MICHIGAN'S AMERICORPS

2026-2027
Planning Grant Application Instructions: Attachments

Table of Contents

ATTACHMENT A: DETAILED BUDGET INSTRUCTIONS FOR PLANNING GRANTS 2
ATTACHMENT B: STREAMS OF NATIONAL SERVICE 11
ATTACHMENT C: AMERICORPS TECHINICAL ASSISTANCE CONSULTANTS 13
2026 AMERICORPS STATE & NATIONAL MANDATORY SUPPLEMENTAL INFORMATION 14

ATTACHMENT A: DETAILED BUDGET INSTRUCTIONS FOR PLANNING GRANTS

Follow these instructions for completing your budget in eGrants.

Important notes for MI AmeriCorps applicants:

- Once a grant is awarded, any budget deviation greater than 5% of the budget category from which or to which the funds are moving will be allowed only with a formal grant amendment that must be signed by both the Grantor and Grantee.
- A budget deviation that is less than 5% is allowable without approval provided that the grantee does not authorize new categories (e.g. move funds into a category that was budgeted as $0), subcontracts, equipment items, or positions.
- The Michigan Community Service Commission recommends using the Budget Narrative Tool (Excel) that is available on the MI AmeriCorps Funding page to draft your budget before entering it in eGrants.

Section I: Program Operating Costs

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. This is for planning grant activities only.

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position listed in Personnel Expenses.

Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. FICA must be labeled as FICA @ .0765% in the calculation.

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.

C.1. Staff Travel

Describe the purpose for which project staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, and other travel-related expenses multiplied by the number of trips/staff. Please

See 2026 State of Michigan travel rates. All travel and mileage rates must not be greater than the most recent State of Michigan travel reimbursement rates, as well as consistent with the organization's travel policy.

Must include:

- The costs associated with traveling to Program Director Meetings:
  - Two one-day program director meetings in Lansing (lunch provided)
  - One multi-day program director meeting in northern Michigan including overnight accommodation for two nights and two dinners

- In the "Travel to CNCS-sponsored Meetings" line, $2,000 for travel for at least one staff member to attend national service focused events such as those sponsored by America's Service Commissions. The description should be as follows:

  Travel CNCS-Sponsored Meetings: Out of State: Hotel $139 + tax (Conlin) = $150x4nts = $600; air $450; Food $44 (Bfast $16 + Din $28) x 5 = $220; cab $100RT; mileage airport RT 50 mls x 0.76 prem state rate = $76; reg fee $557.50 = $2000

C.2. Member Travel
This section is not applicable to planning grant applications. Do not include any costs here.

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 $5,000 or more per unit (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in Supplies. 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.

Do include equipment in the planning grant budget that is intended for use by members or during a future implementation grant period. Those costs should be in your program grant budget.

E. Supplies
Include the amount of funds to purchase consumable supplies and materials that does not fit the definition of equipment 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. There is not a maximum daily rate.

Must include:
- A minimum of $10,000 for planning grant consultation with an MCSC-identified consultant.

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. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

G.2. Member Training
This section is not applicable to planning grant applications. Do not include any costs here.

H. 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 space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

Must include

- Program support system: Grantees are required to use a system identified by the MCSC for program reporting purposes. Planning grant applicants must budget for these costs by including $1,500 in the budget for a Program Support System.

I. Evaluation

Include any costs for project evaluation activities. Evaluation costs are generally more appropriate in an implementation grant budget than a planning grant budget.

Section II: Member Costs

This section is not applicable to planning grant applications. Do not include any costs in this section.

Section III: Administrative/Indirect Costs

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.

Calculating Administrative/Indirect Costs: Choose Option A, B.1, or B.2

Applicants choose one of three methods to calculate allowable administrative costs:

- Option A: A CNCS-fixed percentage rate method
- Option B.1: A federally approved indirect cost rate method, or
- Option B.2: 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.

