MICHIGAN'S AMERICORPS

2027-2028
Application Instructions Attachments

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2027 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 Volunteer: An AmeriCorps Volunteer is an individual who engages in community service through an approved national service position. AmeriCorps Volunteers may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps Volunteers 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 Volunteers who need the benefit to serve. Visit the AmeriCorps Childcare Program website for more information on this AmeriCorps Volunteer benefit.

Cost Reimbursement Grants: These grants fund a portion of program operating costs and AmeriCorps Volunteer 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 Volunteers. 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 Volunteer 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 AmeriCorps Evidence Exchange.
Interventions funded in FY 2025 assessed as having strong or moderate evidence include:

- Student Achievement Outcomes for a Sample of Boston Teacher Residency Program Residents and Mentors
- LISC AmeriCorps Evaluation Report
- PLSC Before/After-Control/Impact (BACI) Ecosystem Management Evaluation
- Conservation Corps: Mt. Adams Institute Military Veteran Participant Outcomes 2021-2023

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 AmeriCorps Volunteers 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 AmeriCorps Volunteer slots and use their own resources to cover all other costs. Professional Corps may only have full-time AmeriCorps Volunteers. Programs can access funds under the grant based on enrolling and retaining the full complement of AmeriCorps Volunteers 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 AmeriCorps Volunteer 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 AmeriCorps Volunteers 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.

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: An AmeriCorps Volunteer service location is the site at which an AmeriCorps Volunteer 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 Volunteers. AmeriCorps Volunteers may be placed at the operating site, or an operating site may place AmeriCorps Volunteers at multiple AmeriCorps Volunteer 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 Volunteers 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 Volunteers. 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 Volunteers serving as professionals, i.e., teachers, health care providers, police officers, engineers, attorneys, or other professionals. The programs recruit and place qualified AmeriCorps Volunteers 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 Volunteers serving as professionals has an inadequate number of said professionals.

Professional Corps AmeriCorps Volunteers' salaries/compensation, including childcare, are paid entirely by the organizations with which the AmeriCorps Volunteers serve and are not included in the budget request to AmeriCorps. The living allowance or salary provided to AmeriCorps Volunteers 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 AmeriCorps Volunteers 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 Volunteers 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 Volunteer retention rate is calculated as the number of AmeriCorps Volunteer s exited with education award (full or partial award) divided by the number of AmeriCorps Volunteers 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
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 Volunteers:
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
    v. Employee who is on strike or who is being locked out.

ATTACHMENT A: PERFORMANCE MEASURES INSTRUCTIONS FOR COMPETITIVE FUNDING APPLICATIONS

See 2027 ASN Performance Measure Instructions for performance measure requirements and rules.

eGrants Performance Measures Module Instructions

About the Performance Measures Module
In the performance measures module, you will:

- Provide information about your program's connection to AmeriCorps focus areas and objectives.
- Show MSY and member/Volunteer allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

Home Page
To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page. Do not use the back and forward buttons on your internet browser.

Once you have started the module, click "Continue Working" to return to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSY, and member/Volunteer allocations for your application, click the "Edit Objectives/MSYs/Members" button.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives Tab
On the Objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

An expandable list of AmeriCorps focus areas appears on this tab. When you click on a focus area, a list of objectives appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue

through this module. To see which performance measures correspond to which objective, refer to the Performance Measure Instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that AmeriCorps members/Volunteers and/or community volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention. Note that your primary intervention and the performance measure associated with your primary intervention must be focused on the community impact of the program, not on AmeriCorps Volunteer development.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus areas may be the same if you have more than one intervention within the focus areas.

MSYs/Members Tab
On this tab, you will enter information about the allocation of MSYs and AmeriCorps members/Volunteers across the focus areas and objectives you have selected. You must allocate 100% of your program's MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps Volunteers development rather than beneficiary impact, enter 0 MSYs for that objective.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.

