



Massachusetts State AmeriCorps

AmeriCorps Competitive Grant
Request for Applications (RFA)

PROGRAM YEAR 2026-2027

INTENT TO APPLY DUE: September 20, 2025
APPLICATION DUE: October 8, 2025

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THE MASSACHUSETTS SERVICE ALLIANCE

The Massachusetts Service Alliance (MSA) expands volunteerism and service in Massachusetts by providing individuals and organizations with funding, training, and support, which enables them to strengthen communities and make our Commonwealth a better place to live. We are a dedicated partner of Massachusetts community-based organizations of all scopes and sizes, providing tailored resources and support for them to better leverage volunteers and service members to meet their mission. Through our direct support, organizations strengthen their capacity and are better positioned to expand their impact in Massachusetts communities, serving more and doing more. For over 30 years we have had a proven track record of bringing volunteerism and service resources to organizations from Pittsfield to New Bedford and Springfield to Lowell. We believe in the power of volunteerism and service to improve the quality of life of all residents of the Commonwealth. We seek to understand and address the changing needs of Massachusetts and are committed to an equitable, inclusive and just allocation of resources in the Commonwealth.

AMERICORPS IN MASSACHUSETTS

AmeriCorps is a federal program overseen by the AmeriCorps Agency (formerly known as the Corporation for National and Community Service or CNCS). For twenty-five years AmeriCorps has mobilized a new generation of engaged citizens. Members help hundreds of community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, disaster preparedness, and other critical areas.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address unmet community needs. Members are individuals who engage in community service and may receive a living allowance during their term of service. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust.

AMERICORPS FOCUS AREAS

[The National and Community Service Act of 1990, as amended by the Serve America Act](#), emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, and to achieve the goals laid out in the Agency's [Strategic Plan \(2022-2026\)](#), AmeriCorps has the following focus areas:

FOCUS AREAS

Disaster Services. Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

Economic Opportunity. Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education. Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-

achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

Environmental Stewardship. Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

Healthy Futures. Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

Veterans and Military Families. Grants will positively impact the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

MSA FOCUS AREAS

MSA is interested in programs that provide effective solutions to address community needs, offer meaningful AmeriCorps member experiences, generate community volunteers, and demonstrate significant community impact. MSA is also committed to maintaining geographic, demographic, and programmatic diversity within the AmeriCorps portfolio to make resources are available to all communities in the Commonwealth.

PROGRAM REQUIREMENTS

Eligible Applicants

The following entities are eligible to apply for, implement, and operate an AmeriCorps program in Massachusetts: a nonprofit organization; an institution of higher education; a state agency; a community or faith-based organization; a subdivision of the state including cities, counties, and municipalities; or a partnership of any of the above entities.

All MSA AmeriCorps programs must operate solely in Massachusetts, and all member service activities must take place within the state.

Types of Grants

MSA offers three* types of AmeriCorps Operating Grants to support AmeriCorps programming:

**NOTE: In general, all new programs MUST apply for a Cost-Reimbursement grant. In very rare cases, MSA will award a Fixed or EAP grant to a new program. If you are interested in a Fixed or EAP grant, you must contact MSA directly to discuss your specific situation at least 3 weeks before the application deadline.*

1) Cost Reimbursement Grants

MSA funds grants that support fully developed plans to establish a Massachusetts AmeriCorps program or to support, expand, or replicate an existing program. Grant awards are renewed annually for a total of three years, subject to annual review and availability of federal appropriations. Programs seeking funding beyond three years must reapply as a recompeting applicant. The maximum award amount a program can request for an operating

grant is \$25,000 per Member Service Year (MSY). One MSY is equivalent to 1,700 hours of service. Programs should be prepared to adjust their budgets if a different level is requested.

2) Fixed-amount Grants

Most grants are cost reimbursement grants; however, in some cases, MSA may offer applicants the opportunity to be considered for a full-cost fixed-amount grant. Applicants applying for a fixed amount grant are allowed to request up to the same cost per MSY as operating grants. Fixed amount grants do not require the same level of financial reporting or matching requirements as cost-reimbursement grants, but funds may only be drawn in proportion to hours served by AmeriCorps Members.

3) Education Award Only Program (EAP) Grants

In addition, applicants may also request fixed amount grants for Education Award Only (EAP) or Professional Corps Programs. The funding allowed for these programs is significantly less than what is available to full-cost grants and is set at a maximum level of \$1,000 per Member Service Year (MSY).

Program Size

Applicants must apply for a minimum of 10 full-time members (10 Member Service Years, or MSYs) or the equivalent number of part-time members. For example, a program could request 10 full time members or 20 half time members to meet the requirement. Applications requesting fewer than 10 total MSYs will not be reviewed. A chart to calculate MSYs is included in Appendix A, Attachment B.

Grant Size

Grant requests may vary in size depending on the type and scope of a proposed program. Applicants are allowed flexibility in developing their budgets within certain limitations. The maximum cost per MSY (full-time equivalent member) an applicant may request through this application is \$25,000. Please note this amount may change with the release of the Agency's formal 2025-26 NOFO. Maximum and minimum living allowances for full time, 1700 members are described in Appendix A, Budget Section II.

