



MICHIGAN'S AMERICORPS 2025-2026 FORMULA FUNDS NOTICE OF FUNDING OPPORTUNITY & APPLICATION INSTRUCTIONS

State Commission:	Michigan Community Service Commission
Issuing Federal Agency:	AmeriCorps
Funding Opportunity Title:	Michigan's AmeriCorps FY 2024
Funding Type:	Formula
Assistance Listing Number:	94.006

Summary Statement: This is a funding opportunity for institutions of higher education, local governments, school districts, and nonprofit organizations in Michigan to apply for AmeriCorps members to strengthen communities through service.

IMPORTANT DATES

	NEW APPLICANTS	RECOMPETE APPLICANTS	CONTINUATION APPLICANTS
Intent to Apply Due	February 10, 2025 by 5:00 PM EST	February 10, 2025 by 5:00 PM EST	Not Applicable
Organizational Readiness Assessment Due	February 10, 2025 by 5:00 PM EST	Not Applicable	Not Applicable
Applications due in eGrants AND Supplemental documents due via email	February 20, 2025 by 5:00 PM EST	March 12, 2025 by 5:00 PM EST	March 12, 2025 by 5:00 PM EST
Notification of selection for funding	May 2025		
Funding awarded (tentative)	August 2025		
Program start	August 2025 or later		

With additional questions, contact LEO-MIAmeriCorps@michigan.gov

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APPLICATION RESOURCES

Use this document to apply for Michigan’s AmeriCorps State Formula grant funding for program year 2025-26 if you are a re-competing applicant, a formula continuation applicant, or a new applicant who meets the eligibility criteria applying as a single-state applicant in Michigan. If you are submitting a request for continuation, please see the [Continuation Requests](#) section of this document.

These grants are awarded to organizations that propose to place AmeriCorps members in service solely within Michigan. Selected organizations will receive grants to support AmeriCorps member positions that engage members in service to meet critical needs in Michigan. If you are a national or multi-state applicant, please refer to [AmeriCorps’ National list of Funding Opportunities](#).

These application instructions conform to the Corporation for National and Community Service’s online grant application system, [eGrants](#).

Use this document in conjunction with the [AmeriCorps Regulations](#) (45 CFR § 2520–2550), the AmeriCorps Mandatory Supplemental Information, Attachments, and the AmeriCorps Performance Measure Instructions on the [MI AmeriCorps Funding page](#) to complete your AmeriCorps State grant proposal for program year 2025-26. Resources to help complete this application can be found at the [MI AmeriCorps Funding page](#) and the [AmeriCorps Funding Opportunities page](#).

The AmeriCorps regulations include pertinent information. The full regulations are available online on the [Code of Federal Regulations website](#).

Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY) ¹	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps Regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps Regulations [45 CFR §§ 2520–2550](#) take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability*, which takes precedence over the
3. Application Instructions

¹ One Member Service Year (MSY) is equivalent to at least 1700 service hours, which is a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

A. PROGRAM DESCRIPTION

Purpose of AmeriCorps Funding

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. 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.

Who We Are

The Michigan Community Service Commission (MCSC) utilizes service as a strategy to address the state's most pressing issues and empowers volunteers to strengthen communities. We are governed by a citizen board that is appointed by the Governor. The MCSC is the state agency that administers AmeriCorps State funding in Michigan. Single-state applicants in Michigan must apply for AmeriCorps State funding through the MCSC.

AmeriCorps is a federal agency that funds organizations to make positive impact in communities. To support the placement of AmeriCorps members and AmeriCorps Seniors volunteers in communities, AmeriCorps provides millions in grants every year.

B. FEDERAL AWARD INFORMATION

Estimated Award Amount

Award amounts will vary as determined by the scope of the projects.

Period of Performance

The MCSC typically makes three-year grant awards, making an initial award for the first year of the three-year period of performance. Applicants must submit a one-year budget. Continuation awards for future years are not guaranteed; they depend upon future appropriations and satisfactory performance.

The period of performance may not start before July 1, 2025. Applicants may propose any project start date after July 2025 that fits their program design. However, program operations may not occur until the date AmeriCorps awards the grant AND the date of a fully executed grant contract through the MCSC and the State of Michigan.

Grant and Award Types

AmeriCorps State Formula Funding Grants: The State of Michigan receives an annual formula allocation of funds from AmeriCorps. The MCSC determines which applications receive formula grants in the state of Michigan. The formula application process welcomes new applications. An applicant that is not selected for competitive funding may be considered for formula funding.

Grant Types

AmeriCorps makes available different types of grants. The chart below summarizes these grant types and their distinct characteristics.

Grant Types	Formula Cost Reimbursement	Formula Fixed Amount			
Available Subtypes Maximum Cost per MSY*	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps***	No Cost Slots
Maximum Cost per MSY*	\$25,200	\$25,200	\$800 or \$1,000**	\$1,000	\$0
Type of Slots in the National Service Trust	All Slot Types	All Slot Types	All Slot Types	Full-Time Only	All Slot Types
Matching Funds Required	Yes	No			
Budget Submission Required	Yes	No			
Availability of Funds Linked to Enrollment /Retention of Awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A	N/A	Must place qualified professionals in communities with an inadequate # of such professionals. Member salaries / benefits must be paid entirely by organization where member serves.	N/A
Financial Reporting Requirements	Yes	No			
Available to New Applicants	Yes	No	Yes		

* Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours). Multiple positions at less than full-time can be combined to equal one MSY.