In the members/Volunteers column, enter the number of members/Volunteers you will assign to each objective. Some members/Volunteers may perform services across more than one objective. If this is the case, allocate these members/Volunteers to all applicable objectives. For example, if one members/Volunteer performs service in both school readiness and K-12 success, allocate one members/Volunteer to each of these objectives. It is acceptable for the total number of members/Volunteers in this table to exceed total slots requested in the application due to counting

members/Volunteers' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps members/Volunteers development rather than beneficiary impact, enter 0 members/Volunteers for that objective.

Performance Measure Tab
This tab allows you to create performance measures for all the grant activities you intend to measure.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the Objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives since these are members/Volunteer-focused objectives. members/Volunteer-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports.

Provide a short, descriptive title for your performance measure.

Select the intervention(s) to be delivered by members/Volunteers and/or members/Volunteers-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention. Do not add an applicant-determined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking "Add User Output." (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may create an applicant-determined outcome by clicking in the checkbox next to the empty outcome text box and entering the text of your outcome indicator. If you do not wish to select any outcome for your

National Performance Measure output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box.

If you have not selected a National Performance Measure output or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking “Add User Outcome.” All applicant-determined outputs must be paired with an applicant-determined outcome.

Enter the number of MSYs and members/Volunteers your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members/Volunteers may be double-counted across performance measures, but MSYs may not.

Click “next” to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

Data Collection Tab
On this tab, you will provide additional information about your interventions, instruments, and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week), intensity refers to the length of time devoted to the intervention (for example, number of minutes per session), and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how you will administer the instrument, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percentages.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percentages or members/Volunteers service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select “other”
- Instrument Description: Enter “NA”
- Target: Enter “1”
- Unit of Measure: Enter “NA”

After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

Summary Tab
The Summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click “Print PDF for all Performance Measures.” To print one performance measure, expand the measure and click “Print This Measure.” Click “Edit Performance Measure” to return to the Performance Measure tab.Click “Edit Data Collection” to return to the Data Collection tab.

Click “Validate Performance Measures” to validate this module prior to submitting your application. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission.

ATTACHMENT B: DETAILED BUDGET INSTRUCTIONS FOR COST REIMBURSEMENT 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

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount column in the budget," "CNCS Share column in the budget," and "Grantee Share column in the budget" for Parts A–I, for year one of the grant, as follows below. (Note: CNCS = Corporation for National and Community Service = 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 of staff and AmeriCorps Volunteers.

Michigan-specific requirement:

- All programs are required to have at least one full-time staff person dedicated solely to the operation of the program. Any exceptions must be approved by MCSC.

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.

Michigan-specific requirements:

- Each benefit must be listed separately and in calculation format.
- FICA must be labeled as FICA @ .0765% in the calculation.

C.1. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

Michigan-specific requirements:

- Must use 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.
- Food costs must be reasonable and necessary, and each meal must be itemized with the appropriate state rate. If there are 3 or more people at the same meal, group state rates apply. Per diem rates cannot be used.
- Please refer to the most current DTMB schedule of travel rates.
- All applicant budgets must include:
    1. The costs associated with traveling to Program Director Meetings:
        a. Two one-day program director meetings in Lansing (lunch provided)
        b. One multi-day program director meeting in northern Michigan including overnight accommodations for two nights and two dinners
    2. 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 .76 prem state rate = $76; reg fee $557.50 = $2000

C.2. Member/Volunteer Travel

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

Michigan-specific requirements:

- Must use 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.

- Food costs must be reasonable and necessary, and each meal must be itemized with the appropriate state rate. If there are 3 or more people at the same meal, group state rates apply. Per diem rates cannot be used.
- Please refer to the most current DTMB schedule of travel rates.
- Costs associated with traveling locally, such as bus passes to local sites, mileage reimbursement, etc. may be included in this category. This may not include travel to and from the service site and home.
- All applicants must include:
    1. Costs associated with sending one AmeriCorps Volunteer to participate in the MCSC's LeaderCorps. Costs should include:
        a. Travel to attend one multi-day meeting in northern Michigan including mileage and incidentals (meals during the meeting and accommodations for two nights will be provided by the MCSC)
        b. Travel to attend one one-day meeting in mid Michigan (lunch provided)
    2. All necessary travel costs for AmeriCorps Volunteers to attend a statewide event in mid-Michigan coordinated by the MCSC.
    3. Mileage for AmeriCorps Volunteers to participate in a regional service project.

