



Massachusetts State AmeriCorps

AmeriCorps Competitive Grant Request for Applications (RFA)

PROGRAM YEAR 2026-2027

**INTENT TO APPLY DUE: February 25, 2026
APPLICATION DUE: March 9, 2026**

Massachusetts Service Alliance
98 North Washington Street, Suite 400
Boston, MA 02114
www.mass-service.org

NOTICE OF FUNDING OPPORTUNITY

In response to the January 30, 2026 release of the FY26 AmeriCorps State and National Competitive Notice of Funding Opportunity (NOFO), the Massachusetts Service Alliance is requesting applications from organizations interested in hosting AmeriCorps programs for the 2026-27 service year.

Please read this notice carefully as application instructions and program requirements have changed.

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 reducing barriers to ensure that organizations across the Commonwealth have access to these resources.

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.

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 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: nonprofit organizations; institutions of higher education; local governments, including school districts, state agencies; Indian Tribes; tribal organizations authorized or chartered by Federally recognized Indian Tribes (refer to specific requirements described in section C of the NOFO), 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. 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, please note this on your Intent to Apply and MSA will contact you to discuss your specific situation (or, you can reach out to Mayan Kleiman at MKleiman@mass-service.org to discuss prior to submitting your Intent to Apply).

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.

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 20 members AND 10 full-time member equivalents (10 Member Service Years, or MSYs) slots. For example, a program could request 20 full time members (20 MSY) or 20 half time members (10MSY) to meet the requirement. Applications requesting fewer than 20 members and 10 total MSYs will not be reviewed. A chart to calculate MSYs is included in the appendix of this RFA.

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. Maximum and minimum living allowances for full time, 1700-hour members are described in Appendix A, Budget Section II.

Applicants should be aware of the associated matching requirements (see Budget Instructions in the appendix) 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 15, 2026 to ensure sufficient time for the grant to be awarded by AmeriCorps before program implementation. Programs may request an exemption to start in July if they have a strong reason why the start date cannot be pushed back; however, MSA cannot guarantee grants will be approved in time for a July start and AmeriCorps members cannot begin service before a grant is awarded by the Agency.

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 eGrants 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.

EIN

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.

Additional MSA specific requirement are listen beneath the application instructions. Applicants that do not comply with these requirements will not be eligible to receive an award.

2026 COMPETITIVE GRANTS PROCESS

Review process

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

1. Submitting an Intent to Apply (MANDATORY FOR 2026) by February 25th, 2026
2. Submitting an application in eGrants by 2pm EST on March 9, 2026
3. Community Review
4. MSA Staff and Board Review of all compliant applications
5. Edits and clarifications as required - for selected applicants only
6. Final submission of all materials, including additional documents, in eGrants and to MSA by March 24th, 2026.

Please note:

1. Submission of an application to MSA does not guarantee application submission to AmeriCorps.
2. Submission of an application to AmeriCorps does not guarantee funding.
3. Funding for this grant is contingent on appropriation of funding from the Massachusetts State Legislature and the AmeriCorps Agency.

Timeline

Applications are due in eGrants on Wednesday, **March 9, 2026 by 2:00 P.M. EST**. The review process is as follows:

February 10, 2026	MSA RFA released
February 25, 2026	Online Intent to Apply Due (MANDATORY) HERE
March 9, 2026	Submission of initial application in eGrants (See Application Instructions)
March 11-19, 2026	Clarification questions from MSA (Applicants should be available to respond)
March 20, 2026	Notification of status
March 25, 2026	Final edits submitted in eGrants.

Mid-June, 2026
Mid-August, 2026

Notification of results from the AmeriCorps Agency
Competitive awards issued and earliest possible program start date

AMERICORPS COMPETITIVE APPLICATION INSTRUCTIONS

Intent to Apply (Mandatory for 2026)

Submit [HERE](https://www.tfaforms.com/5079246): <https://www.tfaforms.com/5079246>

This form is MANDATORY for the 2026 application. It MUST be submitted by 2pm EST, February 25th, 2026. In addition to a brief description of the intended program, applicants must upload:

- a. Most recent audit (including a Single Audit, if applicable)
- b. Proof of eligibility- 501(c)(3) letter (or equivalent)
- c. Signed MSA Assurances and Certifications Form (download from MSA's website)

Reach out to ACQuestions@Mass-service.org with any questions **prior to** the Intent to Apply deadline.

Competitive Application

Applications must be submitted directly in eGrants. Applications are due by **2pm EST on March 9, 2026**.

Step 1: Download and review the following documents from the [AmeriCorps Website HERE](#):

- [2026 AmeriCorps State and National Competitive NOFO](#)- Application requirements, criteria, and review process
- [2026 AmeriCorps State and National Application Instructions](#)- Specific instructions for submitting a compliant application eGrants
- [2026 AmeriCorps State and National Mandatory Supplemental Instructions](#)- Additional terms and definitions
- [2026 AmeriCorps State and National Performance Measure Instructions](#) - Instructions for selecting and defining required program Performance Measures

Step 2: Review the Budget Instructions in Appendix A of this document. These instructions take precedence over budget instructions found in the AmeriCorps Agency NOFO and include requirements specific to the Massachusetts Service Alliance. MSA strongly encourages all programs to use the Budget Worksheet provided on our website while preparing their budgets. Organizations interested in having their budgets reviewed PRIOR to submission may send a copy of the budget worksheet to MKleiman@Mass-Service.org before March 2nd, 2026.