** For the Education Award Program, AmeriCorps may provide a maximum of \$800 per individual enrolled in an approved national service position. If at least 50 percent of a program's enrollees are disadvantaged youth, AmeriCorps may provide \$1,000 per enrollee, [42 U.S.C. § 12581a](#).

***Use Mandatory Supplemental Information (MSI) for further requirements

C. ELIGIBILITY INFORMATION

Eligible Applicants

The following non-federal organizations are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments, including school districts
- Nonprofit organizations

Applicants must have a [valid SAM registration and Unique Entity Identifier](#) to receive an award.

Types of Applicants

New Applicants

AmeriCorps encourages organizations that have not received prior funding from AmeriCorps to apply. New Applicants under this NOFO are those who you are applying for the first time, are a former grantee whose last AmeriCorps grant was received more than five years ago, or are a planning grantee applying for an operational grant. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full Cost Fixed Amount grants.

Recompeting Applicants

Recompeting applicants under this NOFO are those that have previously received competitive funding through the AmeriCorps agency and are applying for a new cycle of funding.

Continuation Applicants

Continuation requests under this NOFO are applicable only to programs that are currently operating mid-funding cycle and are not required to re compete. Continuation applicants must submit an application in order to be eligible to receive funding for the following year. See [Continuation Requests](#) section for instructions.

Threshold Issues

Specific types of applicants must meet the following requirements:

- Professional Corps must show that the community where it will place AmeriCorps members has a shortage of professionals in the relevant area, e.g., teachers, medical professionals, etc.
- If service activities require special member qualifications and/or training, such as [tutoring programs](#), the applicant must describe how these requirements will be met.
- All applicants must propose program designs that are either evidence-based or evidence-informed.

Universal Identifier

Applicants must include a Unique Entity Identifier (UEI). Applicants must obtain their UEI and register their entity through the System for Award Management (SAM.gov). All grant recipients are required to maintain a valid SAM.gov registration, which must be renewed annually. The Grantee Administrator role in eGrants is the only user that can add the UEI to eGrants. The UEI is added to the organizational attributes page, and then will automatically populate onto all of the applications that are tied to the organization.

Other Eligibility Requirements

Organizations that have violated a Federal criminal statute may not receive AmeriCorps funds. Organizations that propose activities that are not allowed by AmeriCorps' laws, rules, or terms and conditions cannot receive AmeriCorps funding.

Organizations that have any unpaid federal tax liability are not allowed to receive an award. AmeriCorps cannot provide funding to any corporation that has unpaid federal taxes that are not being paid through an agreement with the relevant tax authority. However, this does not apply if a federal agency decided that a suspension or debarment for the corporation is not necessary.

Organizations that are described in the [Internal Revenue Code of 1986, 26 U.S.C. §501 \(c\)\(4\) that](#) lobby cannot receive AmeriCorps funding according to the [Lobbying Disclosure Act of 1995](#).

D. FUNDING REQUIREMENTS

Cost Sharing or Matching

Cost Reimbursement Grants

Applicants are required to match funds provided by AmeriCorps. The applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must show that they can meet the match requirement when they submit the application. Applicants must say in their application if they have already secured the match funding.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every three years to 30 percent by year ten.

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

The MCSC strongly recommends applicants do not significantly exceed their required match percentage when budgeting.

Match Requirements

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

Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement including States and Territories without Commissions, Native Nations	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in year four to 30%* by the tenth year of funding and any year thereafter. <i>*This new match level is part of the new ASN Rule Change (See: Federal Register : AmeriCorps State and National Updates). All New/Recompete and Continuation awards will be affected for FY 2025.</i>
EAP Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the costs provided by AmeriCorps.
Professional Corps Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the costs provided by AmeriCorps.
Stipended Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the costs provided by AmeriCorps.

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

If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.

The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.

AmeriCorps legislation permits the use of non-AmeriCorps federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees who use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

Match Waiver

Please use the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps.gov [Manage Your Grant](#) webpage. AmeriCorps encourages Tribal Nations to request match waivers to reduce barriers. Every effort will be made to reduce the match requirements to improve accessibility to funding.

Fixed Price Grants

There is no cost share or matching requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program. Organizations should raise the funds needed to operate the program.

Member Living Allowance

Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must follow the limits in the table below. Organizations applying for Cost Reimbursement grants must include the living allowance in the budget, either as AmeriCorps share or match.

Fixed Amount grant applicants must give members a living allowance that follows the minimum and maximum amounts in the chart below and should indicate that amount in the application.

Member Service Year (MSY) and Living Allowance Amounts

Service Term	Minimum # of Hours	Member Service Year (MSY) Calculation	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	1.0	\$20,400	\$40,800
Three Quarter-time	1,200	0.70	n/a	\$28,560
Half-time	900	0.50	n/a	\$20,400
Reduced Half-time	675	0.38095240	n/a	\$15,504
Quarter-time	450	0.26455027	n/a	\$10,608
Minimum-time	300	0.21164022	n/a	\$8,568
Abbreviated-time	100	0.05627705	n/a	\$2,448

Exceptions to the Living Allowance Requirements

- **Programs existing prior to September 21, 1993** do not have to offer a living allowance. If an organization chooses to offer a living allowance, it does not have to pay its members the minimum but cannot exceed the maximum.