D. Equipment
Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **$10,000 or more per unit** (including accessories, attachments, and modifications). You should enter any items that do not meet this definition in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

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

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

Michigan-specific requirement:
- Programs are required to budget for and purchase all AmeriCorps Volunteers a basic AmeriCorps uniform package with the AmeriCorps logo (such as a t-shirt, sweatshirt, hat, lapel pin, and button with AC logo) and list as such in the budget at a minimum of $35.00 and maximum of $125.00 per AmeriCorps Volunteer.

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

G.1. Staff Training
Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

Michigan-specific requirements:
- Training costs should be indicated as registration fees or training consultants.
- Do not include travel costs for trainings which should be in the Staff Travel section.
- Indicate daily rates of consultants and number of days, where applicable.

G.2. AmeriCorps Volunteers Training
Include the costs associated with AmeriCorps Volunteer training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

Michigan-specific requirements:
- Training costs should be indicated as registration fees or training consultants.
- Do not include travel costs for trainings which should be represented in the AmeriCorps Volunteer Travel section.
- Indicate daily rates of consultants multiplied by a number of days, where applicable.
- Explain (e.g., type of training) how meals for the training are essential components of this activity and that content is provided during the meal period.
- All applicants should budget $75 per AmeriCorps Volunteer slot for trainings and events coordinated by the MCSC. This should be its own line item within this section and should be represented as follows (insert the number of AmeriCorps Volunteers you proposed in your application):
  *"# AmeriCorps Volunteers * $75 registration fee = $XXX to attend MCSC-coordinated AmeriCorps Volunteer trainings and events"*

H. Evaluation
Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs
Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all AmeriCorps Volunteers and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. 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 Volunteers and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Recognition costs for AmeriCorps Volunteers. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures.

Michigan-specific requirements:

- NSCHC system: Grantees are required to use Truescreen for FBI, NSOPW, and any required state checks (unless a waiver to the Truescreen requirement is obtained from the MCSC). Applicants must budget for this expense for all member positions and any staff positions paid for in part or in whole by AmeriCorps grant or match funds.
- AmeriCorps Volunteer and program support system: Grantees are required to use a system identified by the MCSC for AmeriCorps Volunteer support and AmeriCorps Volunteer timekeeping purposes, as well as for reporting purposes.
    - All grantees must budget for these costs by including $155 per requested MSY.
    - For example, if your proposal requests 50 half-time AmeriCorps Volunteers, that is the equivalent of 25 MSY, and you must budget $155 x 25 = $3,875.

Section II. AmeriCorps Volunteers Costs

AmeriCorps Volunteers Costs are identified as "Living Allowance" and "AmeriCorps Volunteers Support Costs."

A. Living Allowance

The narrative should clearly identify the number of AmeriCorps Volunteers you are supporting by category (i.e., full-time, three-quarter-time, half-time, etc.) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share column in the budget and grantee share column in the budget (match).

Please do not select the 2-Year Half Time (1st Year) and 2-Year Half Time (2nd Year) slot types.
The minimum and maximum living allowance amounts are provided in the Notice of Funding Opportunity and Application Instructions available on the MI AmeriCorps Funding page.

In eGrants, enter the total number of AmeriCorps Volunteers you are requesting in each category. Enter the average amount of the living allowance for each type of AmeriCorps Volunteer. In

addition, enter the number of AmeriCorps Volunteers for whom you are not requesting funds for a living allowance but for whom you are requesting education awards.

