.
- I. Other Support Costs – costs not described in previous categories including those related to newsletters. If you also use the newsletters to support the administrative operation of the commission, show the proportion of the costs that

you attribute to the training and technical assistance program here and the balance in the administrative budget.

- J. Appears on the screen and does not apply to PDAT. Place a 0 (zero) in the box.

If you do a Unified State Training Plan, transfer the PDAT budget column into the budget section in eGrants.

D. Required Documents (eGrants: Documents Section)

There are no required documents. However, if you would like to send needs assessment tools, agendas or other charts, type the names of the documents in the additional documents section, change the status to “sent,” and send hard copies to your training officer.

E. Assurances and Certifications (eGrants: Authorize and Submit Section)

The authorized representative must certify that the organization will comply with all the required assurances and certifications.

Self-Certification: the self-certification is a requirement of all state commissions.

By clicking the “I Agree” box for the certifications you assume responsibility for meeting the regulations and requirements articulated in the Corporation’s legislation, regulations, and provisions with respect to these grants and your sub-grants.

DISABILITY PLACEMENT FUNDS GUIDANCE AND APPLICATION INSTRUCTIONS

I. Purpose of Disability Placement Funds

The Disability Placement Funds are for the placement, reasonable accommodation, and auxiliary services for members and potential members with disabilities, serving in AmeriCorps*State and AmeriCorps*National Direct programs.

Access to Disability Funds

State commissions can provide disability funds to any AmeriCorps*State or National program funded under subtitle C of title I of the National and Community Service Act. This includes AmeriCorps* State competitive, State formula, and National Direct, as well as Indian tribes and U.S. Territories. AmeriCorps Education Awards Programs are not eligible because they are currently funded under a different subtitle of the statute.

Available Resources

Approximately \$2 million is available for distribution this year to state commissions. The state allocation chart below shows the maximum you may request. In addition, we will retain \$500,000 for supplemental requests and new initiatives. If you do not submit a disability placement plan, the funds allocated to your state will be added to the supplemental pool.

The allocation is sufficient for some states but may not be for others. If the allocation is not sufficient, you may submit a supplemental request. Please do not request any more funds

than you need in your state to carry out your disability placement plan within the 12 month period.

Disability Placement Plan – Funds Allocation Table

Group 1 - 30K	Group 2 - 34K	Group 3 - 38.5K	Group 4 - 42K	Group 5 - 51K	Group 6 - 59.5K
Alaska	Alabama	Arizona	Illinois	Florida	California
Delaware	Arkansas	Connecticut	Michigan	Georgia	Massachusetts
Hawaii	Colorado	Indiana	New Jersey	Louisiana	New York
Idaho	District of Columbia	Kansas	Oregon	Maryland	Pennsylvania
Nebraska	Iowa	Kentucky		Minnesota	Texas
Nevada	Maine	Mississippi		North Carolina	Washington
New Hampshire	Montana	Missouri		Ohio	
New Mexico	Oklahoma	Tennessee			
Utah	Puerto Rico	Wisconsin			
Vermont	Rhode Island				
Wyoming	South Carolina				
	Virginia				
	West Virginia				

II. Allowable Uses of Disability Funds

Commissions may use placement funds to provide reasonable accommodations and auxiliary aids to members and potential members in circumstances including, but not limited to the following:

Reasonable Accommodations

- providing reasonable accommodations for AmeriCorps*State and AmeriCorps*National members. **Reasonable accommodation funds may not be used for program or commission staff or commissioners, or for individuals other than members (or potential members);**
- purchasing reasonable accommodation and auxiliary aid equipment that you use or loan to AmeriCorps*State and AmeriCorps*National direct programs and in limited circumstances, other AmeriCorps programs to assist in the placement of AmeriCorps members with disabilities; and
- providing funds for AmeriCorps*State or AmeriCorps*National direct program to purchase reasonable accommodation and auxiliary aid equipment to assist in the placement of AmeriCorps members with disabilities.

You also may use these funds to support the following activities when the activities are integrally related to increasing the placement of individuals with disabilities as AmeriCorps members in AmeriCorps*State and AmeriCorps*National direct programs.