- **Education Award Program EAP Grantees** are not required to provide a living allowance. If an organization chooses to offer a living allowance, it does not have to pay its members the minimum but cannot exceed the maximum.
- **Professional Corps Grantees** must provide members a living allowance or salary. Organizations must pay members the minimum and can exceed the maximum. Professional Corps member salaries and benefits including childcare cannot be included in the federal share budget request to AmeriCorps.

Maximum Cost per Member Service Year (MSY)

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn.

Maximum Cost per MSY

Grant Program	Maximum
Cost Reimbursement Formula State Grant	\$25,200
Full-Cost Formula Fixed Amount Grant	\$25,200
Professional Corps Fixed Amount Grant	\$1,000*
Education Award Program Fixed Amount Grant	\$800 or \$1,000**

*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 show significant organizational financial need.

** For the Education Award Program, AmeriCorps may provide a maximum of \$800 per individual enrolled in an approved national service position. If at least 50 percent of a program’s enrollees are disadvantaged youth, AmeriCorps may provide \$1,000 per enrollee, [42 U.S.C. § 12581a](#).

AmeriCorps may 1) treat an applicant as a professional corps if they meet the legal requirements for a professional corps (even if they did not submit a professional corps application); and 2) decide not to provide a grant to an organization that it determines cannot operate effectively without AmeriCorps operating funds.

Costs Associated with Evidence Building Activities

As noted in [2 CFR § 200.455](#), costs associated with evidence building activities (e.g. performance data collection and management, foundational research, program evaluation, etc.) are allowable expenses or match under AmeriCorps grants. This includes costs related to performance data collection and management, foundational research, program evaluation, and related activities.

Indirect Costs

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

- use a Federally approved indirect cost rate if they have one
- use a 15 percent de minimis rate of modified total direct costs, OR
- may claim certain costs directly

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

Use the [eGrants Indirect Cost Rate \(IDCR\) User Instructions](#) to enter the organization’s indirect cost rate. Applicants should not submit documentation addressing the cost rate agreement via email.

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

E. APPLICATION AND SUBMISSION INFORMATION

How to Apply

1. Notice of Intent to Apply – New and Recompete Applicants Only

Due: February 10, 2025 at 5:00 PM EST

All new and recompetite applicants must submit a mandatory Notice of Intent to Apply via an online form: <https://www.research.net/r/XDFPMWH>

2. Organizational Readiness Assessment – New Applicants Only

Due: February 10, 2025 at 5:00 PM EST

All new applicants must submit the Organizational Readiness Assessment via an online form: <https://www.research.net/r/JNPQ3PS>

3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. SAM registration must be renewed annually. Applicants finalize a new registration or renew an existing one at least three weeks before the application deadline to allow time to resolve any issues that may arise.

Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant’s name and physical address in eGrants must match exactly the applicant’s SAM-registered information.

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI. Applications must include an Employer Identification Number (EIN). The UEI and EIN must be entered by the organization’s Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

4. Establish an eGrants account: New Applicants Only

Establish an eGrants account by accessing this link: <http://egrants.cns.gov/>
Select “Don’t have an eGrants account? Create an account.”

5. Initiate an application in eGrants

To apply as a Michigan’s AmeriCorps subgrantee of the MCSC:

New Applicants – organizations applying for a new project OR organizations that are former grantees whose last AmeriCorps grant was received more than five years ago OR organizations that are current planning grantees applying for an implementation grant – must:

- Start a new application by selecting **New** under Creating an Application from the eGrants homepage
- Select a Program Area (AmeriCorps) and click Go (do not click Next)
- Select the NOFA titled “FY 2025 AmeriCorps State and Territory Commission (New and Cont)”

The January 23 deadline listed with this NOFA is relevant to the MCSC, not to its subgrantees who must submit by the deadline in these instructions.

- Select Michigan
- Enter application components using the navigation bar on the left

Note: Planning grantees applying for an implementation grant must first submit a New Project Request to LEO-MIAmeriCorps@michigan.gov. This will allow your implementation grant to start at Year 1 of funding for match requirement purposes.

Recompete Applicants – organizations that are current grantees in the final year of a funding cycle and are applying for a new grant cycle OR organizations that received a competitive grant in the past five years and are seeking a new funding cycle – must:

- Visit <http://egrants.cns.gov/> and log in
- Select **Continuation/Renewal** under Creating an Application to continue a current grant
- Locate the grant you wish to continue and click “Continue”
- Select the appropriate NOFA:
 - “FY 2025 AmeriCorps State and Territory Commission (New and Cont)” for cost reimbursement grants
 - “FY 2025 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)” for fixed price and EAP grants

The January 23 deadline listed with these NOFAs is relevant to the MCSC, not to its subgrantees who must submit by the deadline in these instructions.
- Enter application components using the navigation bar on the left

Continuation Applicants: See [Continuation Requests](#) section

6. Write a high-quality proposal that is responsive to this NOFO

7. Submit the application in eGrants

Due: February 20, 2025 at 5:00 PM EST for NEW Applicants

March 12, 2025 at 5:00 PM EST for RECOMPETE Applicants

All applications must be submitted in eGrants by the legal applicant’s authorized representative.