B. AmeriCorps Volunteers Support Costs
Consistent with the laws of the states where your AmeriCorps Volunteers serve, you must provide AmeriCorps Volunteers with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any AmeriCorps Volunteer receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of AmeriCorps Volunteers who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Health Care.** You must offer or make available health care benefits to full-time AmeriCorps Volunteers in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time AmeriCorps Volunteers with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time AmeriCorps Volunteers from other sources (i.e., non-federal) but you cannot include the cost in the budget. Less-than-full-time AmeriCorps Volunteers who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time AmeriCorps Volunteers serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of AmeriCorps Volunteers who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time AmeriCorps Volunteers, please confirm all full-time AmeriCorps Volunteers will have access to coverage.

- **Worker's Compensation.** Michigan requires worker's compensation for AmeriCorps Volunteers. Applicants through the MCSC must budget for worker's compensation for all AmeriCorps Volunteers.

- **Unemployment Insurance and Other AmeriCorps Volunteers Support Costs.** Michigan does not require programs to budget for unemployment costs.

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.

Options for Calculating Administrative/Indirect Costs: Choose Option A or B
Applicants choose one of two methods to calculate allowable administrative costs - 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: 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. Please see the AmeriCorps eGrants Indirect Cost Rate (IDCR) User Instructions.

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 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. 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: 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 Volunteer living allowance and other AmeriCorps Volunteer 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 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. 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.

Segal Education Awards & Childcare Reimbursement
The value of the Segal Education Awards that AmeriCorps Volunteers earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible AmeriCorps Volunteers are not included in the budget.

ATTACHMENT C: DETAILED BUDGET INSTRUCTIONS FOR FIXED AMOUNT GRANTS

These instructions apply only to applicants for Fixed Amount grants including education award programs (EAPs).

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

Budget Section II. Member Positions (AmeriCorps Volunteer Positions
Please refer to the Mandatory Supplemental Information for allowable slot types.

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

Member Positions

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

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

Full-Time (1700 hours): # of Full-Time positions multiplied by 1.000 equals the MSY

Three Quarter-Time (1200 hours): # of Three Quarter-Time positions multiplied by 0.700 equals the MSY

Half-Time (900 hours): # of Half-Time positions multiplied by 0.500 equals the MSY

Quarter-Time (450 hours): # of Quarter-Time positions multiplied by 0.26455027 equals the MSY

Minimum-Time (300 hours): # of Minimum-Time positions multiplied by 0.21164022 equals the MSY

B. Fixed Award
Enter your calculation in the following format: *Total # of MSYs x MSY Amount = Total Grant Request*

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

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

Complete the Source of Funds table.

ATTACHMENT D: BUDGET CHECKLIST

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

Compliant?	Section I. Program Operating Costs
☐ Yes ☐ No	Are all items in this section's budget narrative itemized and the purpose of the funds justified?
	A. Personnel Expenses
☐ Yes ☐ No	Each staff position is listed separately and provides a salary and percentage of effort.
☐ Yes ☐ No	Each position included in the budget is also described in the application narrative; and each person mentioned in the narrative is listed in the budget.
☐ Yes ☐ No	Budget includes at least one full-time staff person dedicated solely to the operation of the program.
	B. Personnel Fringe Benefits
☐ Yes ☐ No	Each benefit is listed separately and in calculation format.
☐ Yes ☐ No	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.
☐ Yes ☐ No	FICA is labeled individually and includes .0765% in the calculation.
	C.1. Staff Travel
☐ Yes ☐ No	Calculations for each line item are provided.
☐ Yes ☐ No	Only domestic travel is included.
☐ Yes ☐ No	Food costs are reasonable and necessary. Each meal is itemized with the appropriate state rate. If there are 3 or more people at the same meal, group rates are used. Per diems are not included.
☐ Yes ☐ No	The purpose for all staff travel is clearly identified.
☐ Yes ☐ No	Mileage rates do not exceed those in the State of Michigan DTMB schedule.
☐ Yes ☐ No	You have budgeted funds to travel to two one-day program director meetings in Lansing and one multi-day program director meeting including overnight accommodations.
☐ Yes ☐ No	You have budgeted $2,000 national serviced focused events in the "Travel to CNCS-sponsored Meetings" line.
	C.2. AmeriCorps Volunteer Travel
☐ Yes ☐ No	The purpose for all AmeriCorps Volunteer travel is clearly identified.
☐ Yes ☐ No	Mileage rates do not exceed those in the State of Michigan DTMB schedule.