- Partner with disability organizations to develop action plans that will result in the increase of referrals and member applications to AmeriCorps programs;
- Provide funds to consultants with disabilities to review and provide feedback on existing recruitment, outreach and programmatic materials on inclusion and accessibility;
- Provide funds to programs for the development of materials and alternative formats based on consultant feedback described above;

- Support the costs associated with the development of a statewide working group comprised of representatives from the commission, state office, University Center for Excellence in Disabilities, disability organizations and self-advocacy groups to develop and implement plans to increase individuals with disabilities in service positions and to ensure positive experiences;
- Pay for a disability coordinator, other staff or consultant(s) with disabilities or procuring a contractor including disability-related organizations to assist with outreach, recruitment, training and technical assistance to state competitive and national direct programs to help the program with outreach, recruitment, reasonable accommodation and retention. The time apportioned to this cannot exceed 1.0 FTE. (The percentage of staff time charged to the disability placement grant should be in proportion to the number of state and national competitive programs within the state); and
- Sponsor training sessions for and with AmeriCorps*State or National programs to educate program staff (and/or members) as to how they can increase the participation of individuals with disabilities. We encourage you to partner with the national disability T/TA provider to plan and carry out this training.

When you or a subgrantee use these funds to modify or enhance an activity or deliverable (e.g., training, brochure, or website) that is intended to achieve objectives outside the scope of these grant funds, you or the subgrantee must prorate the costs accordingly. For example, if a training event has 10 modules, one of which falls within the purposes of the disability supplemental funds, the disability supplemental funds may be used to defray 10% of the total cost of the training event.

III. Non-Allowable Uses of Disability Funds

Commissions may not use these funds to support the following activities.

- Costs attributable to Education Awards Programs, Promise Fellows, Learn and Serve America, or Senior Corps;
- Reasonable accommodations and auxiliary aids for program or commission staff or for commissioners or for community beneficiaries of programs;
- Making the commission's facilities' accessible (unless doing so is integrally related to increasing the placement of individuals with disabilities as members in AmeriCorps *State and *National programs);
- Training of members (unless this activity is integrally related to increasing the placement of individuals with disabilities in AmeriCorps*State and *National programs); and
- Research or evaluation line item in the budget (unless this activity is integrally related to increasing the placement of individuals with disabilities in AmeriCorps*State and *National programs).

IV. Disability Application Instructions

Select the following NOFA: Commission Disability Funds FY 2005

A. Applicant Information (eGrants: Applicant & Application Sections)

This section contains contact information for the commission that eGrants will use to complete the SF424 face sheet for you. Note: the "project director" is the Executive Director and you can leave the "program initiative" box blank. The "estimated funds requested" box will be filled in for you after you complete the budget narrative.

B. Narrative for the Disability Placement Plan (eGrants: Narrative Section)

We suggest that you prepare your application as a word processing document and then copy it into eGrants. You may use *only* uppercase letters for section headings and other information you would like to highlight in your narrative. Do *not* use boldface, bullets, underlines, or other types of formatting. Remember to follow the character limits listed below. We use character limits rather than page limits because of the structure of eGrants. Characters are defined as letters of the alphabet, punctuation, and spaces included in your document. Your word processing software can provide a character count.

An "Executive Summary" is not required. Type "N/A" in the box.

Provide a narrative that includes the information requested below. Include any challenges you faced over the last year as you implemented your disability placement plan. In addition, provide the name of your designated Disability Coordinator. Even if you contract out most of your disability placement plan activities, you must name a commission staff person responsible for overseeing your disability initiative.

Please include the headings below as you respond to each section.

1. Summary of Accomplishments for 2004 Activities

(Limit: 32,000 characters) In the Summary of Accomplishments text box, describe the following:

- Training and technical assistance you provided AmeriCorps programs concerning outreach and recruitment of persons with disabilities, reasonable accommodations, and program responsibilities related to disability requirements. This includes specific activities, events or site visits as well as technical assistance by phone;
- Specific outreach and recruitment events or activities you performed; and
- Documented increase in the placement of people with disabilities in AmeriCorps programs. In order for us to understand the increase, please provide the number of self-identified people with disabilities who participated in AmeriCorps programs this past year and compare that to the number the year before.

Provide a summary of reasonable accommodation requests and their resolution.

Include:

- Number of individuals that requested reasonable accommodations;
- Number of individuals who received reasonable accommodations and the type of reasonable accommodations you provided to individuals or programs; and
- Amount you spent on these requests and the percentage of disability placement funds it represents.

2. Plan For 2005

(Limit: 32,000 characters in each text box) In the Program Narrative and Program Narrative Continued text boxes, describe plans you have developed for each of the following:

- Increasing outreach to, recruitment of, and placement of persons with disabilities;
- Publicizing (promoting) the availability of reasonable accommodations, the process for requesting an accommodation, how you will secure accommodations and the process for evaluating the effectiveness of accommodations;
- Identifying training needs related to disability inclusion and providing training and technical assistance to programs;
- Reviewing and modifying existing recruitment, outreach and programmatic materials for accessibility;
- Partnering with disability organizations to develop and implement action plans to increase referrals and applications of people with disabilities to AmeriCorps Programs); and
- Monitoring programs to ensure an appropriate level of outreach and recruitment of persons with disabilities, program accessibility, responsiveness to reasonable accommodation requests and retention of people with disabilities as AmeriCorps members.