8. Submit additional documents via email

Due: February 20, 2025 at 5:00 PM EST for NEW Applicants

March 12, 2025 at 5:00 PM EST for RECOMPETE Applicants

Additional documents cannot be uploaded in eGrants (with the exception of the IDCR Agreement). They must be sent via email to LEO-MIAmeriCorps@michigan.gov.

Late Applications

The MCSC will not consider applications received after the deadline unless explicit written permission is given by the MCSC to an applicant. To request an extension if extenuating circumstances arise, please email LEO-MIAmeriCorps@michigan.gov. The MCSC reserves the right to extend the submission deadline. Submitting an application after the deadline will result in disqualification of the application.

Submitting Your Application in eGrants

The applicant’s authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 if they have a problem when they create an account, prepare, or submit the application. Information about the AmeriCorps Hotline hours are also posted on the [AmeriCorps Hotline webpage](#). When contacting the AmeriCorps Hotline, be prepared to provide the application ID, organization name, and the name of the Notice to which the organization is applying. If the issue cannot be fixed by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via the grant system.

If you are applying in a continuation year, please skip to [Continuation Requests Instructions](#)

F. APPLICATION COMPONENTS

Complete applications in eGrants must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system
- Applicant Info
- Application Info
- Narrative Sections:
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost-Effectiveness & Budget Adequacy
 - Evaluation Summary Plan
- Logic Model
- Performance Measures
- Program Information
- Documents
- Budget
- Funding/Demographics
- Authorization, Assurances, and Certifications

A complete application also includes any required supplemental documents submitted via email to LEO-MIAmeriCorps@michigan.gov.

Each applicant must clearly describe a project that will use AmeriCorps members effectively to solve a significant community problem. Applications must have a well-designed plan with clear justification for the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly.

Page Limits

Page counts are determined by the number of pages that print out from the grant system. **AmeriCorps strongly encourages applicants to print out the application from the grant system prior to submission to confirm that the application does not exceed the page limit.**

There are two application sections with different page limits:

Narratives: 11 pages

- Applications must not exceed 11 double-spaced pages for the Narratives when printed with the application from the “Review” tab in eGrants.
- The application sections that count towards the page limit include:
 - SF-424 Face Sheet
 - Executive Summary
 - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy
- The Narrative page limit does not include:

- Evaluation Summary/Plan
- Clarification Summary
- Continuation Changes
- Budget
- Performance Measures
- Any required additional documents

Logic Model: 8 pages

- The Logic Model may not exceed eight pages when printed with the application from the “Review” tab in eGrants.

Application Component: APPLICANT INFO

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

Application Component: APPLICATION INFO

In the Application Info Section enter:

- Areas affected by your proposed program.
 - Please include the two-letter abbreviation with both letters capitalized for the state where you plan to operate (MI).
 - For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates.
 - Project start date cannot be before August 1, 2025.
 - Project start date should be the 1st of a month.
 - Project end date cannot be more than one year after the start date and should be no later than December 31, 2026.
 - Project end date should be the last day of a month.
 - Project period can be no longer than one year.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A.

Application Component: NARRATIVES

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. To best respond to the criteria, we suggest that you include a brief discussion of each bullet. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or this Notice.

Be clear and succinct. Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.

Avoid circular reasoning. The problem you describe should not be defined as the lack of the solution you are proposing.

Explain how. Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.

Don't make assumptions. Even if you have received funding from AmeriCorps in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Follow the instructions and discuss each criterion in the order they are presented in the instructions. Use headings to differentiate narrative sections by criterion.

Categories/Subcategories*	Percentage
Executive Summary	0
Program Design	50
Community and Logic Model	24
Evidence Base	13
Notice Priority	0
Member Experience	13
Organizational Capability	25
Organizational Background and Staffing	15
Member Supervision	10
Cost Effectiveness and Budget Adequacy	14
Member Recruitment	7
Member Retention	7
Evaluation Plan / Data Collection & Analysis Plan	11

NARRATIVE SECTIONS AND SELECTION CRITERIA:

1. Executive Summary (0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary. There are two options for the second paragraph; please choose the appropriate language for your application. Do not deviate from this template:

“The [Name of the organization] will have [Number of] AmeriCorps members in [the locations the AmeriCorps members will serve, e.g. – City, State or State(s)]. AmeriCorps members will [service activities the members will do]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

Cost Reimbursement grant applicants:

The AmeriCorps investment will be matched with \$[amount of projected match], \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding.”

Fixed amount grant applicants e.g., EAP, Full-Cost Fixed, No Cost Slots:

In addition to the AmeriCorps investment, \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding will support the project.”

2. Program Design [Rational and Approach] (50 percent)

In assessing Program Design (Narrative Section: Rationale and Approach), reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the identified community problem.

2.a. Community (24 points together with Logic Model)

The applicant will provide a detailed summary of the community problem, including how the applicant's intervention(s) will lead to the outcome identified in the organization's Logic Model.

For Logic Model instructions, see [Logic Model section](#).

