



Massachusetts State AmeriCorps

AmeriCorps Planning Grant Funding Opportunity

Fiscal Year 2026

INTENT TO APPLY DUE: September 25th, 2026
APPLICATION DUE: October 12th, 2026

Massachusetts Service Alliance
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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 25 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.

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. This year more than a thousand individuals of all ages and backgrounds will serve through an AmeriCorps program in the Commonwealth. They will 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.

PLANNING GRANT DESCRIPTION

Planning Grants are reimbursement-based grants of up to **\$75,000** designed to offset expenses related to actively developing an AmeriCorps program. Grants cover expenses such as staff or consultant time, needs assessments, training and materials (See budget section for further details) related to program design and do not involve hosting members or running program activities. At the end of the planning grant, recipients are expected to apply for an AmeriCorps program grant.

For FY 2026, MSA is accepting applications for 2 separate planning grant categories:

Category A: Small Program Incubator

Organizations interested in developing an AmeriCorps program of between 5 and 10 full-time (or part time-equivalent) service members during the 2027-28 service year are invited to apply for Small Program Incubator Planning Grants. This grant type is intended to help smaller organizations and organizations new to AmeriCorps develop service programs below the typical minimum member threshold. Applicants new to AmeriCorps, or those with questions or concerns about specific grant requirements, are strongly encouraged to reach out to MSA prior to applying. Eligibility, grant terms and application instructions are included below. Preference will be given to applications meeting the following criteria:

- Organizations with significant experience leveraging community service and managing federal grants
- Organizations new to AmeriCorps or proposing new or innovative program models

- Programs with potential to scale above 10 full time (or equivalent) members after 3 years
- Programs in underrepresented geographic and programmatic areas.
- Programs meeting immediate and/or emerging crises in their communities
- Programs designed to achieve a specific outcome within a single, non-renewed three-year grant.

Successful applicants commit to working with MSA to develop a viable AmeriCorps program and formally apply for a Formula program grant in the early Spring of 2027.

Category B: Focus Area Development

Organizations interested in hosting 10 or more full-time (or equivalent) members engaged in activities related to **Youth Mental Health, Workforce Development, Healthcare/Healthy Futures, Veteran Support, or Violence Prevention** are invited to apply for a Focus Area Development planning grant. MSA may consider additional focus areas, but applicants are requested to reach out to MSA prior to applying. Eligibility, grant terms and application instructions are included below. Preference will be given to applications meeting the following criteria:

- Programs proposing a research/evidence backed intervention model
- Programs aiming to place at least 20 members and/or the equivalent of 10 full-time members
- Programs demonstrating significant experience leveraging volunteers/service members and managing federal grants.
- Programs leveraging partnerships with recognized service providers or agencies

Successful applicants commit to working with MSA to develop a viable AmeriCorps program and either apply for a Competitive grant with the AmeriCorps Agency by October 9, 2026 (see the FY27 Competitive NOFO) and/or apply for a Formula program grant in the early Spring of 2027.

GRANT TERMS

Eligibility- Planning grants are available to 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.

Region- Applicants must propose a program that will operate entirely within Massachusetts.

Programming- Applicants must be new to AmeriCorps OR proposing a program that

does not currently exist in Massachusetts.

Period- Planning grants will run for six months from mid-November 2026 through Mid-April, 2027.

Consultation- Planning grants involve regular consultation with the Massachusetts Service Alliance, including:

- Monthly meetings to discuss program development and AmeriCorps best practice
- Monthly meetings with a fiscal consultant (described below) to discuss budget development and fiscal compliance.
- Self-paced and live Technical Assistance sessions related to AmeriCorps and MSA requirements and best practice
- Mid and end of grant progress reporting

Fiscal Cost Share- Programs will be required to budget \$5,000 to support a fiscal consultant contracted by MSA who will work with all planning grantees to assist in developing compliant fiscal policies, procedures, and systems; and \$300 to support financial reporting software through which reimbursement requests will be reported. Although these costs will not be considered as part of the sub-grantees' maximum award request of \$75,000, you will need to consider these costs in your overall matching requirement.