Applicants should be aware of the associated matching requirements (see Budget instructions) when considering their cost per MSY.

Grant and Program Operating Period

AmeriCorps funding is provided as a 12-month grant, with the option for renewing two times (three years total) before a program must reapply. A program may operate for fewer than 12 months but must fall within a 12-month grant period. Because notification of the funding decisions is not made until late June/July, programs must select a grant start date on or after August 1, 2026 to ensure sufficient time for the grant to be awarded by AmeriCorps before program implementation. Programs may request an exemption to start in early-July if they have a strong reason why the start date cannot be pushed back.

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, it must maintain an active SAM registration throughout the life of the award. Use the [SAM Quick Guide for Grantees for more information](#).

MSA recommends applicants finalize a new registration or renew an existing one as soon as possible to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant's name and physical address in the grant**

system must match exactly the applicant's SAM-registered information.

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI.

Applications must include an Employer Identification Number (EIN). The UEI and EIN must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

Applicants that do not comply with these requirements will not be eligible to receive an award.

Funding and Application Contingency

MSA is releasing this Request for Applications (RFA) in anticipation of a formal Notice of Funding Opportunity (NOFO) from the AmeriCorps Agency, which is usually released by September. All applicants should be aware that this RFA is subject to change. Changes may include, but are not limited to:

1. Maximum cost per MSY and the maximum/minimum living allowance amount
2. Application content, format and scoring criteria
3. Compliance with Executive orders
4. Timelines
5. Overall availability of funding

MSA will work with applicants to adjust initial applications in response to significant changes- if any. Selected applicants should be prepared to continue work on their applications throughout November and into December 2025.

2025-2026 COMPETITIVE GRANTS PROCESS

MSA suggests all applicants take the CFR Federal Regulations and Terms and Conditions into consideration when developing the program design and preparing the application. These documents are available at the links below and on MSA's website: Click <https://bit.ly/3i7aLz3> for AmeriCorps Regulations Click <https://bit.ly/3ioKpZH> for General AmeriCorps Terms and Conditions. MSA also encourages applicants to familiarize themselves with relevant Executive Orders, which can be found [HERE](#):

MSA uses a multi-step application process. This process includes:

1. Submitting an application by specified deadline in this RFA (October 8th, 2025)
2. Community Review (new applicants only)
3. MSA Staff and Board Review
4. Adjustments to applications based on AmeriCorps Agency NOFO requirements
5. Work with MSA staff to refine approved applications. This process will include:
 - Editing and clarifying program details for AmeriCorps compliance.
 - Adapting the initially submitted narrative to satisfy the AmeriCorps narrative length requirement.
 - Adapting the initially submitted budget narrative to ensure the budget is compliant with the Agency's requirements.
 - Incorporating any other feedback from the community and MSA staff review.
 - MSA Board Review and approval of Full Applications
 - Entering the application into eGrants, the electronic grants management system used by

AmeriCorps. Technical assistance is provided by MSA staff for this process.

- Submission of Full Applications to AmeriCorps Agency

Please note:

1. Submission of an application does not always result in an invitation to submit a full application to the Agency.
2. An invitation to submit a full application does not guarantee submission to AmeriCorps.
3. An invitation to submit a full application does not guarantee funding.
4. Funding for this grant is contingent on appropriation of funding from the Massachusetts State Legislature and the AmeriCorps Agency.

Timeline

Applications are due to MSA on Wednesday, **Oct 8, 2025 by 2:00 P.M. EST**. The review process is as follows (some dates are still to be determined):

September 5th, 2025	AmeriCorps competitive Grant application RFA Released
September 20th, 2025	Online Intent to Apply Due (optional, strongly encouraged) Intent to Apply: https://www.tfaforms.com/5079246
October 8th, 2025	Submission of competitive Grant Application due to MSA by 2:00 P.M. EST at: https://www.tfaforms.com/5142083
October 21-24, 2025	Possible clarification questions from MSA- staff should be available to respond
Early November, 2025	Notification of status
November 2025	Adjust application to suit AmeriCorps Agency NOFO
Mid- December, 2025	Final applications uploaded to AmeriCorps system (eGrants).
April/May 2026	Notification of results from the AmeriCorps Agency

Technical Assistance

Resources and tips are included in the FAQ posted on MSA's website along with the RFA. MSA will host a live technical assistance session in November once the AmeriCorps Agency has released its formal NOFO. Please reach out to ACQuestions@Mass-Service.org with any questions about the application. Please direct fiscal/budget questions MKleiman@Mass-Service.org. Applicants selected for submission to the AmeriCorps national competition will be provided with one-on-one technical assistance to refine budgets, as necessary.

AMERICORPS Competitive APPLICATION INSTRUCTIONS

General Submission Information for the competitive Application

Your application will be submitted online. Please make sure to complete/submit each of the following components. Please note that all attachments will be uploaded as part of your application.