Step 3: Log into eGrants (you may need to create an account) and follow instructions in the 2026 State and National Application Instructions to complete and submit your application. Be sure to read and respond to ALL criteria in the 2026 AmeriCorps State and National NOFO.

Step 4: If you are required to submit additional documents as part of your application (Federally Negotiated Indirect Cost Rate (NICRA), Evidence materials, Union Concurrence documents etc) send those documents as attachments to ACQuestions@Mass-service.org by **March 9, 2026**. Include your Organization name and proposed program title in the title of the email. Please reach out to MSA prior to submission deadlines if you are uncertain which documents are required for your organization.

Additional Requirements

In addition to the AmeriCorps requirements listed above, all applicants must agree to the following terms specific to the Massachusetts Service Alliance:

- 1) Use of Truescreen and Fieldprint to conduct National Service Criminal History Checks (NSCHC) checks for all program AmeriCorps members and staff listed on the budget, whether funded by AmeriCorps federal funds or grantee match;
- 2) Completion of all required programmatic and fiscal trainings by appropriate staff members, including

- New Program Director Orientation, Spring Program Director Training Series, AmeriCorps Kickoff, quarterly Program Director webinars, quarterly Program Director meetings, and annual compliance/fiscal training series;
- 3) Submission of program operating policies and procedures that outline key aspects of program and member management and guiding documents (i.e, position description, member service agreement);
 - 4) Participation in regular check ins with MSA program and fiscal staff;
 - 5) Ensuring the budgets include line item for worker's comp coverage but do not include unemployment and Paid Family Medical Leave (PFML) as members are not eligible in MA);
 - 6) Completion of pre-award fiscal assessment;
 - 7) Provide a copy of federally-approved indirect cost rate (if applicable) and
 - 8) Submit an Operational and Financial Management Survey (OFMS), as required by AmeriCorps, if selected to move forward in the competition;
 - 9) Undergo an annual audit conducted by an independent auditor (including Single or Program Audit, if required by Uniform Guidance)
 - 10) Participate in programmatic, NSCHC, and fiscal monitoring activities conducted by MSA;
 - 11) Submission of semi-annual progress reports;
 - 12) Submission of monthly grant reimbursement requests, including back up documentation when requested.

MSA encourages 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 [HERE](#).

TECHNICAL ASSISTANCE

Send application and program questions to ACQuestions@mass-service.org.

Due to the shortened timeline for this year's application process, all applicants should be prepared to run and launch the program described in their application with minimal consultation. If your organization has limited experience designing or running AmeriCorps programs, you are strongly encouraged to reach out to MSA prior to applying.

Applicants may also wish to review the AmeriCorps Agency's technical assistance webinars. A list of these sessions can be found [HERE \(https://www.americorps.gov/funding-opportunity/fy-2026-americorps-state-national-grants\)](https://www.americorps.gov/funding-opportunity/fy-2026-americorps-state-national-grants).

MSA will provide budget feedback to any organization that submits a completed budget worksheet prior to March 2nd, 2025. Send completed worksheets to MKleiman@Mass-Service.org. When reviewing Application materials, please keep in mind that MSA budget instructions (below) may differ from AmeriCorps Agency materials.

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.

You will then 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/\text{mi} = \75 or Salary $\$60,000 @ 20\% \text{ devoted to program} = \$12,000$.

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	=
Quarter time (450 hours)	members x 0.26455027	=
Minimum time (300 hours)	members x 0.21164022	=

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.

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, quarter-time, minimum-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
Quarter-time	450	n/a	\$10,200
Minimum-time	300	n/a	\$8,568

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

--	--	--	--

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)						
Quarter-time (450 hrs)						
Minimum-time (300 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, 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

_____Full-time (1700 hours)

Calculation

(_____ members x 1.000)

MSY

= _____

<input type="checkbox"/> Three quarter-time (1200 hours)	(_____ members x 0.70000000)	= _____	B. Fixed Award
<input type="checkbox"/> Half-time (900 hours)	(_____ members x 0.500)	= _____	Display
<input type="checkbox"/> Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____	your
<input type="checkbox"/> Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____	
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				

Source of Funds

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

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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	The purpose for all staff and member travel is clearly identified?
Yes <input type="checkbox"/> No <input type="checkbox"/>	You have budgeted funds for staff travel, as required, to attend technical assistance meetings under Staff Travel?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes <input type="checkbox"/> No <input type="checkbox"/>	All single equipment items over \$10,000 per unit are specifically listed?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Justification/explanation of equipment items is included in the budget narrative?
Yes <input type="checkbox"/> No <input type="checkbox"/>	All single supply items over \$1,000 per unit are specifically listed and explained in the budget narrative?
Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	Have you budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for 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 <input type="checkbox"/> No <input type="checkbox"/>	Have you budgeted \$300 for OnCorps financial management software (on either the CNCS or grantee share)?

In Compliance?	Section I. Program Operating Costs
Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	Unemployment insurance is not budgeted?

In Compliance?	Section III. Administrative/Indirect Costs
Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	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 <u> </u> No <u> </u>	Is the overall match being met at the required level, based on the year of funding?
Yes <u> </u> No <u> </u>	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 <u> </u> No <u> </u>	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?)