2.b. Evidence Base (13 points)

Briefly discuss the evidence used to inform the program design and interventions. Evidence base information may include:

- A description of the evidence or studies used to inform your program model.
- An explanation of how the applicant determined what kind of intervention to select to address the community need/problem.
- If the proposed program is modeled after an existing program, a description of the original program and how similar or different the proposed program will be compared to the original. Discuss the ways the proposed program may need to be adapted to meet the specific community need identified.
- A summary of any evaluations or studies of this program or a comparable program. Discuss the evaluation results and how the evaluation informed programmatic decisions.
- *Recompete applicants only*: Address their plan to develop (through evaluation) or discover evidence to support their program design in an effort to qualify for a competitive funding evidence tier of Moderate or Strong in the future. See the Application Attachments & Appendices for information about competitive funding evidence tiers.

2.c. Notice Priority (0 points)

Applicant should enter N/A in this narrative section.

2.d. Member Experience (13 points)

In the narrative, please address how:

- AmeriCorps members will be provided leadership and skill development opportunities.
- The organization will provide members orientation to the community.
- The program will support members' future goals (e.g. career and workforce pathways, personal enrichment, etc.).

The following language is not required but the MCSC recommends including it for flexibility of member service.

Incidental Service: Our AmeriCorps members will be provided the opportunity for occasional service outside the focus of this program in order to better understand and benefit their community and to participate in National Days of Service. This may also include service opportunities identified through the MCSC's volunteer platform to increase and improve skills that will be valued by future employers. These hours may be counted toward the member's term of service if they do not interfere with their normal service hours or conflict with prohibited activities, and the service is approved by the program director.

Disaster Response: Our AmeriCorps members' service may be temporarily redirected to disaster response efforts in the state as coordinated by the MCSC.

3. Organizational Capability (25 percent)

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.

3.a. Organizational Background and Staffing (15 points)

In the narrative, please:

- Detail the roles, responsibilities, and structure of the staff that will be implementing, providing oversight, and monitoring the program.
- Describe their organization's mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.
- Describe the organization's experience with managing grants, especially federal or state grants. Include your performance in meeting:
 - Grant goals and objectives
 - Compliance and reporting requirements

Note: if you do not have experience with managing grants, please indicate that.

- Describe how the applicant has facilitated, partnered, or participated in educational or workforce development programs (e.g. work experience or job training programs, etc.)
- *New applicants only:* Briefly describe the steps the organization will take to successfully develop, launch, and administer a new AmeriCorps program.

3.b. Member Supervision (10 points)

In the narrative, please:

- Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service (e.g., structure for member supervision, cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.).
- Describe how AmeriCorps supervisors will be adequately trained to follow AmeriCorps and program regulations, priorities, and expectations (e.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.).

4. Cost Effectiveness and Budget Adequacy (14 percent)

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed.

4.a. Member Recruitment (7 points)

In the narrative, please:

- Describe any budget expenses to support recruitment of AmeriCorps members best suited to serve the community.
- Describe how the AmeriCorps member living allowance and other benefits are adjusted within the maximum and minimum living allowance to accommodate for regional variations in contributing to cost of living including: housing, transportation, food, and other expenses. This may vary depending on a program's type of member slots (e.g. FT, HT, RHT, etc).

4.b. Member Retention (7 points)

In the narrative, please:

- Provide a description of budget expenses to support retention of AmeriCorps members. (e.g., additional member benefits such as paying above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.)

5. Evaluation Plan / Data Collection & Analysis Plan (11 percent)

If you intend to implement an evaluation plan in this funding cycle, indicate this in the Evaluation Plan section of the narrative. If funded, the MCSC will contact the applicant for additional information.

Applicants must also include a Data Collection and Analysis Plan in the Evaluation Plan narrative section following the instructions below:

New Applicants: Describe a Data Collection and Analysis Plan that addresses the following:

- Data elements being collected (outputs and outcomes)
- How data elements will be collected
- Data collection instruments that will be used
- Who will collect the data
- When and how often each data element will be collected
- How data will be stored and protected
- How and by whom data will be checked for consistency, accuracy, and completeness
- How data will be analyzed and used for program improvement

Recompete Applicants: Describe a Data Collection and Analysis Plan that addresses the criteria above.

Also describe:

- What you learned through data in the past funding cycle and how you will implement this learning in the next funding cycle
- Any specific changes you are making in your data collection and analysis plan

6. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

7. Clarification Information (0 percent)

Enter N/A. This field will be used should an applicant be funded.

8. Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

Application Component: LOGIC MODEL

Logic Model (24 points together with Community narrative)

To begin entering your logic model from your eGrants application page, select “Logic Model” in the left side navigation menu. In the first blank row of the logic model, click “edit.” Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click “save and close.”

You may add an unlimited number of rows to the logic model by clicking “add a new row.” However, please be mindful that the Logic Model cannot exceed eight pages. You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.

In the Logic Model, describe:

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services
 - Setting and community condition where the intervention is delivered
 - Number of AmeriCorps members who will deliver the intervention
 - Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention
- The core activities the members will deliver as part of the intervention including:
 - Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention)
 - Dosage of each activity (e.g., the number of hours per session or sessions per week)
 - Target population for the interventions (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which [National Performance Measures](#) will be used as output indicators.
- Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators.