Milestones- Reimbursements will be issued at 3 and 6 months based on MSA approval of agreed Milestone deliverables and incurrence of allowable expenses with sufficient documentation. Specific deliverables will be agreed on by MSA and grantees prior to the grant start and are based on the proposed work plan of the planning grant.

Match- The matching requirement (grantee share) for planning grants is 24% of the total budget (federal plus grantee share). Match may be cash and/or in-kind (with sufficient documentation). Other federal funds may not be used as match unless you obtain prior written permission from the awarding agency.

Allowable Costs and Reimbursements- Planning grant funds are reimbursement based and can only be used for costs directly associated with the development of an AmeriCorps program. Staff time (including fringe), travel, supplies, consultants and other expenses related to work on developing the AmeriCorps program are allowable. Funds CANNOT be used to support members or volunteers conducting program activities or general operational expenses. Reimbursements will be issued based on programs meeting Milestones agreed to in the grant agreement and incurrence of allowable expenses. Budget requirements are outlined in Appendix A.

Commission Partnership & Support Fee- MSA requires 1.9% of the total CNCS funds awarded to be budgeted to support the Commission's administration and technical assistance of this award. This fee should be budgeted as a direct cost on the CNCS share, and will be invoiced at the beginning of the planning grant period.

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.

PLANNING GRANT PROCESS AND TIMELINE

Planning Grants applications involve the following steps:

1. Submission of an application to MSA (requirements outlined below).
2. MSA Staff and Board Review. Applications may be returned for clarifications or revisions prior to final decisions.
3. Selected applicants meet with MSA to discuss timeline and Milestone deliverables.
4. Recipients complete self-paced learning modules related to AmeriCorps program development and meet monthly with MSA to discuss policy/program development and next steps.
5. Programs track time and expenses in line with fiscal requirements. Funds are reimbursed on meeting Milestones agreed to in the grant agreement and incurrence of allowable expenses.
6. By the end of the grant, all programs complete a Formula or Competitive application. Note- Planning grant funding does NOT require or guarantee an approved operational grant. Applications for operational grants are considered on their own merits.

Timeline

Applications are due to MSA on **October 12th, 2026 by 12:00 P.M. EST**. The review process is as follows:

September 25	Online Intent to Apply Due (optional, strongly encouraged) Intent to Apply: https://www.tfaforms.com/4971576
October 12	Submission of Planning Grant Application due to MSA by 12:00 P.M. EST Planning Grant Application: https://www.tfaforms.com/4607074
October 30	Notification of award
Mid/late November	Planning Grant start

Technical Assistance

MSA will host a Planning Grant Technical Assistance session on **Wednesday, September 9th from 1-2pm**. Register [HERE](#). A recording of the session will be posted to MSA's website. MSA will host general Office Hours on Tuesday, **September 22nd from 1-2pm**. Register [HERE](#). MSA will not review applications prior to submission, but staff are available to consult with applicants ahead of the submission deadline to discuss general program or planning grant design. Applicants new to AmeriCorps are **STRONGLY** encouraged to reach out to MSA at ACQuestions@mass-service.org prior to applying.

ALL applicants are strongly encouraged to learn more about AmeriCorps program requirements by reviewing both the General ([HERE](#)) and State and National ([HERE](#)) Terms and Conditions for AmeriCorps grants. A copy of the current AmeriCorps Competitive Notice of Funding Opportunity (NOFO) is ([HERE](#)) for reference.

AMERICORPS PLANNING GRANT APPLICATION INSTRUCTIONS

General Submission Information for the Planning Grant 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
2. Program Narrative (character limits by section)
3. Uploaded: Budget (as Excel file)
4. Uploaded: Authorization, Assurances and Certifications
5. Additional Required Information:
 - a. Uploaded: Most recent audit (Single Audit, if applicable)
 - b. Uploaded: Proof of eligibility
 - i. 501(c)3 determination letter or equivalent
 - c. Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable)

Planning Grant Application Instructions

Executive Summary

Please fill in the blanks of these sentences to complete the executive summary (no character limit). Do not make other changes to the text.

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

I. Program Narrative (Please adhere to character limits of each section.)

Each application must clearly describe a plan for developing a project that will effectively deploy AmeriCorps members to solve a significant community problem.