Online Application

1. Executive Summary (Using Narrative Template)
2. Program Narrative and Logic model (Using Narrative Template)
3. Uploaded: 1 Performance Measurement Worksheet AND 1 Logic Model Worksheet
4. Uploaded: Budget Worksheet
5. Uploaded: Authorization, Assurances and Certifications
6. Additional Required Information:
 - a. Uploaded: Most recent audit (including a Single Audit, if applicable)
 - b. Uploaded: Proof of eligibility
 - i. 501(c)(3) letter (or equivalent)
 - c. Uploaded: Federally Negotiated Indirect Cost Rate Agreement (NICRA), if applicable

Submission Requirements

The application must be submitted via MSA's online application, available by clicking <https://www.tfaforms.com/5142083>.

The application narrative and Logic Model may not exceed the limits in each section listed in the provided templates.

Applications must be received by MSA by 2:00 P.M. EST on Wednesday, October 8th, 2025 via MSA's online application. **Submission through other means is not acceptable.** MSA reserves the right to waive this requirement if an applicant can demonstrate extenuating circumstances.

Note:

- Any application that fails to meet all application submission requirements **will not be reviewed**.
- Any application that does not request the minimum number of MSYs **will not be reviewed**.
- Please do not submit supplemental materials such as brochures, newsletters, etc. **These materials will not be reviewed.**

Grant Application Instructions

I. Program Narrative

Your narrative should cover the three-year program period for which you are requesting funds and must include:

A. PROGRAM DESIGN:

Reviewers will consider the quality of the application's response to the criteria below. The % of the total score is listed for each section. Do not assume all sub-criteria are of equal value. MSA strongly encourages programs to address ALL criteria listed for each section and to take the relative value of each section into consideration.

1. Executive Summary (0%)

Follow instructions in the Narrative Template. You will include this text in the template AND copy and paste it into Form Assembly when you upload your application. Be sure all information in the summary matches any updates you made to your application.

2. Community and Logic Model (28%)

In the **Narrative Template**, the applicant will provide a detailed summary of:

- (1) The community problem, including relevant data to establish the scope and impact of the problem;
- (2) The primary activities related to the program's intervention
- (3) How those activities will address the community problem to produce outcomes described in the Logic Model.

In the **Logic Model Template**, the applicant will describe:

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services.
 - Setting and community condition where the intervention is delivered.
 - Number of AmeriCorps members who will deliver the intervention.
 - Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention.
- The core activities that members will deliver as part of the intervention including:
 - Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention).
 - Dosage of each activity (e.g., the number of hours per session or sessions per week).
 - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators. Programs should include short, medium, or long-term outcomes. Applicants are not required to measure all components of their Logic Model. The applicant's performance measures should be consistent with the program's Logic Model and should represent significant program activities.
- Applicants with multiple interventions should include the above information for each intervention in the logic model.

3. Evidence Base (20%)

Applicants should provide and describe evidence from research and evaluation studies that their proposed intervention will lead to the outcomes identified in their theory of change. Applicants must (1) summarize the study design and key findings of any outcome or impact evaluation studies conducted about their program and/or (2) describe any other evidence that supports their program, including past performance

measure data and/or other research studies that inform their program design. When describing evidence from other programs' evaluations or research, applicants should be sure to describe how the intervention studied matches the proposed program's design (e.g., how the program studied matches the proposed program in population(s) served, intervention activities, training, and qualifications for those delivering the intervention, etc.). Applicants should provide citations for the studies they describe, as applicable. The AmeriCorps Evidence Exchange is one resource to find studies of AmeriCorps programs that may be relevant to your proposed design: <https://www.nationalservice.gov/impact-our-nation/evidence-exchange>.

Find more information, including definitions, in the AmeriCorps Supplemental Information Document [HERE](#).

The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier. Second, the quality of the applicant's evidence, how the evidence aligns with funding priorities (A.2 Funding Priorities section), and how the evidence supports the proposed program.

Evidence Tier (12%)

Each applicant will receive an evidence tier assessment. This is based on the relative strength of the applicant's evidence base and the likelihood that the proposed intervention will lead to the outcomes identified in the Logic Model narrative.

AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, applicants should not be deterred from applying for funding due to their current evidence level. In 2024, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 55 percent, Moderate 16 percent, Preliminary 19 percent, and Pre-Preliminary 11 percent.

To qualify for the Preliminary, Moderate, or Strong evidence tier, applicants may submit up to two evidence documents, plus the evaluation report from their last three-year grant cycle, if applicable. If multiple evidence documents are submitted by the applicant, the most recent – as measured by the date of completion or publication– will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.

The intervention evaluated in the submitted evidence documents must match the intervention proposed by the applicant in the Community and Logic Model sections of the application. Use the Mandatory Supplemental Information for a definition of same intervention). Applicants must meet all requirements of an evidence tier to be considered for that tier.