Programs should include short, medium, or long-term outcomes. Applicants are not required to measure all components of their Logic Model. The applicant’s performance measures should be consistent with the program’s Logic Model and should represent significant program activities.

Applicants with multiple interventions should include the information for each intervention in the logic model.

Application Component: PERFORMANCE MEASURES

All applicants must submit performance measures with their application. See the Application Attachments on the [MI AmeriCorps funding page](#) for instructions on entering performance measures. See the [Performance Measure Instructions](#) for details about the number and type of performance measures required.

Application Component: PROGRAM INFORMATION

In the Program Information Section, applicants must check the relevant boxes that align with the proposed program design. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

AmeriCorps Funding Priorities: Check any priority area(s) that apply to the proposed program. Only select priorities that represent a significant part of the program focus and intended outcomes.

Grant Characteristics: Check any grant characteristics that are a significant part of the proposed program.

Additional Documents: Answer the following questions accurately:

- How many evidence documents did you submit? Answer: Zero
- Did you submit an evaluation plan? Answer: No
- How many non-evidence documents did you submit? Answer: Enter the number of supplemental documents you emailed to LEO-MIAmeriCorps@michigan.gov. This may include a Labor Union

Concurrence, a Federally Approved Indirect Cost Rate Agreement, a Delinquent on Federal Debt explanation, or the Operational & Financial Management Survey.

Application Component: DOCUMENTS

In addition to the application submitted in eGrants, you are required to provide additional documents at the time of your application submission. There are two steps to successful document submission:

1. Submit additional documents. See below for instructions on how to submit documents.
2. In the Documents section of eGrants, change the status in eGrants from “Not Sent” to the applicable status: “Sent,” “Not Applicable,” or “Already on File at AmeriCorps.”

All documents must be emailed to LEO-MIAmeriCorps@michigan.gov by 5:00 p.m. EST on the application submission deadline.

- Emails should include individually attached files that are clearly labeled.
- Please provide each document as an individual file and do not send all documents as one scanned file.

Documents will be submitted by the Michigan Community Service Commission to the AmeriCorps agency on your behalf; applicants should not submit documents directly to the AmeriCorps agency. Your application might not receive funding if you do not submit your documents by the application deadline.

Do not submit any items that are not requested as they will not be reviewed.

Document Requirements

Document	Description/Information	New Applicants	Recomplete Applicants	How to Submit
Federally Approved Indirect Cost Agreement	Applicants applying to AmeriCorps that include a federally approved indirect cost rate amount in their budget must enter the current approved indirect cost rate agreement information into eGrants at the same time they submit their application. See Instructions for entering an indirect cost rate in eGrants. Please also email a copy of the IDCR agreement to the MCSC.	Required if applicable	Required if applicable	In eGrants: See Instructions Email to LEO-MIAmeriCorps@michigan.gov
Operational & Financial Management Survey (OFMS)	Must use template available on the MI AmeriCorps funding .	Required	Required	Use template and email to LEO-MIAmeriCorps@michigan.gov
Delinquent Federal Debt	Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in Word or PDF format .	Required if applicable	Required if applicable	Email to as a Word or PDF document to LEO-MIAmeriCorps@michigan.gov
Labor union concurrence	Program applicant must submit labor union concurrence documentation if they meet the qualifications.* For the purposes of this section, “program applicant” includes any AmeriCorps applicant, including any entity	Required if applicable	Required if applicable	Email to LEO-MIAmeriCorps@michigan.gov

	applying for assistance or approved national service positions through an AmeriCorps grantee.			
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- * 1) If a program applicant—
- a) Proposes to serve as the placement site for AmeriCorps members; and
 - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
 - c) Those employees are represented by a local labor organization—then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- 2) If a program applicant:
- a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
 - i) They will not place AmeriCorps members in positions that were recently occupied by paid staff.
 - ii) They will not place any AmeriCorps member into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

Application Component: BUDGET

See budget attachments in the Application Attachments available on the [MI AmeriCorps funding](#) page for full information about the Budget component of the application.

Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion. Follow the detailed budget instructions in the Application Attachments available on the [MI AmeriCorps funding](#) page to prepare your budget.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist in the Application Attachments available on the [MI AmeriCorps funding](#) page to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g. entertainment costs (which include food and beverage costs), unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds. The Uniform Guidance is [online](#).

Application Component: FUNDING/DEMOGRAPHICS

In the Funding/Demographics Section, enter the information requested which could include:

Other Revenue Funds: Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: 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 CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed amount grants will have other revenue.

Number of Volunteers Generated by AmeriCorps Members: Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

Number of Disadvantaged Youth Enrolled: Enter the number of disadvantaged youth you intend to enroll as AmeriCorps members if known.

Application Component: AUTHORIZE AND SUBMIT

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review, Authorize, Assurances, Certifications, Verify, Submit.

Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. When you verify the application, eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory who may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.

G. CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and re-competing programs. In addition, if you are in year two or three of a cost reimbursement grant cycle, you must submit a “new” application to participate as a fixed amount grant; you cannot continue your existing project and switch from cost reimbursement to fixed amount.

Continuation Funding Information and Requirements

The following instructions for submitting a continuation request apply only to continuation applicants. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and re-competing programs. Continuation applicants must submit an application in order to be eligible to receive funding for the FY 2025 program year.