While these instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants.

- Applicants who chose to use Option A: a CNCS-fixed percentage rate will enter the line item details in Section III.A.
- Applicants who have a Federally Approved Indirect Cost Rate or are using a De Minimis Rate will enter the line item details in Section III.B. Do not create additional lines in this category.

Please note: applicants are not required to budget for administrative/indirect costs. However, the applicant is required to budget for the Commission Fixed Amount, as described below.

The MCSC requires 1.052% of each grantee's CNCS administrative costs to be set aside from the reimbursable award.

Option A: CNCS-Fixed Percentage (Five/Ten Percent Fixed Administrative Costs)
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. in eGrants), 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.

Step 1: Determine the Maximum CNCS Share of Administrative Costs
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.

EXAMPLE: (Section I CNCS Share + Section II CNCS Share) x .0526 = Total CNCS Share of Admin Costs

The Commission Fixed Amount (see Step 2) is subtracted from the Total CNCS Share of Admin Costs. To calculate the amount CNCS Share minus the Commission Fixed Amount, multiply the above by 0.8.

EXAMPLE: ((Section I CNCS Share + Section II CNCS Share) x .0526) x 0.8 = Corporation Fixed Amount

Enter this calculation in Section III.A. as the Corporation Fixed Amount. Enter the Corporation Fixed Amount in the CNCS Share.

Corporation Fixed Percentage

Item	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount	((Section I CNCS Share + Section II CNCS Share) x .0526) x 0.8 = Corporation Fixed Amount		$XXX	$0
Commission Fixed Amount	(([CNCS Share Section I] + [CNCS Share Section II]) x .0526) x 0.20 = Commission Amount		$XXX	$0
Subtotal				$0

Step 2: Determine the Commission Fixed Amount of Administrative Costs
The MCSC retains 1.052% of the federal funds available to programs for administrative

costs.

To allocate the Commission's fixed amount, multiply the sum of the CNCS Shares of Sections I and II by 5.26% (0.0526) x .20 (which is the same as 1.052%).

This is the amount the applicant is ***required*** to list as the Commission's share of administrative costs.

EXAMPLE: (([Section I CNCS Share] + [Section II CNCS Share]) x .0526) x 0.20 = Commission Amount

Enter that calculation in Section III.A. Enter the total Commission Amount on the CNCS Share side of Section III.A.

Corporation Fixed Percentage

Item	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount	((Section I CNCS Share + Section II CNCS Share) x .0526) x 0.8 = Corporation		$XXX	$0
Commission Fixed Amount	*(([Section I CNCS Share] + [Section II CNCS Share]) x .0526) x 0.20 = Commission Amount*		$XXX	$0
Subtotal				$0

Step 3: Determine the Grantee Share of Administrative Costs (optional)
Multiply the total (both CNCS and Grantee Share) of Sections I and II by 10% (0.10).

EXAMPLE: ([Section I CNCS Share] + [Section II CNCS Share]) + ([Section I Grantee Share] + [Section II Grantee Share])) x 0.10 = Grantee Share of Admin Costs

Enter this amount in the Corporation Fixed Amount item on the Grantee Share side of Section III.A.

Your Section III.A. description(s) should look similar to this (using the amounts specific to your budget):

Corporation Fixed Amount: (([$150,000 CNCS Share Section I] + [$100,00 CNCS Share Section II]) x .0526) x 0.80 = $10,520. Grantee Share: ([$150,000 Section I CNCS Share] + [$100,00 Section II CNCS Share]) + ([$50,000 Section I Grantee Share] + [$25,000 Section II Grantee Share])) x 0.10 = $32,500

Commission Fixed Amount: (([$150,000 CNCS Share Section I] + [$100,00 CNCS Share Section II]) x .0526) x 0.20 = $2,630

Option B.1: 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.

Step 1: Specify the Cost Type
In Section III.B. add a new budget item and use the Cost Type menu to specify the Cost Type for which your organization has current documentation on file, (i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate).