Submitted evidence documents that do not sufficiently match the intervention will not be reviewed or receive any points.

In the Evidence Tier section of the application narrative, applicants must:

- Summarize the study design and key findings of the evidence documents submitted, plus, if applicable, the evaluation report from their last three-year grant cycle; and
- Describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

Applicants should provide citations for the studies they describe.

Evidence Quality (8%)

Reviewers will score the quality of an applicant's evidence and the extent to which it supports the proposed program design.

Standards for scoring in the Preliminary, Moderate, or Strong evidence tiers:

Submitted evidence documents:

- Are of satisfactory methodological quality and rigor for the type of evaluation conducted e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.;
- Describe evaluations that were conducted relatively recently, preferably within the last six years; and
- Show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

Standards for scoring in the Pre-Preliminary evidence tier:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years; and
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

4. Member Experience (6%)

- The applicant describes how AmeriCorps members will be provided leadership and skill development opportunities.
- The applicant describes how the organization will provide members an asset-based orientation to the community.

5. Organizational Background and Staffing (15%)

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 describes experience with facilitating, partnering with, or participating in educational or workforce development programs e.g. work experience or job training programs, etc.

6. Member Supervision (6%)

- 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.

7. Budget Narratives (25%)

MEMBER RECRUITMENT (8%):

- The applicant describes budget expenses to support recruitment of AmeriCorps members best suited to serve the community .

- The applicant describes how the AmeriCorps member living allowance and other benefits are adjusted within the maximum and minimum living allowance to accommodate for regional variations in contributing to cost of living including: housing, transportation, food, and other expenses. This may vary depending on a program's type of member slots, e.g. FT, PT, RPT, etc.
MEMBER RETENTION (9%):
- The applicant provides a description of budget expenses to support retention of AmeriCorps members. E.g., additional member benefits such as paying above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.
DATA COLLECTION (8%):
- The applicant provides a description of budget expenses to support data collection, continuous improvement activities, and evaluation of the interventions and impact on the community and the member experience.

II. Performance Measures

Complete an aligned Performance Measurement worksheet using the “*Performances Measure Template*” form. All performance measures must reflect significant program activities whose outputs and outcomes are consistent with the applicant’s core theory of change. Instructions can be found on MSA’s website just below the RFA announcement..

Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure, but they may be selected in addition to the aligned measure(s).

All performance measures, including output-only measures, must be associated with one or more interventions (service activities).

AmeriCorps has implemented national performances measures in order to better demonstrate impact in identified focus areas (Capacity Building, Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families).

Programs within the Education priority area are required to utilize national measures. Programs within other priority areas are not required to utilize national measures, but AmeriCorps has indicated that priority will be given to programs that opt into at least one national measure.

Utilization of national measures will not be evaluated as part of the application review, but it will be a criterion used in evaluating full applications. MSA will provide technical assistance on performance measures to programs invited to submit a full application.

The Agency has also updated guidance on Program Determined Performance Measures, which are described [HERE](#).

Note: Before you complete Section II. Performance Measures, please review 45 C.F.R. §§ 2522.500 – 2522.650.

III. Budget – Operating Grants

Follow the instructions in **Appendix A** of this document to prepare your detailed budget in the same order as the Budget Worksheet. As you prepare your budget please consider the following:

- All of the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency,” or other undefined budget amounts.

- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs unless provided as part of an all-day training activity or provided as part of business travel and in accordance with your organization's written policies).
- Do not include fractional amounts (cents).
- Refer to the Code of Federal Regulations (especially [2 CFR 200](#)) and the current AmeriCorps Terms & Conditions for further guidance on allowable costs. General Terms linked [HERE](#). State and National Terms linked [HERE](#).
- Your proposed budget should only reflect costs associated with the first year of the three-year grant cycle and should be sufficient to allow you to perform the tasks described in your proposal narrative.

IV. Authorization, Assurances,

Read the authorization, assurances, and certifications carefully. Complete each section of the Assurances and Certification. Be sure to check your application to make sure that there are no errors before submission. You are required to upload a copy of these documents, as well as the information described below (Additional Required Documentation) as part of your original application.

V. Additional Required Documentation

In addition to your narrative, budget, logic model, performance measures, and evaluation plan (if required), applicants must upload a copy of the information described below as part of your original application.

- A. Most recent Audit (including a Single Audit, if applicable)
- B. Proof of 501(c)(3) status (or equivalent)
- C. Federally Negotiated Indirect Cost Rate Agreement (NICRA), if applicable

APPENDICES

APPENDIX A: Budget Instructions

For Fixed Amount grants, including EAPs: Use the Budget Instructions for Fixed Amount applicants (Attachment) and the Budget Worksheet (Attachment) to prepare your budget.

NOTE: The AmeriCorps Agency's formal name remains "The Corporation for National and Community Service" and they operate as AmeriCorps. The budget application references "Corporation for National and Community Service," "CNCS," and "Corporation" funds. These are all references to federal AmeriCorps funds being requested.

