

## **2017 AmeriCorps State Application Selected Compliance Guidelines for Idaho For Grant Year 2017-2018**

- The average cost per AmeriCorps member (MSY) will be \$13,830 for Reimbursement Grants and \$13,430 for Full time Fixed-Amount Grants. Continuations and re-competing grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for the increased cost per MSY in the Budget Adequacy/Cost Effectiveness section of the application narrative.
- Applicants expending over \$750,000 in federal funds are required to submit a copy of the organization's most recent A-133 audit to the Clearinghouse. Further information on this process can be found in [2 CFR 200.36](#)
- Recompete applicants should provide an evaluation completed in the last four years, if one is available. Evaluations must include a one-paragraph summary as a cover sheet.
- All AmeriCorps members are required to attend the Serve Idaho Annual Conference in Boise in February 2018. The registration fee for members is \$140. Programs are responsible for travel, lodging and per diem expenses for meals not included in the conference.
- Programs must include \$750 in their budgets to pay for Program Director meetings.
- Serve Idaho will charge a fee from each program to help cover administrative costs. The administrative fee will consist of one fifth (20%) of the total Corporation for National and Community Service (CNCS) program funds awarded for administrative costs. Please refer to the AmeriCorps Application Instructions for guidance.
- As a portion of the annual training plan, programs must organize and host a pre-service orientation in accordance with guidelines set by the commission.
- All sub-grantees must use AmeriCorps in the project name. In addition, all program stationary, websites and press releases must state that funding is provided by Serve Idaho from the Corporation for National and Community Service.
- All sub-grantees must have internet access, e-mail and software compatible with the Corporation for National and Community Service's eGrants and My AmeriCorps Portal systems.
- If and when awarded, all sub-grantees must comply with all federal and state guidelines including submission of required reports and attendance at quarterly Program Director meetings.
- All AmeriCorps members must be offered the following trainings; Incident Command System (ICS) 100b and 200b <http://training.fema.gov/emiweb/is/is100b.asp>, <http://training.fema.gov/emiweb/is/is200b.asp> and National Incident Management System (NIMS) 700a and 800b courses <http://training.fema.gov/emiweb/is/is700a.asp>, <http://training.fema.gov/emiweb/is/is800b.asp>. These courses are taken online free of charge. In the event of a disaster Serve Idaho may request trained AmeriCorps members to assist in staffing an Emergent Volunteer Reception Center in their community.
- All applicants must request a minimum of 10 members.
- Applicants requesting 20 MSY or more will be submitted for competitive funding through the Corporation for National and Community Service.
- Idaho State AmeriCorps programs are required to participate in Idaho@Play and three national days of service: two CNCS recognized national days of service to include Martin Luther King Jr. Day and AmeriCorps week; and one day of service of their choice. For a list of national days of service please refer to the Program Directors' Manual.
- All applicants are required to submit with their application, a list of board members inclusive of board member contact information (e-mail, phone etc.).