Compliant?	Section I. Program Operating Costs
☐ Yes ☐ No	Food costs are reasonable and necessary. Each meal is itemized with the appropriate state rate. If there are 3 or more people at the same meal, group rates are used. Per diems are not included.
☐ Yes ☐ No	You have budgeted funds for one LeaderCorps representative to attend one two-day meeting in northern Michigan and one one-day meeting in mid-Michigan.
☐ Yes ☐ No	You have budgeted all necessary travel costs for AmeriCorps Volunteers to attend a statewide event coordinated by the MCSC.
☐ Yes ☐ No	You have budgeted all necessary travel costs for AmeriCorps Volunteers to attend a regional service project.
	D. Equipment
☐ Yes ☐ No	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount.
☐ Yes ☐ No	All single equipment items over $10,000 per unit are specifically listed.
☐ Yes ☐ No	Justification/explanation of equipment items is included in the budget narrative.
	E. Supplies
☐ Yes ☐ No	All single supply items over $1,000 per unit are specifically listed and explained in the budget narrative.
☐ Yes ☐ No	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps Volunteers. Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps Volunteers using funds other than AmeriCorps grant funds.
☐ Yes ☐ No	You only charged to the federal share of the budget AmeriCorps Volunteer service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment.
☐ Yes ☐ No	The cost of AmeriCorps Volunteer gear is not less than $35 and not more than $125 per AmeriCorps Volunteer.
	F. Contractual and Consultant Services
☐ Yes ☐ No	Costs for consultants do not include training or evaluation consultants.
☐ Yes ☐ No	Each contract or consultant is itemized with a brief justification of the need.
☐ Yes ☐ No	Basis for determining costs, such as daily or hourly rate, is included in calculation.
	G.1. Staff Training
☐ Yes ☐ No	Training costs for staff are indicated as registration fees.
☐ Yes ☐ No	Training costs do not include travel costs.
☐ Yes ☐ No	When budgeting for training consultants, daily rates and number of days are indicated.

Compliant?	Section I. Program Operating Costs
	G.2. AmeriCorps Volunteer Training
☐ Yes ☐ No	Training costs for AmeriCorps Volunteers are indicated as registration fees.
☐ Yes ☐ No	Training costs do not include travel costs.
☐ Yes ☐ No	When budgeting for training consultants, daily rates and number of days are indicated.
☐ Yes ☐ No	If meals are included, a justification for how meals are an essential component of the training and that content is provided during a meal period is included.
☐ Yes ☐ No	You budgeted $75 per AmeriCorps Volunteer to attend MCSC-coordinated trainings and events.
☐ Yes ☐ No	**H. Evaluation**
☐ Yes ☐ No	The budget reflects adequate budgeted costs for project evaluation.
	I. Other Program Operating Costs
☐ Yes ☐ No	The cost of using Truescreen for required National Service Criminal History Checks is included.
☐ Yes ☐ No	If retention incentives/performance awards are included, they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures.
☐ Yes ☐ No	The costs for an MCSC-identified AmeriCorps Volunteer timekeeping/support systems are included.

Compliant?	Section II. AmeriCorps Volunteer Costs
	Living Allowances
☐ Yes ☐ No	Are the living allowance amounts correct and within in the minimum and maximum amounts allowed? Full-time AmeriCorps Volunteers must receive at least the minimum living allowance.
☐ Yes ☐ No	Living allowances are not paid on an hourly basis. They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount.
	AmeriCorps Volunteer Support Costs
☐ Yes ☐ No	Is FICA calculated correctly? You must pay FICA for any AmeriCorps Volunteer receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?