Continuation application review will also be based on progress reports, the federal financial report, and MCSC’s knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

When and How to Submit Your Continuation Request

Continuation requests are due in eGrants by **5:00 p.m. EST on March 12, 2025**. To submit:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below.
- When you have completed your work, click the **SUBMIT** button.

What to Include in Your Continuation Request

The following sections of the application should be modified as necessary:

Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes Narrative field that you have updated the Applicant Info or Application Info Section(s).

Narrative Sections

Your original application will appear in the narrative sections: Executive Summary, Rationale and Approach/Program Design, Organizational Capability, Cost Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

AmeriCorps expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process. Information should be provided in the **Continuation Changes** narrative field:

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions

If you are not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.

The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants.

Logic Model

Continuation applicants do not need to enter content into these fields.

Performance Measures Section

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the current-year Performance Measure Instructions must also revise their measures to conform with the current instructions.

To revise performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures (see Application Attachments available on the [MI AmeriCorps Funding](#) page). Note in the Continuation Changes Narrative field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

Program Information

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

AmeriCorps Funding Priorities: Check any that apply to the proposed program. Only select priorities that represent a significant part of the program focus and intended outcomes.

Grant Characteristics: Check any that are a significant part of the proposed program.

Additional Documents: Answer Zero or No to all questions. These do not apply to continuation applicants.

Budget Section

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required AmeriCorps increases, such as an increase to the member living allowance, into your budget. Continuation applicants may apply for expansions. Expansions are increases in dollars, MSY, and/or members. Expansion requests may not exceed the cost/MSY threshold. Expansions are not guaranteed.

Source of Funds (Match)

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

Increasing Grantee Overall Share of Total Budgeted Costs

AmeriCorps requires grantees 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.

See the Application Attachments available on the [MI AmeriCorps Funding](#) page for instructions to apply for a match waiver.

Funding/Demographics Section

In the Funding/Demographics Section, enter the requested information:

Other Revenue funds: Enter the amount of funds that your program uses to run the program that are not CNCS share or match.

Number of Volunteers Generated by AmeriCorps members: Enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

Number of Disadvantaged Youth Enrolled: Enter the number of disadvantaged youth you intend to enroll as AmeriCorps members if known.

Review, Authorize and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review, Authorize, Assurances, Certifications, Verify, Submit. Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.

Be sure to check your entire application prior to submission to ensure that there are no errors. When you verify the application, eGrants will also generate a list of errors if there are sections that you need to correct prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.

Individuals may establish an eGrants account by accessing the [eGrants website](#) and selecting "Don't have an eGrants account? Create an account."

H. APPLICATION REVIEW AND SELECTION INFORMATION

Review and Selection Process

The MCSC will review applications submitted for Michigan in eGrants. MCSC staff will provide feedback to applicants and may request revisions before submission to the AmeriCorps agency as part of the Michigan's AmeriCorps prime application package.

AmeriCorps will engage External Reviewers with relevant expertise to assess the eligible applications. The determinations made by AmeriCorps reviewers may be different from what the applicant self-determined upon submission of its application. The stages of the review and selection process are as follows:

The AmeriCorps agency may conduct a pre-award risk assessment and may consider the following criteria:

- Due Diligence, including Federal debt delinquency, suspension and debarment, information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as [U.S. Treasury Bureau of Fiscal Services, System for Award Management \(SAM\)](#), "Do Not Pay", reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations, IRS Tax Form 990, [Oversight.gov](#), Public Litigation Records
- Operational and Financial Management, including financial stability, Operational and Financial Management Survey (OFMS)
- Past Performance, including applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including timely compliance with applicable reporting requirements, accuracy of data reported, validity of performance measure data reported, conformity to the terms and conditions of previous Federal awards, ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients, timely closeout of other awards, meeting matching requirements, extent to which any previously awarded amounts will be expended prior to future awards, meeting [NSCHC compliance](#)
- Other Programmatic Risks, Financial, Organizational, Compliance, and Fraud including publicly available information, including from the applicant organization's website, amount of funding requested by the organization, other elements, such as keyword searches for prohibited activities

Applicants will find information to help them understand pre-award due diligence checks in the AmeriCorps Due Diligence Review Process and Compliance training available on the [Manage Your Grant](#) webpage. This content will help applicants obtain due diligence compliance and remain compliant throughout the grant life.

Consideration of Integrity and Performance System Information

Before to making any award that exceeds \$250,000, AmeriCorps must consider information about the applicant from the designated integrity and performance system accessible through [SAM.gov](#). Any applicant may comment upon information previously entered by another Federal agency in the designated integrity and performance systems accessible through [SAM.gov](#). AmeriCorps may consider applicant comments when completing its review of risk. AmeriCorps may also consider other information about any applicant receiving an award, including those under \$250,000.

Selection for Funding

AmeriCorps and the MCSC reserve the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

Feedback to Applicants

The MCSC will provide feedback to applicants after initial submission and before final submission to AmeriCorps. The applicant will have an opportunity to incorporate the MCSC's feedback before final submission.

Transparency in Grantmaking

AmeriCorps is committed to transparency in grant-making. A list of all approved applications for new and re-competing applications will be published on [AmeriCorps Funded Grants](#) within 90 business days after all grants are awarded. Further information about funded grants and subgrants is also available in [USASpending.gov](#).