Attachment A: Match Requirements

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

Table 2: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in year four to 30% by the tenth year of funding and any year thereafter.
EAP Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the cost in the <i>Notice</i> provided by AmeriCorps.
Professional Corps Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the cost in the <i>Notice</i> provided by AmeriCorps.
Full-Cost Fixed Amount Grants	There are no specific match requirements for full-cost fixed amount grants. Grantees pay all program costs over the maximum cost in the <i>Notice</i> provided by AmeriCorps.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal*, 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 III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used.

**Note: Most federal funds are not authorized to be used as match for another federal grant. While the*

Corporation’s legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency’s funds as match for this national service program grant is permitted, in writing, by the other agency. The Department of Education has issued a blanket approval for use of its funding as match for AmeriCorps grants.

AmeriCorps Funding Year	Years 1,2, and 3	Years 4,5, and 6	Years 7,8, and 9	Years 10 +
Grantee Share Requirements	24%	26%	28%	30%

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. Once directed by MSA, you will enter your budget in eGrants. 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 provided as part of an all-day training activity or provided as part of business travel and in accordance with your organization’s written policies)
- Do not include fractional amounts (cents).
- **Please add the costs associated with the National Service Criminal History Checks (recommended \$36.25 per individual to be checked). These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, you must note in the budget an explanation for how you will cover the costs.**
- Please include \$300 for the cost of OnCorps for the purpose of financial reporting to MSA.

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 undergo a Single Audit submitted to the Clearinghouse if expending over \$1,000,000 in federal funds during your fiscal year. The Uniform Guidance is [online](#).

ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants (eGrants Budget Section)

Fixed Amount Grants refer to Attachment D.

How to Begin

Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, e.g., One staff person, two trips, ~60 miles round trip, \$0.655/mi = \$75 or Salary \$60,000 @ 20% devoted to program = \$12,000.

Consistency of Treatment

For any cost to be allowable under a grant award based on an application for AmeriCorps program funding, the cost must be accorded consistent treatment using policies and procedures that apply uniformly to both the federal grant funded activities and to all other activities of the applicant.

Calculating the Cost per Member Service Year (MSY)

An important factor in consideration of the proposed budget is the cost per MSY. One Member Service Year is equivalent to 1,700 hours of service. You may calculate your cost per MSY by dividing the Corporation's share of budgeted grant costs by the number of Member Service Years you are requesting in your grant. You do not include child care or the cost of the education award a member may earn through serving with your program. The maximum cost per MSY that is allowable for applicants is \$25,000.

Member Positions	Calculation	Total MSYs
_ Full Time (1700 hours)	members x 1.000	=
Three Quarter-Time (1200 hours)	members x 0.700	=
_ Half Time (900 hours)	members x 0.500	=
_ Reduced Half Time (675 hours)	members x 0.3809524	=
_ Quarter time (450 hours)	members x 0.26455027	=
_ Minimum time (300 hours)	members x 0.21164022	=
<u>Abbreviated-time (100 hours)</u>	members x 0.05627705	

TOTAL MSYs Requested =

NOTE: Applicants should prepare their budget in MSA's provided budget template in Excel format before entering anything in eGrants. This should be submitted along with other application materials in the manner instructed by MSA. Once MSA approves the budget, you will be instructed on when and how to enter it into eGrants for final review.

Budget Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount column in the budget,” “CNCS Share column in the budget,” and “Grantee Share column in the budget” for Parts A–I, for year one of the grant, as follows below. (Note: CNCS = AmeriCorps)

A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training staff and AmeriCorps members.

B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits you will cover and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contribution Act (FICA), Worker’s Compensation, Retirement, State Unemployment Tax Act (SUTA), Health and Life Insurance, Individual Retirement Account (IRA), and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff Travel

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

We expect all applicants to include travel funds in this line item to attend MSA-sponsored events, such as Kickoff and Opening Day. You should budget travel funds for at least one staff member, especially new staff, to attend Kickoff and for your staff to attend Opening Day.

Please itemize all costs. For example:

Per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$258 x 3 nights; round trip airfare - \$303.50; local transportation - \$50 (estimated)] x 2 staff.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Please include funds budgeted for your members to attend Opening Day.

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 **\$10,000 or more per unit** (including accessories, attachments, and modifications). You should enter any items that do not meet this definition in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Itemize each contract or consultant and provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. Note that there is no maximum daily rate.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is no maximum daily rate.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is no maximum daily rate.

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 Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures 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. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-

federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs.

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space or if you do not allocate these costs as part of your organization's indirect cost allocation pool. If you budget space and it is shared with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures. Examples of retention incentives include member assistance programs, retention bonuses, and additional member benefits such as housing.
- Please include \$300 for the cost of OnCorps for the purpose of financial reporting to MSA.
- Please budget a line item called **"State Commission & Partnership Fee"** with the following calculation: **Total CNCS award * 1.9%** (this covers a policy change from previous years in which MSA collected 2% of costs incurred by each sub-grantee as an administrative fee).
- Data Collection: List items that support data collection and align with your budget narrative. Examples of data collection expenses under this section include software used for data collection and analysis, stipends for focus groups participants, and survey development software among others.
- Recruitment: List items that support successful recruitment of AmeriCorps members best suited to serve the community. Examples of recruitment costs include career fair registrations, course credit, and advertising on social media and print sources among others.