Step 2: Indicate the Base
Use the Cost Basis menu to indicate the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.).

Step 3: Supply your approved IDC rate and rate claimed
Use the Rate field to supply your approved IDC rate (percentage) and the Rate Claimed field to indicate the rate you are claiming.

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.

Step 4: Determine the base amount of direct costs to which you will apply the IDC rate
Include 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).

Step 5: Multiply the appropriate direct costs by the rate being claimed.
This will determine the total amount of indirect costs allowable under the grant.

> *EXAMPLE: [Total Direct Costs] x IDCR 15% = Total amount of indirect costs allowable*

Step 6: Determine the CNCS Share of the total amount of indirect costs allowable
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.

> *EXAMPLE: (([CNCS Share Section I] + [CNCS Share Section II]) x .0526) = CNCS Share of the total amount of indirect costs allowable*

Enter this amount in the CNCS Share side of Section III.B. Do not enter any of this amount in the Grantee Share of the budget.

Step 7: Determine the Commission Fixed Amount of Administrative Costs
The MCSC retains 1.052% of the federal funds available to programs for administrative costs.

To allocate the Commission's fixed amount, multiply the sum of the CNCS Shares of Sections I and II by 5.26% (0.0526) x .20 (which is the same as 1.052%).
This is the amount applicant is ***required*** to list as the Commission's share of administrative

costs.

EXAMPLE: (([CNCS Share Section I] + [CNCS Share Section II]) x .0526) x 0.20 = Commission Amount

Step 7: Subtract the Commission Amount from the total CNCS Share of indirect costs
There is not a separate line to indicate the Commission Amount, but the calculation should be included in the description.

EXAMPLE: [CNCS Share of Indirect Costs] – [Commission Amount of Administrative Costs]

Step 8: Determine the Grantee Share of the total indirect costs allowable
To determine the Grantee Share of the total amount of indirect costs allowable, subtract the CNCS Share of the total amount of indirect costs allowable (Step 6) from the total Indirect Costs allowed (Step 5). This is the amount the applicant can claim as Grantee Share for administrative costs.

EXAMPLE: [*Total amount of indirect costs allowable] - [CNCS Share of Indirect Costs] = Grantee Share of indirect costs allowable*

Enter this amount in the Grantee Share side of Section III.B.

Your Indirect Cost section should look similar to this:

Total Indirect Costs: 15% x $500,000 (total direct costs) = $75,000. CNCS Share = ((CNCS Section I: $350,000) + (CNCS Section II: $150,000)) x .0526 = $26,300. Commission Amount = ((([$350,000 CNCS Share Section I] + [$150,000 CNCS Share Section II]) x .0526) x 0.20) = $5,260. Grantee Share = $75,000-$26,300= $48,700 with a rate of 15% and a rate claimed of 15%.

Please see the AmeriCorps eGrants Indirect Cost Rate (IDCR) User Instructions. Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Option B.2: 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.

Step 1: Determine the MTDC to which you will apply the De Minimis rate

Include both the CNCS and Grantee shares of the budget.

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. **AmeriCorps member living allowance and other member costs are not considered "participant support costs" subject to exclusion from the MTDC.**

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.

Add up included expenses to calculate the MTDC amount.

Step 2: Determine the total amount of administrative costs allowable
Once you determine the MTDC, multiply by 0.15. This will determine the total amount of costs allowable in this section.

> *EXAMPLE: [MTDC] x 0.15 = Total amount of indirect costs allowable*

Step 3: Determine the CNCS Share of the allowable indirect costs
To determine the CNCS share of the total amount of indirect costs allowable, 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.

> *EXAMPLE: (([CNCS Share Section I] + [CNCS Share Section II]) x .0526) = CNCS Share of the total amount of indirect costs allowable*

Step 4: Determine the Commission Fixed Amount of administrative costs
The MCSC retains 1% of the federal funds available to programs for administrative costs.