C. Budget Narrative (eGrants: Budget Section)

Use the instructions below to enter your budget information into eGrants. The system will automatically generate the detailed budget (budget narrative) and a summary budget (the SF 424 budget form).

Complete the budget for funds you are requesting from the Corporation. For each line item provide a clearly stated explanation that shows how you calculated the cost, in an equation format where appropriate. For example, you should break down staff travel into distinct components and then prepare equations showing the number of anticipated trips, the number of travelers, and the estimated costs.

Itemize and fully explain in the Purpose/Calculation field any supply unit cost over \$1,000 and any equipment unit cost over \$5,000. In addition, you must clearly explain any and all costs in the "Other" line item.

Your detailed budget should specify how you will use disability placement funds for outreach and recruitment, placement, reasonable accommodation, and training and technical assistance for the coming year. Complete the line items in the budget narrative that are appropriate to your disability placement plan. You may request no more than 1.0 FTE in your budget. Please remember, however, that staff time allocated to your disability initiative should be in proportion to the number of AmeriCorps*State and AmeriCorps*National operating sites you have in your state.

D. Required Documents (eGrants: Documents Section)

For 2005 there are no required documents.

E. Assurances and Certifications (eGrants: Authorize and Submit Section)

The authorized representative must certify that the organization will comply with all the required assurances and certifications. Self-Certification: the self-certification is a requirement of all state commissions. By clicking the “I Agree” box for the certifications you assume responsibility for meeting the regulations and requirements articulated in our legislation, regulations, and provisions with respect to these grants.

CORPORATION REVIEW OF APPLICATIONS

Program, grant and training staff will review completed applications to determine technical assistance needs for state commissions. We will also review your budgets to ensure compliance with grant provisions and applicable federal laws and regulations.

APPENDIX A - CHARACTERISTICS OF SUCCESSFUL COMMISSION TRAINING AND TECHNICAL ASSISTANCE PROGRAMS

The following characteristics describe the elements of a successful training and technical assistance program and should be the design criteria for commission PDAT plans.

Adequately Resourced

- Has dedicated staff, contractor or consultant time equal to .25 to 1.0 FTE depending on size of the portfolio of programs you are supporting. Personnel has appropriate background in adult education and training methodologies
- Offers opportunities for professional development for dedicated training and technical assistance (T/TA) staff
- Provides office space, equipment, access to technology
- Utilizes in-kind contributions/partnerships for materials, facilities, trainers etc.
- Accesses national CNCS T/TA resources
- Develops and uses appropriate training materials and methodologies

Systematic Needs Assessment Process

- Uses appropriate and various methodologies of assessing needs: formal and scheduled such as- written survey, interview, focus groups, evaluations, process reports, site visits as well as informal and unscheduled – such as documented anecdotal information and on-going informal observation
- Considers required competencies and characteristics of successful programs and identifies performance gaps
- Includes a process for collecting and documenting the methodology and storing the data collection for reporting purposes

Develop Training and Technical Assistance Plan

- Content of specific activities is based on an analysis of needs of programs and their staff
- Involves pertinent parties i.e. state service partners, program/project and site staff
- Describes specific activities with planned follow-up
- Identifies resources to implement the plan i.e. money, facilities, trainers
- Identifies potential dates and coordinates those dates around other activities
- Develops on annual basis and builds one year to another

Implement Training and Technical Assistance Plan

- T/TA activities include measurable learning objectives that address specific individual and program needs – a series of activities may be necessary
- Utilizes appropriate methodologies, curriculum and materials that adhere to adult education principles
- Secures participation of those in greatest need of specific content areas

- Identifies qualified facilitators for each content area
- Ensures ADA compliance (e.g. physical access and reasonable accommodations)
- Utilizes local, state and national resources as appropriate
- Make and document appropriate adaptations to the plan in response to changed circumstances

Evaluation of Training and Technical Assistance Plan

- Establishes and follows a process to collect, analyze and share feedback from participants, stakeholders, partners
- Considers evaluations in the development of subsequent training plans
- Determines and analyzes any difference between planned and completed activities
- Reviews the planned budget against actual expenditures
- Identifies ways to measure effectiveness of training – linking program improvements to staff and/or member participation in specific training programs