Budget Section II. Member Costs

Member Costs are identified as "Living Allowance" and "Member Support Costs."

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time, abbreviated time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share column in the budget and grantee share column in the budget (match). Please do not select the 2-Year Half Time (1st Year) and 2-Year Half Time (2nd Year) slot types.

Slot Types	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	n/a	\$28,560
Half-time	900	n/a	\$20,400
Reduced Half-time	675	n/a	\$15,504
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568

Abbreviated time	100	n/a	\$2,448
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In eGrants (once instructed by MSA to enter your budget), enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for whom you are not requesting funds for a living allowance but for whom you are requesting education awards.

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-AmeriCorps sources) but you cannot include the cost in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time members, please confirm all full-time members will have access to coverage.
- **Worker's Compensation.** You are required to cover your AmeriCorps Members with worker's compensation coverage. If you are not required to pay worker's compensation due to an exemption provided by the Commonwealth of Massachusetts, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.
- **Unemployment Insurance and Other Member Support Costs.** You may not charge the cost of unemployment insurance taxes to the grant because the Commonwealth of Massachusetts has determined that AmeriCorps Members are ineligible for unemployment benefits.
- **Massachusetts Paid Family & Medical Leave.** It is MSA's position that AmeriCorps Members are not eligible for MA PFML based solely on their AmeriCorps service, but we are providing flexibility to sub-recipients to make this determination. Employer contributions to MA PFML are not an allowable expense on the AmeriCorps award.

Budget Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Uniform Guidance.

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

Application budgets may include indirect costs. Based on qualifying factors, applicants may –

- a. use the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option) outlined in AmeriCorps' [Indirect Cost Guidance](#);
- b. use a Federally approved indirect cost rate if they have one;
- c. use a 15 percent *de minimis* rate of modified total direct costs; or
- d. may claim certain costs directly.

No more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants under section 121(d) of the [National and Community Service Act of 1990](#), as amended and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#)."

Once directed by MSA, you will use the [eGrants Indirect Cost Rate \(IDCR\) User Instructions](#) to enter the organization's indirect cost rate. Applicants should not submit documentation addressing the cost rate agreement via email.

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to IndirectCostRate@americorps.gov. The applicant may also obtain instructions and additional information by contacting the email address above.

A. Corporation Fixed Percentage

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section III. A), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

NOTE: Do not budget anything in the Commission share line item in Section III. The *Commission & Partnership Support Fee* in Section I covers MSA's administrative fees.

B. Federally Approved Indirect Cost Rate

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for administrative costs.

C. *De Minimis* Rate of 15% of Modified Total Direct Costs

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding) may indefinitely use a *de minimis* rate of 15% of modified total direct costs (MTDC).

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

1. Determine the base amount of direct costs to which you will apply the *de minimis* rate, including both the CNCS and Grantee shares. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Once you determine the base, multiply the appropriate costs by 0.15. This will determine the total amount of costs allowable in this section.
2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect/administrative costs.
3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for indirect/administrative costs.

Source of Funds

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

Note: The value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible members are not included in the budget.

ATTACHMENT C: Budget Worksheet Cost Reimbursement (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.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. 2. Member 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.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.2. Member 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
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Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full-time (1700 hrs)						
Three quarter-time (1200 hrs)						
Half-time (900 hrs)						
Reduced Half-time (675 hrs)						
Quarter-time (450 hrs)						
Minimum-time (300 hrs)						
Abbreviated-time (100 hrs)						
Totals						

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

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

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

B. Federally Approved Indirect Cost Rate or *De Minimis* Rate of 15% of Modified Total Direct Costs

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

Total Sections I + II + III:	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 (Federal, State/Local, Private)

ATTACHMENT D: Detailed Budget Instructions for Fixed Amount Grants (eGrants Budget Section)

These instructions apply only to applicants for Fixed Amount grants, including education award programs (EAPs). PLEASE NOTE: *In general, all new programs MUST apply for a Cost-Reimbursement grant. In very rare cases, MSA will award a Fixed or EAP grant to a new program. If you are interested in a Fixed or EAP grant, you must contact MSA directly to discuss your specific situation at least 3 weeks before the application deadline.*

Fixed grant applicants should prepare their budget in MSA's provided budget template in Excel format before entering anything in eGrants. This should be submitted along with other application materials in the manner instructed by MSA. Once MSA approves the budget, you will be instructed on when and how to enter it into eGrants for final review.

EAP and Fixed Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a full-cost fixed amount grant, you must pay at least the minimum living allowance listed in the *Notice* for each type of position you are proposing.