Reopening and Reconsideration

The MCSC reserves the right to reopen this Funding Opportunity and reconsider applicants.

I. MICHIGAN'S AMERICORPS SUBGRANTEE EXPECTATIONS

Member and Service Site Selection

Each individual program selects its own Michigan's AmeriCorps members, and the selection criteria may vary among programs. Programs must select members in a non-partisan, non-political, non-discriminatory manner that is in accordance with State and Federal equal employment opportunity laws. Programs must establish minimum qualifications for members related to the service they will provide, including the successful completion of an AmeriCorps orientation period. Programs must ensure they do not displace any existing paid employees. Programs must select and support member service sites, if applicable, and ensure adequate member supervision.

Program Monitoring and Management Responsibilities

Programs are responsible for monitoring members and service sites. Monitoring needs to cover each program, function, and activity. If approved for an AmeriCorps grant, the host organization is responsible for managing the day-to-day operations of grant-supported activities. Activities must be in compliance with applicable federal requirements and address performance goals. The organization is responsible for ensuring program quality and that the program has an impact on the problems facing the communities in which it operates. This includes monitoring the member services and service sites, including the timely and accurate documentation of member eligibility and service hours. Each program should develop systems to train members and supervisors on these requirements, and to closely track and monitor these requirements.

Michigan's AmeriCorps Program Director Requirements

Michigan's AmeriCorps programs must have a full-time program director dedicated to program oversight unless written approval is given by the MCSC staff to waive this requirement. Program directors must participate in regularly scheduled program directors' meetings and conference calls.

Communication with the MCSC

Michigan's AmeriCorps programs are expected to maintain reasonable communication with the MCSC, including notifying the MCSC of any information that requires their notification, responding in a timely manner to MCSC communication and requests, answering questions, clarifying issues, and maintaining transparency.

Program Reporting

Michigan's AmeriCorps programs must comply with all reporting required by the MCSC, including but not limited to programmatic progress reports and expenditure reports. Programs are required to use an MCSC designated on-line reporting system for all aspects of reporting.

Member Timekeeping

Michigan's AmeriCorps programs must use a member timekeeping system identified by the MCSC.

Use of Truescreen for National Service Criminal History Checks

As part of the required National Service Criminal History Checks conducted on individuals in covered positions, Michigan's AmeriCorps programs are required to use Truescreen for all FBI checks. Michigan's AmeriCorps programs are also required to use Truescreen for National Sex Offender Public Website (NSOPW) checks and any required State checks unless a waiver is obtained from the Michigan Community Service Commission.

MCSC Special Events

Michigan's AmeriCorps staff and members are strongly encouraged to participate in all MCSC sponsored program trainings and service events, including Regional Russ Mawby Signature Service Projects. In addition, organizational leaders may be required to attend an annual meeting to discuss sustainability and national service issues.

Participation in National Days of Service

As part of the national service network, there are a number of opportunities for programs and program participants related to national days of service. The MCSC expects Michigan's AmeriCorps programs to participate in one or more days of service, including the 9-11 National Day of Service and Remembrance, Martin Luther King, Jr. Day of Service, National AmeriCorps Week, National Volunteer Week, and Global Youth Service Day as is feasible. National days of service are one way for programs to engage volunteers.

J. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by mid-April 2025 depending on the availability of congressional appropriations.

Administrative and National Policy Requirements

Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR Parts 200 and 2205.

Requests for Monitoring or Improper Payment Information

AmeriCorps may request information from grantees to ensure compliance with legal requirements, including the Payment Integrity Information Act of 2019. If grantees do not respond promptly to these requests, then their funds may be placed on manual hold, reimbursement only status, or other restrictions as appropriate.

AmeriCorps Terms and Conditions

All grants must follow the FY 2025 AmeriCorps General Terms and Conditions, and the FY 2025 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain mandatory compliance and reporting requirements, and applicants should review these instructions prior to any Notice of Grant Award. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant webpage](#).

National Service Criminal History Check Requirements

The National Service Criminal History Check, NSCHC, is a specific screening procedure established by law to protect the beneficiaries of national service. Use [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315](#)).

K. TECHNICAL ASSISTANCE

MCSC Technical Assistance

The MCSC intends to provide technical assistance and support to ensure that strong proposals are developed. The following policies will be followed as a fair process for the provision of technical assistance: 1. Technical Assistance will be equally available to all prospective applicants. 2. Staff will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. 3. The MCSC will provide applicants with technical assistance on entering and submitting proposals in AmeriCorps' web-based grants management system and will provide guidance on how to access assistance from the National Service Hotline.

AmeriCorps Technical Assistance

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and the web-based application system. AmeriCorps strongly encourages all applicants to participate in these sessions. Information for these technical assistance calls is available on the [AmeriCorps' Funding Opportunities website](#).

Resources applicants need to effectively manage their grant award and training and technical assistance materials are found on the [Manage Your Grant webpage](#).

Re-Focusing of Funding

AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

IMPORTANT NOTICES

Please see the Attachments for important information including

- Public Burden Statement
- Privacy Act Statement
- Federal Funding Accountability and Transparency Act