A. Rationale and Approach (12,000 character limit- including spaces)

1. Describe the need you intend to address with your AmeriCorps program.
2. Describe the general design of the AmeriCorps program you intend to develop.
3. Address any relevant “preference” criteria from the grant description.
4. Describe how the planning period will be used to develop a full model for the intended AmeriCorps program,
5. Provide a detailed timeline for planning activities.

B. Organizational Capability (7,000 character limit- including spaces)

1. Discuss the organization’s experience, staffing, and management structure and how that will support the plan to develop the proposed program- including key staff involved in the Planning Grant process.

2. Describe the applicant's prior experience in the proposed area of programming and in the community that the proposed program would serve.
3. Detail the applicant's prior experience managing federal grants.

II. Budget – Planning Grants

A. **Planning Grants:** Follow the instructions in Appendix A to prepare your budget request using the budget worksheet provided. 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.
- 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).
- Do not include fractional amounts (cents).

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 provide audits to the Clearinghouse if required. The Uniform Guidance is [online](#).

Your proposed budget should only reflect costs associated with the one-year planning process and should be sufficient to allow you to perform the tasks described in your proposal narrative.

III. Authorization, Assurances, and Certifications

Read the authorization, assurances, and certifications carefully. Complete each section of the Assurances and Certifications- there are 2 separate signature pages.

IV. Additional Required Documentation

In addition to your narrative, budget, logic model, and performance measures, you are required to upload a copy of the information described below as part of your original application.

- Most recent Audit (Single Audit, if applicable)
- Proof of 501(c) 3 determination letter or equivalent
- Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable)

APPENDICES

APPENDIX A: Planning Budget Instructions

Please utilize the MSA budget worksheet to prepare your budget and submit as an Excel file.

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, 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 volunteers.

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. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for 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](#) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

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

Include the amount of funds to purchase consumable supplies and materials, including equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more.

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. There is no maximum daily rate.

In this section, please include Fiscal Consultant contracted by MSA to support planning grantees. \$5,000 should be budgeted on the CNCS share.

G. 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.

H. Evaluation (optional)

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:

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. 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 planning grant 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.

In this section, please include the following two line items:

- *OnCorps Financial Reporting Software: \$300 (budgeted in either the CNCS or Grantee share)*
- *State Commission & Partnership Fee with the following calculation: Total CNCS award * 1.9% (budgeted on the CNCS share)*

SECTION II: MEMBER COSTS

Skip Section II. Planning grant applicants may not engage AmeriCorps members; therefore, any costs associated with members are not allowable.

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 Office of Management and Budget Uniform Guidance.

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

Applicants choose one of three methods to calculate allowable administrative costs – the Corporation Fixed Percentage, a federally approved indirect cost rate method, or a *de minimis* method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **expended** under this grant. Do not create additional lines in this category.

Option 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, 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.

Option 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. 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 note where indicated in the budget worksheet.

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 in Section IIIB.

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 in Section IIIB.

Option 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 15% (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 in Section IIIB.
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 in Section IIIB.

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.

MATCH WAIVERS

In accordance with 45 CFR §§ 2521.70 and 45 CFR § 2521.60(b), applicants may request a full or partial waiver of match requirements. Criteria for match waiver eligibility include any of the following:

- Initial difficulties in the development of local funding sources during the first three years of operations; or
- An economic downturn, the occurrence of a natural disaster, or similar events in

- the service area that severely restrict or reduce sources of local funding support; or
- The unexpected discontinuation of local support from one or more sources that a project has relied on for a period of years; or
- Organizational revenue of less than \$500,000.
- Program location in a rural or severely economically distressed county (defined per AmeriCorps guidelines)

If you foresee a problem in meeting the match requirement, please email ACQuestions@Mass-Service.org for further guidance.

APPENDIX B: Assurances and Certifications

(Authorize and submit section- a copy can be downloaded with the RFA)

Instructions

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 nondisplacement 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. § 501(c)(4) that engages in lobbying activities.

Assurances and Certifications

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: _____

APPENDIX C: 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 a an AmeriCorps grant award, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a 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.
 8. 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.
 9. 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.
 10. 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.
 11. 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 in Appendix D.

Legal Applicant: _____

Authorized Representative (name): _____

Title of Authorized Representative: _____

Signature: _____

Date: _____