Budget Section II. AmeriCorps Member Positions

Member Positions

Identify the number of members you are requesting by category (i.e. full-time, three quarter-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#Mbrs w/o Allow** (without AmeriCorps-funded living allowance.) In the **Allowance Rate** field, enter the average amount of the living allowance for each type of member. Enter zero in the column labeled **#Mbrs w/ Allow**. Leave all other columns blank. See example below (applies to a Full-Cost Fixed Amount grant):

Member Positions ?						
Item	# Mbrs w/ Allow	Allowance Rate	# Mbrs w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	\$16,502	5	\$0	\$0	\$0
Three Quarter Time (1200 hours)	0	\$14,000	7	\$0	\$0	\$0

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____

_____ Three quarter-time (1200 hours)	(_____ members x 0.70000000)	= _____	B. Fixed Award Display your
_____ Half-time (900 hours)	(_____ members x 0.500)	= _____	
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	= _____	
_____ Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____	
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____	
_____ Abbreviated-time (100 hours)	(_____ members x 0.05627705)	= _____	
Total MSY			_____

calculation in the following format:

Total # of MSYs _____ x MSY amount (See *Notice* for amounts) _____ = Total Grant Request \$ _____

Type the total amount requested in the “Total Amount” and “CNCS Share” columns. Leave the “Grantee Share” blank. See example below (applies to a Full-Cost Fixed Amount grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share		
Program Grant Request	47.5 MSY X \$9,500/MSY	\$451,250	\$451,250	\$0		
Subtotal		\$451,250	\$451,250	\$0		

Source of Funds

Match Description	Description

ATTACHMENT E: Budget Worksheet for Fixed Amount Grants (eGrants Budget Section)

Complete the fields for the # w/o Allowance and Allowance Rate only.

Member Positions

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request				
Subtotal				

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full-time (1700 hrs)								
Three quarter-time (1200 hrs)								
Half-time (900 hrs)								
Reduced Half-time (675 hrs)								
Quarter-time (450 hrs)								
Minimum-time (300 hrs)								
Abbreviated-time (100 hrs)								
Subtotal							MSY	Cost/MSY

Source of Funds

Match	Description

ATTACHMENT F: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. **Note:** This checklist does not apply to Fixed Amount grants.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff who recruit, train, place, or supervise members as well as manage the 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 ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
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 and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for staff travel, as required, to attend technical assistance meetings under Staff Travel?
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 \$10,000 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 \$1,000 per unit are specifically listed and explained in the budget narrative?
Yes ___ No ___	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than AmeriCorps grant funds?
Yes ___ No ___	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation, as required based on what evaluation requirements your program is required by AmeriCorps to complete?
Yes ___ No ___	Have you budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for

In Compliance?	Section I. Program Operating Costs
	criminal history checks of each member and 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 ___	Have you budgeted \$300 for OnCorps financial management software (on either the CNCS or grantee share)?
Yes ___ No ___	Did you calculate the Commission Partnership & Support fee accurately? This fee should equal your total CNCS request (Sec I + II + III) x 1.9%.
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?
Yes ___ No ___	Is the Worker's Compensation calculation correct? If you are not required to pay worker's compensation, you should still note the cost of similar coverage for members' on-the-job injuries through your own existing coverage or a new policy purchased in accordance with normal procedures (i.e., death and dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other part-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.
Yes ___ No ___	Unemployment insurance is not budgeted?

In Compliance?	Section III. Administrative/Indirect Costs
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and has chosen to use the CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
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? The NICRA has been submitted as directed by MSA?

Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and is choosing to use a <i>de minimis</i> rate of 15% of modified total direct costs?
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and is choosing to use a <i>de minimis</i> rate – the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted?

In Compliance?	Source of Funds (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 section on the budget workbook?
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?)

APPENDIX B: Assurances and Certifications

(Copies of these documents are provided in the “Assurances, Certifications and Supplemental Certifications” form. Sign and upload that version with your application.)

Instructions

Copy and paste the Assurances, Certifications, and Supplementary Certifications forms below into a single document. Sign and upload copies with your application as a PDF.

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g) Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of

business dealings.

Assurances

As the duly authorized representative of the applicant, I certify, (to the best of my knowledge) and belief, that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all rules regarding prohibited activities, including those stated in applicable NOFA or NOFO, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
6. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
7. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.
9. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-7), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub- agreements.
11. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to

participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification, and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
19. Will comply with all the requirements of Subpart C of 45 CFR Part 2542, implementing E.O. 1259, regarding restrictions on doing business with suspended, debarred, and otherwise disqualified entities.
20. Will comply with all the requirements for providing a drug-free workplace on a continuing bases as set out in Subpart B of 45 CFR Part 2545, implementing sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690).
21. Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community- based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
22. Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the non-displacement requirements specified in section 177 of the NCSA;
23. Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the State in which the program operates.
24. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, application guidelines, and policies governing this program.