☐ Yes ☐ No	Health care is provided for full-time AmeriCorps Volunteers only (unless part-time serving in a full-time capacity). If your project chooses to provide health care to other part-time AmeriCorps Volunteers, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time AmeriCorps Volunteers who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time AmeriCorps Volunteer loses coverage during the term of service through no deliberate act of his/her own.
☐ Yes ☐ No	Is the Worker's Compensation calculation correct? Michigan requires worker's compensation for AmeriCorps Volunteers.

Compliant?	Section III. Administrative/Indirect Costs
☐ Yes ☐ No	Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
☐ Yes ☐ No	Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
☐ Yes ☐ No	Applicant is directly applying to CNCS and the approved indirect cost rate information has been entered into eGrants to support the costs budgeted?
☐ Yes ☐ No	Applicant does not have a current federally approved indirect cost rate and is choosing to use a De Minimis rate of 10% of modified total direct costs?

Compliant?	Source of Funds (Match)
☐ Yes ☐ No	Is the overall match being met at the required level based on the year of funding?
☐ Yes ☐ No	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
☐ Yes ☐ No	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget exactly?)

ATTACHMENT E: MATCH WAIVER REQUEST INSTRUCTIONS

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Match Waivers
In accordance with 45 CFR §§ 2521.70, applicants may request a full or partial waiver of match requirements. A match waiver request does not need to be submitted with your application and may be submitted at any time during the funding cycle. For more information or request a match waiver, please consult with the Michigan Community Service Commission.

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.

Special Eligibility for a Match waiver: Under certain circumstances, applicants may also qualify for a match waiver as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

Rural County: In determining whether a program is rural, AmeriCorps will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match requirement. See Attachment H for the Table of Beale codes.

A. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, AmeriCorps will consider the following list of county-level characteristics. See Attachment H for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75% of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125% of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

B. Program Location: Except when approved otherwise, AmeriCorps will determine the location of your program based on the legal applicant's address. If you believe the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. AmeriCorps will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions above for applying for this waiver. You must submit your request per the information contained in the *Notice*. AmeriCorps will review your request and notify you within 30 days if you qualify for the waiver and provide instructions for entering your budget into eGrants.

If approved for the waiver, programs will base their budget in the upcoming application on the approved match waiver. The waived match requirement will be in effect for the period per your request and approved.

D. Instructions for a Match waiver: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then submit the approved request to AmeriCorps for consideration. Information on how to submit a request is on the AmeriCorps Manage your grant webpage.

ATTACHMENT F: BEALE CODES AND COUNTY-LEVEL ECONOMIC DATA FOR ALTERNATIVE MATCH REQUESTS

Rural Community

The U.S. Department of Agriculture publishes **Beale codes**, which are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code #	**Metropolitan Type**	**Description**
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 4,5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

Severely Economically Distressed Community

The following table provides the website addresses where you can find the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels.

WEBSITE ADDRESS	EXPLANATION
http://www.bea.gov/regional/	**Bureau of Economic Analysis' Regional Economic Information System (REIS):** Provides data on *per capita* income by county for all states except Puerto Rico.
Census Bureau Data	**Explore Census Bureau Data:** Provides census data including estimates on poverty, per capita income, and unemployment by counties, states, and metro areas, including Puerto Rico.
www.bls.gov	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):** Provides data on annual and monthly employment and unemployment by counties for all states, including Puerto Rico.
USDA ERS - Rural-Urban Continuum Codes	**US Department of Agriculture's Rural-Urban Continuum Codes:** Provides urban rural code for all counties in US.

ATTACHMENT G: ADDITIONAL INFORMATION

From the AmeriCorps agency:

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to AmeriCorps, Attn: Arminda Pappas, 250 E Street, SW, Suite 300, Washington, DC 20525. AmeriCorps informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Please see the Notice of Funding Opportunity for AmeriCorps' transparency in grantmaking information. The information will not otherwise be disclosed to entities outside of AmeriCorps without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all subawards that equal or exceed $30,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.