To allocate the Commission's fixed amount, multiply the sum of the CNCS Shares of Sections I and II by 5.26% (0.0526) x .20 (which is the same as 1.052%).

This is the amount the program is ***required*** to list as the Commission's share of administrative costs.

> *EXAMPLE: (([CNCS Share Section I] + [CNCS Share Section II]) x .0526) x 0.20 = Commission Amount*

Step 5: Subtract the Commission Amount from the total CNCS Share of administrative costs

There is not a separate line to indicate the Commission Amount, but the calculation should be included in the description.

EXAMPLE: [CNCS Share of allowable admin costs] – [Commission Amount of admin costs]

Step 6: Determine the Grantee Share of allowable administrative costs
To determine the Grantee Share of total indirect costs allowable, subtract the CNCS share of total indirect costs allowable from the total indirect costs allowable. This is the amount the applicant can claim as grantee share for indirect/administrative costs. Enter this amount in the CNCS Share of Section III.B.

EXAMPLE: [*Total amount of indirect costs allowable] - [CNCS Share of Indirect Costs] = Grantee Share of indirect costs allowable*

Your Indirect Cost Rate section should look similar to this:

(MTDC: $500,000) x 15% = $75,000. CNCS Share = ((CNCS Section I: $350,000) + (CNCS Section II: $150,000)) x .0526 = $26,300 minus Commission Amount ($10,520 calculated in Sec IIIA) = $15,780. Grantee Share = $75,000-$26,300= $48,700 with a rate of 15% and a rate claimed of 15%.

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 in the budget.

- Identify each match source separately.
- Indicated in the description whether each match source is secured or proposed.
- Include a dollar amount for each match source.
- Classify each match source as cash or in-kind.
- Select a source type for each match source: Private, State/Local, or Federal.
- Define all acronyms the first time they are used.

The total amount in the Source of Funds field MUST match the total Grantee Share amount in the budget narrative exactly.

ATTACHMENT B: STREAMS OF NATIONAL SERVICE

AmeriCorps State and National
https://www.americorps.gov/serve/americorps/americorps-state-national
AmeriCorps State and National (ASN) supports a wide range of local service programs that engage thousands of Americans in intensive community service each year. ASN provides grants to a network of local and national organizations committed to using national service to address critical community needs, generally in the areas of education, environment, economic mobility, health, disaster services, veterans and military families, and public safety. AmeriCorps State and National members serve with the host organization in a local community, typically providing direct service to individuals and communities.

AmeriCorps State funding is awarded to state service commissions like the Michigan Community Service Commission (MCSC) who subaward it to eligible entities. These subrecipients are responsible for administering the grant and managing an AmeriCorps program, including selecting, training, and supervising AmeriCorps members directly.

AmeriCorps VISTA
https://www.americorps.gov/serve/americorps/americorps-vista
Volunteers in Service to America (VISTA) is an anti-poverty program designed to provide resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty. AmeriCorps VISTA members serve in an administrative capacity to create or expand programs designed to empower individuals and communities in overcoming poverty. Activities can include grant writing, research, fundraising, and community volunteer engagement.

Organizations can apply to be a VISTA project sponsor or seek an opportunity to be a sub-site with an existing intermediary organization such as the MCSC.

AmeriCorps National Civilian Community Corps
https://www.americorps.gov/serve/americorps/americorps-nccc
AmeriCorps National Civilian Community Corps (NCCC) is a full-time, team-based, residential service program for young adults ages 18-24 that strengthens communities and develops leaders through direct, team-based service. AmeriCorps NCCC teams complete a variety of service projects and respond to local communities' needs throughout the United States and territories. Projects fall within the areas of disaster preparedness and response, environmental stewardship, infrastructure improvement and urban and rural development.

Organizations can apply to host an NCCC team for a short-term project. NCCC partners must provide 40 hours per week of enriching service, project materials and tools, and temporary housing for the team.

AmeriCorps Seniors
AmeriCorps Seniors comprises the Foster Grandparent Program, RSVP, and the Senior Companion Program. AmeriCorps Seniors volunteers, individuals 55 and older, help students learn to read, deliver groceries to elderly neighbors, and support families impacted by natural disasters.

Foster Grandparents: Connects role models to young people with exceptional needs. AmeriCorps Foster Grandparent Volunteers provide the kind of comfort and love that sets a child on a path to a successful future. https://www.americorps.gov/serve/americorps-seniors/americorps-seniors-foster-grandparent-program

RSVP: Pairs older adults with organizations to make community change. RSVP Volunteers choose how, where, and when they want to service, with commitments ranging from a few hours to 40 hours a week. https://www.americorps.gov/serve/americorps-seniors/americorps-seniors-rsvp

Senior Companions: Focuses on providing assistance and companionship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, AmeriCorps Senior Companion Volunteers keep older adults independent longer and provide respite to family caregivers. https://www.americorps.gov/serve/americorps-seniors/americorps-seniors-senior-companion-program

ATTACHMENT C: AMERICORPS PLANNING GRANT CONSULTANTS

The Michigan Community Service Commission (MCSC) requires that planning grantees engage a consultant with AmeriCorps expertise to aid in the planning process. Planning grantees must work with the MCSC to identify an appropriate consultant.

America's Service Commissions (ASC) provides a Training and Technical Assistance Directory to help national service partners identify quality trainers, consultants, and service providers with experience in the national service field:

https://statecommissions.notion.site/698c8b7de622420e8caf0b65e7c86f0b?v=373440c43a3c4d848b951b2ecbc3db9b

Several consultants in the directory specifically have experience in supporting AmeriCorps planning grantees:

- Amy Salinas*
- Jefts Consulting*
- McMahon Consulting Group
- Public Impact Advisors
- SheRen Consulting
- Kerry Ose

*The MCSC and its subgrantees have previously worked with this consultant on planning grant activities and objectives.

2026 AMERICORPS STATE & NATIONAL MANDATORY SUPPLEMENTAL INFORMATION

*The **AmeriCorps State and National Mandatory Supplemental Information** is intended to provide applicants with additional information for the preparation of their applications under the AmeriCorps State and National Notice of Federal Funding Opportunity. The Supplemental Information provides both detailed definitions of certain terms included in the Notice as well as additional details regarding how to properly file an application under the Notice. This Supplemental Information is incorporated by reference in the Notice, and applicants must comply with any requirements stated in this Supplemental Information.*

AmeriCorps Member: An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award that they can use to pay for higher education expenses or apply to qualified student loans.

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations Generally, AmeriCorps considers capacity building activities to be *indirect services* that enable AmeriCorps -supported organizations to provide more, better, and sustained *direct services*. Capacity building activities must:

1) Support or enhance the program delivery model.
2) Respond to the program's goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community.
3) Enable the program to provide a sustained level of more or better direct services after the capacity building services end.

Child Care: The AmeriCorps Childcare Benefit Program is available for eligible, active, full-time AmeriCorps State and National members who need the benefit to serve. Visit the AmeriCorps Childcare Program website for more information on this member benefit.

Cost Reimbursement Grants: These grants fund a portion of program operating costs and AmeriCorps member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Disadvantaged youth: The term ''disadvantaged youth'' includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.

Economically Disadvantaged: The term ‘‘economically disadvantaged’’ means, with respect to an individual, an individual who is determined by the Chief Executive Officer to be low-income according to the latest available data from the Department of Commerce.

Enrollment Rate: The AmeriCorps member enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Evidence-based: Evidence-based programs that have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means conducting at least one Randomized Controlled Trial (RCT) or Quasi-Experimental Design (QED) evaluation of the same intervention described in the application.

Evidence-based interventions on the AmeriCorps Evidence Exchange: Interventions supported by positive results from rigorous evaluations that are documented at Evidence Exchange.
Evidence-based interventions include but are not limited to the following:

- Economic Opportunity: Evidence Brief: Effective CNCS-Funded Economic Opportunity Programs
- Education: Evidence Brief: Effective CNCS-Funded Education Programs
- Healthy Futures: Evidence Brief: Effective CNCS-Funded Healthy Futures Programs

Interventions funded in FY 2022 assessed as having strong or moderate evidence include:

- Evaluation of College Possible's College-Fit Initiative 2018-2020
- REACH Corps FY19 End of Grant Evaluation
- Teach For America National AmeriCorps Evaluation: 2017–18 and 2018–19 School Years
- Birth and Beyond AmeriCorps: AmeriCorps Quasi- Experimental Program Evaluation 2018-2021

Evidence-informed: Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application.
Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data on the intervention described in the application.

Evidence Tiers

Pre-preliminary evidence means the applicant has not submitted an outcome or impact evaluation of the same intervention described in the application, although the applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence Base section of the application how their program design is evidence-informed (see definition above). Applicants may also cite prior performance measure data if applicable.

Preliminary evidence means the applicant has submitted up to two outcome evaluation reports (non-experimental) that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant’s logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre- and post-assessments without a statistically matched comparison group or a

post-assessment comparison between intervention and comparison groups. In some cases, a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.
AmeriCorps grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps -required evaluation report may count towards one of the two reports allowed for the Preliminary evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

Moderate evidence means the applicant has submitted up to two well-designed and well-implemented evaluation reports that evaluated the same intervention described in the application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or Quasi-Experimental Design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site.) The evaluations were conducted by an independent entity external to the organization implementing the intervention.

AmeriCorps grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps-required evaluation report may count towards one of the two reports allowed for the Moderate evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

Strong evidence means the applicant has submitted up to two evaluation reports demonstrating that the same intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented experimental design evaluation (i.e., Randomized Controlled Trial (RCT)) or a Quasi-Experimental Design evaluation (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of the same intervention described in the application in different locations or with different populations within a local geographic area. The overall pattern of evaluation findings must be consistently positive on one or more key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED evaluations may be generalized beyond the study context. The evaluations were conducted by an independent entity external to the organization implementing the intervention.

AmeriCorps grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps required evaluation

report may count towards one of the two reports allowed for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

Impact evaluation: An evaluation that provides statistical evidence of how well a program achieves its desired outcomes and what effect it has on service recipients and/or service participants compared to what would have happened in the absence of the program. Impact evaluations must be designed to provide evidence of a causal relationship between program activities and outcomes (45 C.F.R. § 2522.700). Grantees must use an experimental or quasi-experimental evaluation design (i.e., the evaluation must include a control group or a statistically matched comparison group).

Same intervention described in the application: The intervention evaluated in submitted evaluation reports must match the intervention proposed in the application in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic challenges facing the population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Evaluation reports that do not sufficiently match the intervention proposed by the applicant will not be considered applicable and will not be reviewed or receive any points.

Fixed Amount Grants: These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, AmeriCorps provides only a portion of the cost of running the program and organizations must raise the additional resources needed to run the program. Programs can access the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. Professional Corps programs applying for operational funding through a Fixed Amount grant must submit a budget in support of their request for operational funds.

- **Full-cost Fixed Amount grants:** Fixed Amount grants are available for programs that enroll all types of member slots and use their own resources to cover all other costs. Professional Corps may only have full-time members. Programs can access funds under the grant based on enrolling and retaining the full complement of members supported under the grant.

- **Education Award Grants (EAP) Fixed Amount grant**: Programs apply for a small fixed amount per MSY, can enroll all types of member slots, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full

complement of members supported under the grant. As with full-cost fixed amount grants, there are no specific match or financial reporting requirements for EAP fixed amount grants.

State Commissions can withhold up to 2% administrative funds from fixed price grants from single state applicants that are not competitive planning grants.

Match Waiver: Can be requested to decrease the required match amount. Please see the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps website's Manage Your Grant webpage.

Member Service Location: A member service location is the site at which an AmeriCorps member is placed to provide their service to the community.

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

National Direct Applicants
Multi-state: Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to AmeriCorps.

Federally-recognized Indian Tribes: Applicants that are Native Nations apply directly to AmeriCorps (see the Eligible Applicants Section in the *Notice*.)

State and Territories without Commissions: Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to AmeriCorps because this State and Territories have not established a State Commission.

Note: All applicants must select the correct NOFA in eGrants that corresponds to their national direct applicant status as listed above.

New Applicant: For the purposes of determining eligibility for a full cost fixed price grant, AmeriCorps defines "new applicant" as an applicant that is applying for an AmeriCorps State and National grant for the first time or is a former grantee (non-formula) whose last AmeriCorps State and National grant was received more than five years ago. Current formula grantees applying for the first time for a full cost fixed grant are not considered new applicants.

Operating Site: An operating site is the organization that manages the AmeriCorps program on behalf of the multi-state recipient of the grant from AmeriCorps. A multi-state grantee must have an operating site in each state in which it has AmeriCorps members. AmeriCorps members may be placed at the operating site, or an operating site may place AmeriCorps members at multiple member service locations. AmeriCorps anticipates that applicants have a carefully considered plan for their project implementation and have identified operating sites based on demonstrated community needs. AmeriCorps expects the sites proposed at the time of application to align with those involved in project implementation. However, if necessary, applicants can modify their list of operating sites during the clarification process or through an amendment to the application, if funded.

Other Revenue: funds necessary to operate an AmeriCorps program that are not AmeriCorps funds or grantee share (match) identified in the budget. Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the AmeriCorps or grantee share amounts in the budget. Fixed amount grantees should enter all non-AmeriCorps funds that support the program in this field. All fixed grants will have other revenue.

Planning Grants: A planning grant provides support to a grant recipient to develop an AmeriCorps program that will engage AmeriCorps members in implementing evidence-based interventions to solve community problems. Grant recipients are awarded up to $240,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members. Applicants must apply for a Cost Reimbursement grant. The project period is no more than a year, with a start date proposed by the applicant. The project start date may not occur prior to the date AmeriCorps awards the grant.

Professional Corps: A Professional Corps is a program model composed of AmeriCorps members serving as professionals, i.e., teachers, health care providers, police officers, engineers, attorneys, or other professionals. The programs recruit and place qualified members in communities with an inadequate number of such professionals. Professional Corps applicants and/or applicants determined to be a Professional Corps by AmeriCorps must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.

Professional Corps members' salaries/compensation, including childcare, are paid entirely by the organizations with which the members serve and are not included in the budget request to AmeriCorps. The living allowance or salary provided to AmeriCorps members in Professional Corps programs does not count toward the matching requirement. AmeriCorps requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. AmeriCorps will only consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate significant organizational financial need based on the materials reviewed by AmeriCorps. These grants are fixed amount grants.

Applicants may propose any authorized program type. In the case that a proposed program fits more than one program type (e.g., a program could be either a professional corps or a traditional program), AmeriCorps staff will make a determination as to program type that will be considered for funding. The determination will be based on data provided within the application and supplemental materials submitted with the application. The determination may be different from the program type proposed by the applicant.

AmeriCorps reserves the right to determine if an applicant (whether or not the applicant has applied as a Professional Corps) has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving AmeriCorps operating funds. There may be specific circumstances where AmeriCorps determines that a legal applicant has not demonstrated the need for operational grant funds due to other funding resources. Where AmeriCorps due diligence review of an application shows that the applicant has a historically high level of support from non-

AmeriCorps sources and as a result has levels of unrestricted funding that exceeds the requested level of AmeriCorps funding, AmeriCorps may choose to not provide operational grant funding.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):
1. Attempting to influence legislation
2. Organizing or engaging in protests, petitions, boycotts, or strikes
3. Assisting, promoting, or deterring union organizing
4. Impairing existing contracts for services or collective bargaining agreements
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
8. Providing a direct benefit to a. a business organized for profit, b. a labor union, c. a partisan political organization, d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities.
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive
10. Providing abortion services or referrals for receipt of such services
11. Such other activities as AmeriCorps may prohibit.
AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds.

Retention Rate: The AmeriCorps member retention rate is calculated as the number of members exited with education award (full or partial award) divided by the number of members enrolled.

Rural Communities: AmeriCorps uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4-10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.
For more information about RUCA codes, please visit the USDA website.The Office of Regional Operations uses Beale Codes when assessing alternative match requirements as required by Statue (45 CFR 2521.60(c)).

Same Project: Two projects will be considered the same if they: address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, or utilize the same sites.

Existing grantees must get approval from agency staff to be considered a new project.
If an applicant is applying for a different program model (a new project), select New. Current and previous grantees need to get approval from agency staff to be considered a new project. AmeriCorps will consider a project to be new if there is a meaningful difference between it and previous projects in a comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (§ 2522.340).

Requests to be considered a new project should include information about how the new project differs from the previous project in the characteristics noted above. The request should also include the proposed name of the new project. AmeriCorps staff will review the request to determine if the proposed project does represent a meaningful difference from the previous project or if the proposed project is an example of natural program evolution over time. If it is determined that the project is new, agency staff will create a new project in eGrants. Applicants must request new projects significantly in advance of their application deadline.

Single-State Applicants Definition for the Competitive NOFO: Single-state applicants are organizations that propose to operate in only one state; they must apply through the Governor-appointed State or Territory Commissions. Each State and Territory Commission administers its own selection process and submits to AmeriCorps the applicants it selects to compete for funding. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly *earlier* than the AmeriCorps deadlines and may have additional requirements. The list of State and Territory Commissions can be found on AmeriCorps website.
A single-state application submitted directly to AmeriCorps by the applicant rather than the State Commission will be considered noncompliant and will not be reviewed.

Single-State Applicants Definition for the AmeriCorps State and National Planning Grants NOFO: Single-state applicants are organizations that propose to operate in only one state; they must apply directly to AmeriCorps as a National Direct.

Slot types
Competitive and formula continuation applicants (those in program year two or three in FY 2026) may request the slot types below:

Slot Type	Hours Required
FT (Full-time)	1700
TQT (Three-quarter-time)	1200
HT (1-year half-time)	900
RHT (Reduced half-time)	675
QT (Quarter-time)	450
MT (Minimum-time)	300
AT (Abbreviated-time)	100

Competitive and formula new and recompete applicants in FY 2026 may request the slot types below:

Slot Type	Hours Required
FT (Full-time)	1700
TQT (Three-quarter-time)	1200
HT (1-year half-time)	900
QT (Quarter-time)	450
MT (Minimum-time)	300

All applicants in FY 2027 and later may request the slot types below:

Slot Type	Hours Required
FT (Full-time)	1700
TQT (Three-quarter-time)	1200
HT (1-year half-time)	900
QT (Quarter-time)	450
MT (Minimum-time)	300

Unallowable Activities: In addition to the *Prohibited Activities*, the following restrictions also apply to the service of AmeriCorps members:
Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the following "nondisplacement" requirements. Note: In section below Corporation = AmeriCorps
Nondisplacement:

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
    i. Will supplant the hiring of employed workers; or
    ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
    i. Presently employed worker;
    ii. Employee who recently resigned or was discharged;
    iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
    iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or

Employee who is on strike or who is being locked out.