Certifications

Lobbying (Activities)

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any

cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Compliance with the Lobbying Disclosure Act of 1995

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the undersigned nor any of its operating sites is an organization described in Section (501)c(4) of the Internal Revenue Code of 1986, 26 U.S.C. § 501c(4) that engages in lobbying activities.

Assurances and Certifications

Assurance signature: NOTE: Sign this form and include in the application.

SIGNATURE: By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____ **Program Name:** _____

Authorized Representative (name): _____

Signature: _____

Date: _____

CERTIFICATION signature: NOTE: Sign this form and include in the application.

Before you start: Before completing Certification, please read the Certification Instructions.

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- ☐ Certification: Debarment, Suspension and Other Responsibility Matters
- ☐ Certification: Drug-Free Workplace
- ☐ Certification: Lobbying Activities

Legal Applicant: _____ **Program Name:** _____

Authorized Representative (name): _____

Title of Authorized Representative: _____

Signature: _____

Date: _____

Supplementary Certifications

As the duly authorized representative of the applicant, I certify on behalf of the applicant as follows:

1. The applicant acknowledges that a portion of any funding to the applicant will be provided by the Commonwealth of Massachusetts under the terms of an AmeriCorps grant award between the Division of Career Services in Executive Office of Labor and Workforce Development (the "Division") of the Commonwealth of Massachusetts and Massachusetts Service Alliance, Inc. ("MSA") and that, as required under said grant award, funding to the applicant by MSA will be subject to the terms of that grant award and the Commonwealth Terms and Conditions as issued by the Executive Office for Administration and Finance, the Office of the Controller, and the Operational Services Division of the Commonwealth of Massachusetts.
2. Without limitation of the foregoing, the applicant agrees to, and shall comply with, the following provisions if the applicant receives an AmeriCorps grant award from MSA:
3. Confidentiality. The applicant shall comply with M.G.L. c. 66A if the applicant becomes a "holder" of "personal data". The applicant shall also protect the physical security and restrict any access to personal or other Division data in the applicant's possession, or used by the applicant in the performance of an AmeriCorps grant award, which shall include, but is not limited to the Division's public records, documents, files, software, equipment or systems.
4. Record-keeping and Retention, Inspection of Records. The applicant shall maintain records, books, files and other data as specified in an AmeriCorps grant award and in such detail as shall properly substantiate claims for payment under an AmeriCorps grant award, for a minimum retention period of seven (7) years beginning on the first day after the final payment under an AmeriCorps grant award, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving an AmeriCorps grant award. The Division and MSA shall have access, as well as any parties identified under Executive Order 195, during the applicant's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.
5. Assignment. The applicant may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under an AmeriCorps grant award, with the exception that the applicant shall be authorized to assign present and prospective claims for money due to the applicant pursuant to an AmeriCorps grant award in accordance with M.G.L. c. 106, §9-318. The applicant must provide sufficient notice of assignment and supporting documentation to enable MSA to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the applicant, and these payments will be subject to intercept, offset, counterclaims or any other rights which are available to the Division or the Commonwealth of Massachusetts or MSA against the applicant.
6. Subgrant by Applicant. Any subgrant entered into by the applicant for the purposes of fulfilling the obligations under an AmeriCorps grant award must be in writing, authorized in advance by MSA and consistent with and subject to the provisions of the AmeriCorps grant award. Subgrants will not relieve or discharge the applicant from any duty, obligation, responsibility or liability arising under an AmeriCorps grant award. MSA is entitled to copies of all subgrants and shall not be bound by any provisions contained in a subgrant to which it is not a party.
7. Affirmative Action, Non-Discrimination in Hiring and Employment. The applicant shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The applicant commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.
8. Indemnification. Unless otherwise exempted by law, the applicant shall indemnify and hold harmless the Commonwealth of Massachusetts, including the Division, MSA and their respective agents, officers and employees (collectively, the "Indemnitees") against any and all claims, liabilities, and costs for any personal

injury or property damages, patent or copyright infringement or other damages that any of the Indemnitees may sustain which arise out of or in connection with the applicant's performance of a an AmeriCorps grant award, including but not limited to the negligence, reckless or intentional conduct of the applicant, its agents, officers, employees or subcontractors. The applicant shall at no time be considered an agent or representative of the Division, the Commonwealth of Massachusetts or MSA. After prompt notification of a claim by any of the Indemnitees, the applicant shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. Neither the Commonwealth of Massachusetts, nor the Division, nor MSA shall not be liable for any costs incurred by the applicant arising under this paragraph.

9. Waivers. Forbearance or indulgence in any form or manner by the applicant or MSA shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.
10. The applicant agrees that in the event that funding to MSA from the Division is modified or terminated so as to impair the ability of MSA to continue any funding to the applicant as awarded, MSA may upon notice to the applicant modify or terminate its funding to the applicant.

Supplementary Certifications

NOTE: Sign this form and include in the application.

By signing this certification page, you certify that you agree on behalf of the applicant to comply with all Certifications .

Organization Name:

Program Name:

Name and Title of Authorized Representative:

Signature:

Date:
