

NOTICE of FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: Fiscal Year (FY) 2025 AmeriCorps State and National Competitive Grants
Announcement Type: Initial Announcement
Assistance Listing Number: 94.006

Summary Statement: This is a funding opportunity for Institutions of higher education; local governments, school districts; nonprofit organizations; State Service Commissions; States and US Territories; Indian Tribes; and public health departments to apply for AmeriCorps members to strengthen communities through service.

Disclosure: Publication of this Notice of Funding Opportunity (NOFO) does not obligate AmeriCorps to award any specific number of grants or to commit any amount of funding. The actual amount, timing, and process of grant funding will be subject to the availability of annual appropriations.

AmeriCorps publishes this NOFO solely for the aforementioned purpose and does not consider this NOFO to meet the definition of a rule requiring publication or notice under Congressional Review Act (CRA) as codified at 5 U.S.C. §§801- 808, and any subsequent notification provided to Congress does not constitute waiver of this position.

Important Dates

- Applications are due no later than **Thursday, January 23, 2025**, by 5:00 p.m. Eastern Time.
- Successful applicants will be notified by **mid-April 2025**.
- Successful applicants will be issued awards by **mid-July 2025**.

Note to applicants proposing service in a single state: Contact the Commission in the state or territory where you intend to apply as early as possible. Single-state applicant deadlines to State Service Commissions may be significantly before the AmeriCorps deadlines. The list of Commissions can be found on the [AmeriCorps State Service Commissions' webpage](#)

Table of Contents

NOTICE OF FUNDING OPPORTUNITY	1
A. PROGRAM DESCRIPTION.....	4
○ A.1. Purpose of AmeriCorps State and National Funding.....	4
○ A.2. Funding Priorities	4
○ A.3. Performance Goals or Expected Outcomes.....	5
○ A.4. Program Authority.....	6
B. FEDERAL AWARD INFORMATION	6
○ B.1. Estimated Available Funds.....	6
○ B.2. Estimated Award Amount.....	6
○ B.3. Period of Performance	6
○ B.4. Type of Award.....	6
○ B.5. Cost Sharing or Matching	8
<i>Cost Reimbursement Grants.....</i>	<i>8</i>
<i>Match Waiver.....</i>	<i>8</i>
<i>Fixed Price Grants.....</i>	<i>8</i>
C. ELIGIBILITY INFORMATION	8
○ C.1. Eligible Applicants	8
<i>Types of Applicants.....</i>	<i>9</i>
<i>Threshold Issues</i>	<i>9</i>
○ C.2. Other Eligibility Requirements.....	9
D. APPLICATION AND SUBMISSION INFORMATION	10
○ D.1. Ways to Request an Application Package.....	10
○ D.2. Content and Form of Application Submission	10
<i>D.2.a. Application Content</i>	<i>10</i>
<i>D.2.b. Page Limits.....</i>	<i>10</i>
○ D.3. Unique Entity Identifier and System for Award Management (SAM)	11
○ D.4. Submission Dates and Times	11
<i>D.4.a. Application Submission Deadline.....</i>	<i>11</i>
<i>D.4.b. Additional Documents Deadline.....</i>	<i>12</i>
<i>D.4.c. Late Applications.....</i>	<i>12</i>
○ D.5. Intergovernmental Review	12
○ D.6. Funding Restrictions.....	12
<i>D.6.a. Award Funding Requirements.....</i>	<i>12</i>
<i>D.6.b. Indirect Costs.....</i>	<i>14</i>
<i>D.6.c. Pre-Award Costs.....</i>	<i>15</i>
○ D.7. Other Submission Requirements	15
<i>D.7.a. Electronic Application Submission</i>	<i>15</i>
<i>D.7.b. Submission of Additional Documents.....</i>	<i>16</i>
<i>D.7.c. Coordination Among State Service Commissions and National Direct Applicants....</i>	<i>17</i>
E. APPLICATION REVIEW INFORMATION	18

○ E.1. Selection Criteria	18
E.1.a. Executive Summary, 0 percent:	18
E.1.b. Program Design, 50 percent:	19
E.1.c. Organizational Capability, 25 percent:	21
E.1.d. Cost-Effectiveness and Budget Adequacy, 25 percent:	22
E.1.e. Evaluation Plan, 0 percent:	23
• Required for competing applicants:	23
E. 1. f. Amendment Justification, 0 percent:	23
E.1.g. Clarification Information, 0 percent:	23
E.1.h. Continuation Changes, 0 percent:	23
○ E.2. Review and Selection Process	23
E.2.a. Initial Application Compliance and Eligibility Review	23
E.2.b. Application Review.....	24
E.2.c. Pre-Award Risk Assessment	24
E.2.d. Consideration of Integrity and Performance System Information	25
E.2.e. Selection for Funding.....	25
E.2.f. Applicant Resolution	26
○ E.3. Feedback to Applicants	26
○ E.4. Transparency in Grantmaking	26
F. FEDERAL AWARD ADMINISTRATION	26
○ F.1. Federal Award Notices	26
○ F.2. Administrative and National Policy Requirements	26
F.2.a. Uniform Guidance	26
F.2.b. Requests for Monitoring or Payment Integrity Information	26
F.2.c. AmeriCorps Terms and Conditions	27
F.2.d. National Service Criminal History Check Requirements	27
○ F.3. Use of Material	27
○ F.4. Continuation Funding Information and Requirements	27
G. FEDERAL AWARDED AGENCY CONTACTS.....	27
H. OTHER INFORMATION	28
○ H.1. Technical Assistance	28
○ H.2. Re-Focusing of Funding	28
I. IMPORTANT NOTICES.....	28

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

A.1. Purpose of AmeriCorps State and National 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 serve with organizations dedicated to the improvement of communities and those serving.

AmeriCorps grants are awarded to [eligible organizations](#) that engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is a person who does community service through AmeriCorps. Members may receive a living allowance and other benefits. After successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) they can use to pay for higher education expenses or apply to qualified student loans.

A.2. Funding Priorities

For this funding opportunity, AmeriCorps will prioritize consideration from organizations that:

Benefit AmeriCorps Members:

- Provide benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;

- Create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;

Use Evidence

- Utilize reports from the [AmeriCorps Evidence Exchange](#) on programs assessed as having Moderate or Strong evidence to scale, replicate, or adapt the intervention;

Faith-Based

- Organizations that are faith-based

To receive priority consideration, applicants must show the priority area is a significant part of the program focus and intended outcomes. Priority consideration does not guarantee funding.

A.3. Performance Goals or Expected Outcomes

National Performance Measures

All applications must include at least one aligned performance measure, output and outcome, that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. For more information, refer to the [National Performance Measure Instructions](#).

A.4. Program Authority

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, [42 U.S.C. §12501 et seq.](#)

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

AmeriCorps expects a highly competitive AmeriCorps grant competition. Given limited funding, AmeriCorps may prioritize funding existing grantees instead of making new awards. The actual level of funding depends on annual appropriations.

B.2. Estimated Award Amount

Award amounts will be different depending on the scope of the projects.

B.3. Period of Performance

AmeriCorps plans to make three-year grant awards. AmeriCorps generally makes an initial award for the first year of the three-year period of performance. Applicants must submit a one-year budget. Applicants may propose any project start date that fits their program design. The period of performance may not start before July 1, 2025. Continuation awards for future years are not guaranteed; they depend upon future appropriations and satisfactory performance.

B.4. Type of Award

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

Grant Types	Cost Reimbursement	Fixed Amount			
		Available Subtypes	Traditional	Full-Cost	Education Award Program, EAP
Maximum Cost per MSY*	\$25,000	\$25,000	\$800 or \$1,000**	\$1,000	\$0
Type of Slots in the National Service Trust	All slot types	All slot types	All Slot types	FT 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	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 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

B.5. 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	Years 1,2, and 3	Years 4,5, and 6	Years 7,8, and 9	Years 10 +
Grantee Share Requirements	24%	26%	28%	30%

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.

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

The following non-Federal organizations are eligible to apply:

- Indian Tribes;
- institutions of higher education;
- local governments, including school districts;
- nonprofit organizations;
- State Service Commissions (submit sub-applicants but not operate programs); and
- states and US Territories.

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

New Applicants

AmeriCorps encourages organizations that have not received funding from AmeriCorps before to apply, e.g., small community-based organizations, faith-based organizations, etc.

New applicants can apply for Cost Reimbursement and Education Award Program (EAP) grants but cannot apply for Full Cost Fixed Amount grants.

Types of Applicants

1. State and Territory Service Commissions, for Single-State Applicants

Organizations that plan to operate in only one state must apply through the state or territory commissions. Each Commission has its own state-based selection process and submits applications to compete for funding directly to AmeriCorps. The list of Commissions can be found on the [AmeriCorps State Service Commissions' webpage](#).

2. National Direct Applicants

Multi-State: Organizations that plan to operate AmeriCorps programs in more than one state or territory apply directly to AmeriCorps.

States and Territories without State Service 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 they do not have an established Commission.

Federally recognized Indian Tribes: Applicants that are Indian Tribes apply directly to AmeriCorps.

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. Applicants assessed as lower than the Preliminary evidence tier must provide adequate responses to the Evidence Quality review.

C.2. 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. Application and Submission Information

This Notice should be read together with the [AmeriCorps regulations, Application Instructions, Performance Measure Instructions](#), and [Mandatory Supplemental Information](#).

D.1. Ways to Request an Application Package

All information from this funding opportunity is available through the [AmeriCorps Funding Opportunities](#) webpage. Applicants can also send an email to americorpsgrants@americorps.gov or call (202) 606-7508 for a printed copy of the Notice, Guidance, and Application Instructions.

D.2. Content and Form of Application Submission

D.2.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 Face Sheet: Automatically generated when applicants complete the data elements.
- Narrative Sections:
 - Executive Summary;
 - Program Design;
 - Organizational Capability;
 - Cost-Effectiveness & Budget Adequacy; and
 - Evaluation Summary/Plan.
- Performance Measures.
- Logic Model.
- Standard Form 424A Budget.
- Continuation Changes.
- Clarification.
- Authorization, [Assurances](#), and [Certifications](#).

D.2.b. 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.

- Narratives
 - Applications must not exceed 11 double-spaced pages for the Narrative.
 - The application sections that count towards the page limit include:
 - SF-424 Face Sheet;
 - Executive Summary;
 - Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy narratives.
 - The application page limit does not include:
 - Evaluation Summary/Plan;
 - Clarification Summary;
 - Continuation Changes;
 - Budget, Performance Measures; and
 - Any required additional documents.
- Logic Model
 - The Logic Model may not exceed eight pages when printed with the application from the "Review" tab in AmeriCorps' web-based management system.

D.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. Use the [SAM Quick Guide for Grantees for more information](#).

AmeriCorps suggests that 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 the grant system must match exactly the applicant's SAM-registered information.**

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI.

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.

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

Applications are due no later than **Thursday, January 23, 2025, by 5:00 p.m. Eastern Time**.

AmeriCorps may extend the submission deadline. If the deadline is extended, then AmeriCorps will post information on the AmeriCorps' webpage.

D.4.b. Additional Documents Deadline

[Additional documents](#) are due by the [application submission deadline](#).

D.4.c. Late Applications

All applications received after the submission deadline are late. AmeriCorps will determine whether to accept a late application on a case-by-case basis. To request consideration of a late application, an organization must:

- Submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - Timing and specific cause(s) of the delay;
 - Ticket number if a request for assistance was submitted to the AmeriCorps Hotline;
 - Information provided to the applicant by the AmeriCorps Hotline; and
 - Other documentation or evidence that supports the justification.
- Ensure that AmeriCorps receives the written explanation and any other relevant evidence, via email to LateApplications@americorps.gov no later than 24 hours after the application deadline.

Communication with AmeriCorps staff, including an applicant's Portfolio Manager, is not a substitute for a written explanation. Applicants are required to continue working in the web-based system and with the AmeriCorps Hotline to submit the application.

AmeriCorps will *not* consider an advance request to submit a late application. Please carefully review and follow the Late Application guidance and submit your application as soon as possible.

D.5. Intergovernmental Review

This Notice is not subject to [Executive Order 12372](#), *Intergovernmental Review of Federal Programs*.

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

1. 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.

Table: Minimum and Maximum Living Allowance

Slot Types	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	n/a	\$28,560
Half-time	900	n/a	\$20,400
Reduced Half-time	675	n/a	\$15,504
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568
Abbreviated-time	100	n/a	\$2,448

Exceptions to the Living Allowance Requirements

a. 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.

b. 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.

c. 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.

2. Maximum Cost per Member Service Year

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.

AmeriCorps is keeping the maximum cost per MSY at the same amount as FY 2024 as a safeguard to ensure the number of members serving remains the same or grows. The agency is committed to and prioritizes applicants that maintain or grow the number of AmeriCorps members proposed to serve in their programs without increasing the requested cost per MSY.

Table: Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$25,000
Multi-state competitive (cost reimbursement)	\$25,000
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Full-cost competitive Fixed Amount Grant	\$25,000
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	\$800 or \$1,000**
All non-EAP formula subgrants	\$25,200***

*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](#).

***\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers (As of March 2024 CPI was 0.4).

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.

3. Costs Associated with Evidence Building Activities e.g. performance data collection and management, foundational research, program evaluation, etc.

As noted in [2 CFR § 200.455](#), costs associated with evidence building activities 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.

D.6.b. Indirect Costs

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

- i. use the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option) outlined in AmeriCorps’ [Indirect Cost Guidance](#);
- ii. use a Federally approved indirect cost rate if they have one;
- iii. use a 15 percent *de minimis* rate of modified total direct costs; or
- iv. [may claim certain costs directly](#).

All methods must be applied consistently across all Federal awards. 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 Federal negotiated indirect cost rate or the *de minimis* rate information. 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.

D.6.c. Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps.

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission

Applicants must submit applications electronically via AmeriCorps' web-based application system.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own 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 it is impossible for an applicant to submit in the grant system, applicants may send a paper copy of the application via overnight carrier to this address below.

AmeriCorps
ATTN: Office of Grant Administration (OGA)/AmeriCorps State and National
Application
250 E Street, SW, Suite 300
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. Applicants must include an explanation and related documents about why they could not submit their application electronically. Applications must be received by the deadline.

All deadlines and requirements in this Notice also apply to paper applications. AmeriCorps does not accept applications submitted via fax or email.

D.7.b. Submission of Additional Documents

Your application might not receive funding if you do not upload your documents by the application deadline or do not correctly label your documents.

Additional documents for all applicants:

1. Evidence documents. Please refer to the [Evidence Base section](#) and [Mandatory Supplemental Information](#) for detailed instructions by evidence tier.
2. Labor union concurrence, if applicable.
3. Operational and Financial Management Survey. Submit electronically using the [online form](#). Forms submitted as a PDF, or any other document format may not be accepted.

Additional documents for applicants proposing projects previously funded by AmeriCorps: Evaluation Plan. Applicants who have received **three or more years** of competitive funding for the same project being proposed should also provide an: Evaluation plan using the [evaluation plan template](#). Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

Evaluation Report. Applicants who have received **six or more years** of competitive funding for the same project being proposed should also provide an Evaluation report. Please submit in Microsoft Word. The evaluation report should include a title page with:

- the AmeriCorps grant number for the project that was evaluated,
- the name of the project,
- the date of completion of the report,
- the evaluator name(s),
- evaluator organization name and,
- evaluator type (internal or external).

If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

Additional documents for entities applying on behalf of a Federally Recognized Tribe, new and recompeting:

Tribal organization [eligibility documentation](#)

Guidance for submitting additional documents:

- All documents must be submitted by the Prime Applicants (State Service Commissions or National Directs). Subapplicants cannot submit documentation on behalf of the Commission in the Notice.
- Additional documents must be emailed to AdditionalDocuments@AmeriCorps.gov with the following subject line: "Legal Applicant Name" - "Application ID Number." Emails should include:

- Legal applicant name and its point of contact information.
- Application ID number.
- List of documents that are attached to the email by filename, labeling each document type according to the above numbered list.
- Individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document.

To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.

The email size limit is 35 MB. This limit is inclusive of all attachments associated with each email. Emails that are larger than 35 MB will not be received or reviewed.

If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)".

- Prime applicants should send separate emails with each subapplicant's materials, referencing the subapplicant's Application ID.
- Applicants that do not have any documents to submit must send an email to additionaldocuments@americorps.gov indicating that they are not submitting any additional documents.

Applicants must enter into the web-based system the quantity of each document type that was emailed to AdditionalDocuments@AmeriCorps.gov. After the application deadline, all applicants that have a difference between the number of documents emailed and the number of documents reported in the web-based system will receive an email. This email will request proof that the missing documents were emailed on time to the correct email address. If applicants do not reply to this email, then their evidence documents might not be reviewed.

Do not submit any items that are not requested in this Notice or Application Instructions. AmeriCorps will not review or return them.

D.7.c. Coordination Among State Service Commissions and National Direct Applicants

AmeriCorps expects new/recompete Commissions and National Direct applicants to consult and coordinate activities at the local level, as specified in [42 U.S.C. § 12583](#). This consultation is to ensure coordination and the effective use of national service resources. The list of Commissions can be found on the [State Service Commissions webpage](#).

To ensure coordination before application submission:

National Direct applicants, except Federally recognized Indian Tribes, must:

- Consult with the Commission of each state and/or territory in which the organization plans to operate and describe this consultation in their applications. Contact the Commissions for details about the consultation process. Provide information that

connects the proposed activities to the current State/Territory Service plan and/or State Logic Model.

State/Territory Service Commissions must:

- Consult in a timely manner with the new/recompete National Direct applicants, except Indian Tribes, that contact them prior to application submission.

AmeriCorps will ask for Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory via the AmeriCorps' web-based management system. Commissions can select *support*, *do not support*, or *neutral*, and provide comments. Commissions are strongly encouraged to provide this input. AmeriCorps reviews and considers Commission input on multi-state applicants proposing to operate in their state.

E. APPLICATION REVIEW INFORMATION

E.1. Selection Criteria

Each applicant must 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.

Do not assume all sub-criteria are of equal value.

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
• Community and Logic Model	24
• Evidence Tier	12
• Evidence Quality	8
• Notice Priority	0
• Member Experience	6
Organizational Capability	25
• Organizational Background and Staffing	15
• Member Supervision	6
Cost-Effectiveness and Budget Adequacy	25
• Member Recruitment	8
• Member Retention	9
• Data Collection	8

E.1.a. 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."

E.1.b. Program Design, 50 percent:

1. Community and Logic Model, 24 points

The applicant will provide a detailed summary of the community problem, including:

- How the challenges faced by communities may contribute to the problem.
- How the applicant's intervention(s) will lead to the outcomes identified in the organization's Logic Model.

The applicant must describe in the Logic Model

- 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 that 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 intervention (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 above information for each intervention in the logic model.

2. Evidence Base, 20 points

The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier. Second, the quality of the applicant's evidence, how the evidence aligns with funding priorities ([A.2 Funding Priorities section](#)), and how the evidence supports the proposed program.

Evidence Tier, 12 points

Each applicant will receive an evidence tier assessment. This is based on the relative strength of the applicant's evidence base and the likelihood that the proposed intervention will lead to the outcomes identified in the Logic Model narrative.

AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, **applicants should not be deterred from applying for funding due to their current evidence level**. In 2024, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 55 percent, Moderate 16 percent, Preliminary 19 percent, and Pre-Preliminary 11 percent.

To qualify for the Preliminary, Moderate, or Strong evidence tier, applicants may submit up to two evidence documents, plus the evaluation report from their last three-year grant cycle, if applicable. If multiple evidence documents are submitted by the applicant, the most recent - as measured by the date of completion or publication- will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.

The intervention evaluated in the submitted evidence documents must match the intervention proposed by the applicant in the Community and Logic Model sections of the application. Use the [Mandatory Supplemental Information](#) for a definition of same intervention). Applicants must meet all requirements of an evidence tier to be considered for that tier.

Submitted evidence documents that do not sufficiently match the intervention will not be reviewed or receive any points.

In the Evidence Tier section of the application narrative, applicants must:

- Summarize the study design and key findings of the evidence documents submitted, plus, if applicable, the evaluation report from their last three-year grant cycle; and
- Describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

Applicants should provide citations for the studies they describe.

Evidence Quality, 8 points

Reviewers will score the quality of an applicant’s evidence and the extent to which it supports the proposed program design.

Standards for scoring in the Preliminary, Moderate, or Strong evidence tiers:

Submitted evidence documents:

- Are of satisfactory methodological quality and rigor for the type of evaluation conducted e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.;
- Describe evaluations that were conducted relatively recently, preferably within the last six years; and
- Show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

Standards for scoring in the Pre-Preliminary evidence tier:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years; and
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

3. Notice Priority, 0 points

The applicant’s proposed program fits within one or more of the [AmeriCorps funding priorities](#).

4. Member Experience, 6 points

- The applicant describes how AmeriCorps members will be provided leadership and skill development opportunities.
- The applicant describes how the organization will provide members an asset-based orientation to the community.

E.1.c. Organizational Capability, 25 percent:

1. Organizational Background and Staffing, 15 points

- The applicant describes the roles, responsibilities, and structure of the staff that will be implementing and providing oversight of the program.
- The applicant describes their organization’s mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.

- The applicant describes their organization’s experience with managing grants, especially federal or state grants. Include your past performance in meeting:
 - Grant goals and objectives.
 - Compliance and reporting requirements.

Note: if you do not have experience with managing grants, please indicate that.
- The applicant has facilitated, partnered, or participated in educational or workforce development programs e.g. work experience or job training programs, etc.

2. Member Supervision, 6 points

- The applicant describes 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.
- The applicant describes 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.

3. 1.d. Cost-Effectiveness and Budget Adequacy, 25 percent:

1. Member Recruitment, 8 points

- The applicant describes budget expenses to support recruitment of AmeriCorps members best suited to serve the community e.g. from geographic or demographic communities in which the program operates.
- The applicant describes 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, PT, RPT, etc.

2. Member Retention, 9 points

- The applicant provides 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.

3. Data Collection, 8 points

- The applicant provides a description of budget expenses to support data collection, continuous improvement activities, and evaluation of the interventions and impact on the community and the member experience.

E.1.e. Evaluation Plan, 0 percent:

- **Required for recompeting applicants:**

If the applicant has previously received three or more years of competitive funding for the same project being proposed, the applicant must submit an [evaluation plan](#). Refer to [Additional Documents](#) for instructions for submitting the evaluation plan.

Applicants must use the [evaluation plan template](#) found on the Notice webpage to craft their evaluation plans. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

All applicants enter N/A in the *Evaluation Summary or Plan* field of the Narrative. Any other text entered in this field will not be reviewed.

E. 1. f. Amendment Justification, 0 percent:

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

E.1.g. Clarification Information, 0 percent:

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

E.1.h. Continuation Changes, 0 percent:

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

E.2. Review and Selection Process

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 follow:

E.2.a. Initial Application Compliance and Eligibility Review

AmeriCorps will do an initial compliance and eligibility check before reviewing applications.

To pass this check, applicants must:

- Be an eligible organization,
- Be eligible to apply for a Full Cost Fixed Grant,
- Be eligible to submit directly to AmeriCorps,
- Have an active SAM registration, and
- Submit an application by the submission deadline.

Eligibility assessment is intended to ensure that only those applications that are eligible for award are reviewed. However, determinations of eligibility can take place at any point during

the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

E.2.b. Application Review

External Review

External Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria.

Internal Review

AmeriCorps will review and assess the input from the State Service Commissions about National Direct applications. Staff will also assess budget compliance, and review for prohibited activities.

Post-Review Quality Control

AmeriCorps staff will review the initial results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment.

E.2.c. Pre-Award Risk Assessment

AmeriCorps staff will assess the risks posed by each applicant. Results from this assessment will inform funding decisions. If AmeriCorps determines that an award will be made to an applicant with risks, special conditions may be applied to the award. AmeriCorps may decide to not fund an applicant based on the level of risk.

In assessing risks, AmeriCorps may consider:

1. Due Diligence, including:
 - Federal debt delinquency;
 - Suspension and debarment;
 - Information available through Office of Management and Budget (OMB)- designated sources of government-wide eligibility qualification or financial integrity information, such as:
 - [U.S. Treasury Bureau of Fiscal Services;](#)
 - [System for Award Management \(SAM\); and](#)
 - *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; and](#)
 - Public Litigation Records.
2. Operational and Financial Management, including:
 - Financial stability; and
 - [Operational and Financial Management Survey \(OFMS\).](#)
3. 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; and
 - Meeting [National Service Criminal History Check \(NSCHC\) compliance](#).
4. 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; and
 - Other elements, such as keyword searches for prohibited activities.

E.2.d. 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.

E.2.e. Selection for Funding

The review and selection process are designed to:

- Identify how well eligible applications are aligned with the [application selection criteria](#).
- Build a diversified portfolio based on the following strategic considerations:
 - Meaningful representation of:
 - rural communities, and
 - innovative community strategies; and
 - CEO discretion to advance strategic goals.

In selecting applicants to receive awards under this Notice, the Chief Executive Officer will try to include a diverse portfolio of applications based on staff recommendations, alignment with selection criteria, and strategic considerations.

AmeriCorps reserves the right to adjust or make changes to the review process, if unforeseen circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such changes will not affect the [selection criteria](#)

that will be used to assess applications. AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

An applicant denied any portion of funding may request reconsideration of a funding decision within 5 business days of receiving notice of their denial. Reconsideration will only be granted if there is clear and substantial error. Any reconsideration of denied applications is entirely subject to the agency's discretion.

E.2.f. Applicant Resolution

After the application review process but before any grant awards are issued, AmeriCorps may ask an applicant for additional information to address any application compliance or risk issues. If an applicant does not respond promptly to these requests, then the applicant may be denied funding.

AmeriCorps will ask all grantees for a written compliance implementation plan that includes notification of waste, fraud, and abuse to the agency's Office of Inspector General.

E.3. Feedback to Applicants

Each compliant applicant will receive feedback from the External Review of its application.

E.4. 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](#).

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. 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. All applicants, successful or not, will be notified of funding decisions via email.

F.2. Administrative and National Policy Requirements

F.2.a. Uniform Guidance

All awards made under this Notice must follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in [2 CFR Parts 200](#) and [2205](#).

F.2.b. Requests for Monitoring or Payment Integrity Information

AmeriCorps will 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.

F.2.c. 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](#).

F.2.d. 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.

F.3. 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 per [2 CFR 200.315](#).

F.4. Continuation Funding Information and Requirements

Organizations that have current AmeriCorps State and National awards that will be in program Year 2 or Year 3 in FY 2025 are considered continuation applicants. Continuation applicants must submit an application to be eligible to receive funding for the FY 2025 program year. Continuation applicants must follow the requirements for continuation application content as outlined in the Application Instructions.

Please use the [Application Instructions](#) for how to request use of unexpended funds.

Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the [selection criteria](#) published in this Notice.

Continuation application review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff'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.

AmeriCorps reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

G. FEDERAL AWARDING Agency Contacts

For more information, call (202) 606-7508 or email AmeriCorpsGrants@americorps.gov.

H. Other Information

H.1. 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](#).

H.2. 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.

I. IMPORTANT NOTICES

I.1. Public Burden Statement

Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. Use [5 CFR 1320.5\(b\)\(2\)\(i\)](#). This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2026.

I.2. Privacy Act Statement

The Privacy Act of 1974, [5 U.S.C §552a](#), requires that we notify applicants that the information requested under this Notice of Funding is collected pursuant to [42 U.S.C. §12592](#) and 12615 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 may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. assistance.

Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.

Produced and published at US taxpayer expense

APPLICATION INSTRUCTIONS

State and National Competitive New and Continuation

As applicable to the Notice of Funding Opportunity or Notice of Funding Availability

OMB Control #: 3045-0047

Expiration Date: 09/30/2026

IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All competitive funding announcements by the Corporation for National and Community Service, dba as AmeriCorps, are posted on www.americorps.gov and www.grants.gov.

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.

Indirect Cost Rates: AmeriCorps allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option), a federally approved indirect cost rate, a 15% *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federally negotiated indirect cost rate must use that rate if they have one or use the 15% *de minimis* rate. Refer to: [AmeriCorps eGrants Indirect Cost Rate \(IDCR\) User Instructions](#).

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.

Table of Contents

IMPORTANT NOTICE.....	2
APPLICATION RESOURCES	5
SUBMITTING YOUR APPLICATION IN EGRANTS	5
I. Applicant Info.....	6
II. Application Info	6
III. Narratives	7
IV. Logic Model.....	8
V. Performance Measures.....	8
VI. Program Information	8
VII. Documents.....	9
VIII. Budget Instructions.....	10
IX. Funding/Demographics.....	12
X. Operating Sites (for multi-state applicants only)	12
XI. Review, Authorize, and Submit.....	12
CONTINUATION REQUESTS	14
ATTACHMENT A: Performance Measures Instructions	18
ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants	23
ATTACHMENT C: Budget Worksheet	30
ATTACHMENT D: Detailed Budget Instructions for Fixed Amount Grants	34
ATTACHMENT E: Budget Worksheet for Fixed Amount Grants	36
ATTACHMENT F: Budget Checklist.....	37
ATTACHMENT G: Alternative Match Schedule and Match Waiver Request Instructions	40
ATTACHMENT H: Beale Codes and County-Level Economic Data.....	42
MATCH WAIVERS:.....	44

ATTACHMENTS

These attachments are worksheets only. All information must be entered in eGrants.

APPLICATION RESOURCES

Please use these application instructions if you are a new or re-competing applicant to AmeriCorps.

If you are submitting a request for continuation to AmeriCorps, please see the Continuation Instructions in this document.

Use these instructions in conjunction with the *Notice of Federal Funding Opportunity (Notice)* and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The Notice includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),¹ and other information that is specific to the grant competition.**

The AmeriCorps regulations include pertinent information (see Table 1, below). The *Notice* can be found on website.

The full regulations are available online at:

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

Table 1: 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)	§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.

SUBMITTING YOUR APPLICATION IN EGRANTS

New and Re-competing Applicants

New applicants need to establish an eGrants account by accessing the [eGrants website](#):

<https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

In eGrants, before Starting Section I, you will need to:

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.

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select the correct NOFA that corresponds to your application type and year specified on the *Notice* (see the *Notice* for a listing)

Your application consists of the following components. Make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you can only submit your application in hard copy, please follow the instructions in the Notice of Funding Opportunity.**

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**.
- If you are not a current grantee but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**.
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New. (Note: previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements; see the Notice of Funding Opportunity for more details)**
- If you are a current planning grantee applying for an implementation grant, select **New**.

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.

II. 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 each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the *Notice*.
- 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.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *Notice*. 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 the *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.

In eGrants, you will enter text for

- Executive Summary
- Rationale and Approach (Program Design)
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

Note: The Narratives Section also includes fields for Evaluation Summary or Plan, Clarification Summary, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. The latter three fields may be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *Notice* and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

A. Executive Summary

Please complete the executive summary per the instructions in the **Notice**.

B. Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in the *Notice*.

1. Program Design (50 percent)

In assessing Rationale and Approach/Program Design, 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. 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. Cost Effectiveness and Budget Adequacy (25 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.

C. Evaluation Summary or Plan

Enter N/A. If you have previously received three or more years of competitive funding for the same project proposed in your application (see the Mandatory Supplemental Information for the AmeriCorps definition of "same project"), you must submit an evaluation plan as an attachment. Please use the evaluation plan template available on the Notice webpage.

D. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification Information

Enter N/A. This field may be used to enter information that requires clarification in the post-notification period. Please clearly label new information added during clarification with the date.

F. Continuation Changes

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

IV. Logic Model

Complete the logic model using the instructions provided in the *Notice*.

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 of any page limits specified elsewhere in the Application Instructions or *Notice*.

You may edit or delete an existing row by clicking "edit" or "delete" in the last column of the logic model.

V. Performance Measures

All applicants must submit performance measures with their application. See Attachments for instructions for entering performance measures and see the Performance Measure Instructions for details about the number and type of performance measures required.

VI. 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

For the additional documents section, the information provided will be compared to the information received through AdditionalDocuments@AmeriCorps.gov. Applicants will be asked to explain any differences between this information provided in the application compared with the information in the email.

How many evidence documents did you submit? (Program Evaluation Report, Studies) Do not include evaluation plan in number.

Did you submit an evaluation plan?

How many non-evidence documents did you submit?

Applicants that do not have any documents to submit must send an email to AdditionalDocuments@AmeriCorps.gov indicating that they are not submitting any additional documents.

VII. Documents

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary - see B., below), other required documents listed in the *Notice* (if applicable), and an explanation of federal debt delinquency (if applicable) as part of your application. After you have submitted the documents via the instructions in the *Notice*, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at AmeriCorps."

A. Evaluation

Submit any completed report as described in F., below. Select Evaluation, then select "Sent" once you have submitted a completed evaluation report. If an evaluation is required, you must submit a copy at the time of application even if AmeriCorps may already have it on file.

B. Labor Union Concurrence

- 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.

For the purposes of this section, “program applicant” includes any applicant to AmeriCorps or a State Commission, as well as any entity applying for assistance or approved national service positions through an AmeriCorps grantee or subgrantee.

C. Federally Approved Indirect Cost Agreement

Applicants applying directly to AmeriCorps that include a federally approved indirect cost rate amount in their budget or are using a *de minimis* rate must enter the current approved indirect cost rate agreement information or *de minimis* rate information into eGrants at the same time they submit their application. See [AmeriCorps eGrants Indirect Cost Rate \(IDCR\) User Instructions](#).

D. Other Documents

Provide other required documents listed in the *Notice* (if applicable) via the email listed in the *Notice* as part of your application. For example: Evaluations, Labor Union Concurrence, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable. The email size limit is 35 MB. This limit is inclusive of all attachments associated with each email. Emails that are larger than 35 MB will not be received or reviewed.

E. Delinquent on Federal Debt

Any applicant who checks Yes to the question on federal debt delinquency must submit a complete explanation to AdditionalDocuments@americorps.gov at the same time they submit their application.

VIII. Budget Instructions

For Fixed Amount grants, including EAPs: Use the Budget Instructions for Fixed Amount applicants (Attachment) and the Budget Worksheet (Attachment) to prepare your budget.

A. Match Requirements

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

Table 2: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement 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 cost in the <i>Notice</i> provided by AmeriCorps.
Professional Corps Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the cost in the <i>Notice</i> provided by AmeriCorps.

Grant Type	Match Requirement
Stipended Fixed Amount Grants	There are no specific match requirements for full-cost fixed amount grants. Grantees pay all program costs over the maximum cost in the <i>Notice</i> provided by AmeriCorps.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35-2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are re-competing, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used. See **Attachment G** for instructions for applying for the Alternative Match Schedule and/or a match waiver.

Note: 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).

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions in the Attachments to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in the Attachments.

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

As you prepare your budget:

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

- Do not include fractional amounts (cents).
- **Please add the costs associated with the National Service Criminal History Checks. These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, you must note in the budget an explanation for how you will cover the costs.**

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 \$1,000,000 in federal funds. The Uniform Guidance is [online](#).

IX. 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.

X. Operating Sites (for multi-state applicants only)

In the Multi-State Operating Section (for applicants that are operating in more than one state):

- Please fill in the following information for your operating sites: organization name, address, city, state, zip code + 0000 (eGrants will correct the last four digits to the correct numbers), proposed amount of funding going to the operating site (if applicable), and number of proposed AmeriCorps members who will be located at the site.

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

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. AmeriCorps reserves the right to consider your continuation request if your fixed amount application is not funded.

When to Submit Your Continuation Request:

See the *Notice* for application deadlines.

How to Submit Your Continuation Request:

- Click **Continuation/Renewal** on your eGrants home page. eGrants will show a list of grants that are eligible for continuation. 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.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your Portfolio Manager.

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

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

II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections 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 as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VI).

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

Any continuation applicant 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.

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) as an attachment to EvaluationPlans@americorps.gov. AmeriCorps will notify you if it approves the changes.

III. Logic Model

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

IV. Performance Measures (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 Attachments). Note in the Continuation Changes 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.

V. 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 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.

VI. Budget (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 in the Notice.**

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 must match the total amount in the budget narrative **exactly**.) Define all acronyms the first time they are used.

Carry Forward Funding

AmeriCorps will allow you to use prior year unexpended grant funds for continuation competitive grants to enhance program activities, referred to as carry forward. AmeriCorps will allow you to carry forward unexpended competitive funds to support the next program year. Funds may only be carried forward if the prime grant is a continuation grant in the next program year; we cannot transfer funds to

a new or recompete grant. Prior year unexpended competitive grant funds may be added to the FY 2025 budget, not to exceed the cost/MSY maximum amount specified in the *Notice*.

State commission grantees are permitted to carry forward funding at the program level, not at the prime level. Unexpended information will be collected at the prime level; however, the expectation is that the awarded funds will stay with the designated sub. If a subgrantee was awarded competitive funding in a prior program year and is not competitively funded in the current year, unexpended funds will not revert to the prime grantee for use by other subgrantees and will be deobligated at the time of the prime grant closeout. Carry forward information will be collected, as applicable, for cost reimbursement and fixed amount grants. Unexpended funds cannot be transferred between grant types.

To help determine the level of unexpended funds you can carry forward into the next program year, submit a completed unexpended funds worksheet electronically to provide the estimated amount of unexpended funds you will have by the end of previous for any competitive grants that will carry forward funds. The unexpended worksheet is on the [AmeriCorps Manage your grant webpage](#). You will include the amount of carry forward in your application budget.

If carry forward is not requested during the application process, prime grantees may request it post-award. Guidance for State Commissions and Direct Grantees to request carry forward post-award is on the [AmeriCorps Manage your grant webpage](#).

Fully Funded Grantees

Fully funded grantees, previously known as multi-year funded grantees, are grantees that received program year two and/or program year three funds in a previous grant year. Fully funded grantees may request up to the dollar and MSY amounts they were granted for the continuation year for which they are applying. Fully funded grantees may not request funds or MSYs in excess of the amounts they were awarded for each year (year two or year three) of their fully funded grants.

VII. 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 Attachment G for instructions for applying for the Alternative Match Schedule and/or a match waiver.

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

VIII. Operating Sites (for multi-state applicants only)

In the Multi-State Operating Section (for applicants who are operating in more than one state):

- Make any changes to operating sites being requested as part of Continuation Changes.

IX. 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."

ATTACHMENT A: Performance Measures Instructions

(eGrants Performance Measures Section)

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 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 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 members and/or 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 member 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 members 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 member 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 column, enter the number of members you will assign to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member performs service in both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 members for that objective.

To ensure that information is entered accurately, please refer to additional instructions in Appendix A of the Performance Measure Instructions on calculating and entering MSY and member allocations.

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 member-focused objectives. Member-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.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and/or member-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 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 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 member 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 (eGrants Budget Section)

Fixed Amount Grants refer to Attachment D.

Section I. Program Operating Costs

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

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training staff and AmeriCorps members.

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits you will cover and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contribution Act (FICA), Worker's Compensation, Retirement, State Unemployment Tax Act (SUTA), Health and Life Insurance, Individual Retirement Account (IRA), and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff Travel

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

We expect all National Direct applicants to include travel funds in this for staff and site staff to attend the AmeriCorps-sponsored annual Symposium. You should budget travel funds for at least one staff member, especially new staff, to attend the Symposium as well as Symposium pre-conference events (if applicable). State Commission subapplicants should not budget funds for this event.

State Commission subapplicants and National Direct applicants should also include travel funds in this section for staff and site staff to attend other technical assistance meetings as required.

Please itemize all costs.

For example:

Per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$258 x 3 nights; round trip airfare - \$303.50; local transportation - \$50 (estimated)] x 2 staff.

C. 2. Member Travel

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

D. Equipment

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

E. Supplies

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

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

F. Contractual and Consultant Services

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

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is no maximum daily rate.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is no maximum daily rate.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not

budgeted in Section A Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If you budget space and it is shared with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Multi-state applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the "grantee share" column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and terms and conditions.
- 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.

Section II. Member Costs

Member Costs are identified as "Living Allowance" and "Member Support Costs."

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time, abbreviated time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share column in the budget and grantee share column in the budget (match). Please do not select the 2-Year Half Time (1st Year) and 2-Year Half Time (2nd Year) slot types.

The minimum and maximum living allowance amounts are provided in the *Notice*.

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for whom you are not requesting funds for a living allowance but for whom you are requesting education awards.

B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note

in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-AmeriCorps sources) but you cannot include the cost in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time members, please confirm all full-time members will have access to coverage.
- **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker's compensation, and if so, at what level. If you are not required to pay worker's compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

Options for Calculating Administrative/Indirect Costs (choose A, B.1, or B.2C)

Applicants choose one of three methods to calculate allowable administrative costs –a CNCS-fixed percentage rate method, 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 **actually expended** under this grant. Do not create additional lines in this category.

While the Application Instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants. Applicants who chose to use the Corporation Fixed Percentage will enter the line item details in Section III.A. Applicants who have a Federally Approved Indirect Cost Rate or are using a *De Minimis* Rate will enter the line item details in Section III.B. Please see the [AmeriCorps eGrants Indirect Cost Rate \(IDCR\) User Instructions](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

A. CNCS-Fixed Percentage Method

Option A. Five/Ten Percent Fixed Administrative Costs Option

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section III.A. in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

3. Enter the sum of the CNCS and grantee shares under Total Amount.

If a Commission elects to retain a share of the 5% of federal funds available to programs for administrative costs up to 2%, that decision is identified within each subgrant's budget. A State Commission can take up to 2% in administrative funds, provided the Commission has less than 25% in prior year unexpended funds on the Commission Support Grant. If the Commission's unexpended exceeds 25%, the Commission can take up to 1% in administrative funds. If the Commission elects to retain 1% of the administrative costs, to calculate these fractional shares, within Section III of the subgrant budget, **one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the Commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between Commission and subgrantee/program shares would be calculated as follows:**

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.20) = \text{Commission Share}$

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.80) = \text{Subgrantee Share}$

If a Commission elects to retain a share that is less than 1% budgeted for administrative costs, adjust the calculation above, as appropriate.

If the Commission elects to retain 2% of the administrative costs, to calculate these fractional shares, within Section III of the subgrant budget, **two-fifths (40%) of the federal dollars budgeted for administrative costs is allocated to the Commission's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between Commission and subgrantee/program shares would be calculated as follows:**

$([\text{Section I}]) + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission share}$

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.60) = \text{Subgrantee Share}$

B. Federally Approved Indirect Cost Rate, or *De Minimis* Rate of 15% of Modified Total Direct Costs

B. Federally Approved Indirect Cost Rate or *De Minimis* Rate of 15% of Modified Total Direct Costs

Option B.1. Federally Approved Indirect Cost Rate

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

If a Commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for administrative costs.

Option B.2. *De Minimis* Rate of 15% of Modified Total Direct Costs

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding may indefinitely use a *de minimis* rate of 15% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) under Indirect (F&A) costs and Definitions. If you elect to use this option, you must use it consistently across all federal awards.

1. Determine the base amount of direct costs to which you will apply the *de minimis* rate, including both the CNCS and Grantee shares. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$50,000. *AmeriCorps member living allowance and other member costs are not considered "participant support costs" subject to exclusion from the MTDC.* Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Once you determine the base, multiply the appropriate costs by 15% (0.15). This will determine the total amount of costs allowable in this section.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect/administrative costs.

If a Commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for indirect/administrative costs.

Source of Funds

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

Note: The value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible members are not included in the budget.

ATTACHMENT C: Budget Worksheet (eGrants Budget Section)

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full-time (1700 hrs)						
Three quarter-time (1200 hrs)						
Half-time (900 hrs)						
Reduced Half-time (675 hrs)						
Quarter-time (450 hrs)						
Minimum-time (300 hrs)						
Abbreviated-time (100 hrs)						
Totals						

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

B. Federally Approved Indirect Cost Rate or *De Minimis* Rate of 15% of Modified Total

Direct Costs

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

Source of Funds

Match Description (Note whether Secured or Proposed)	Amount	Match Classification (Cash or In Kind)	Match Source (Federal, State/Local, Private)

ATTACHMENT D: Detailed Budget Instructions for Fixed Amount Grants (eGrants Budget Section) These instructions apply only to applicants for Fixed Amount grants, including education award programs (EAPs).

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

**Budget Section II. AmeriCorps Member Positions
Member Positions**

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

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

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

Member Positions	Calculation	MSY
____ Full-time (1700 hours)	(____ members x 1.000)	=
____ Three quarter-time (1200 hours)	(____ members x 0.70000000)	=
____ Half-time (900 hours)	(____ members x 0.500)	=
____ Reduced half-time (675 hours)	(____ members x 0.3809524)	=
____ Quarter-time (450 hours)	(____ members x 0.26455027)	=
____ Minimum-time (300 hours)	(____ members x 0.21164022)	=
____ Abbreviated-time (100 hours)	(____ members x 0.05627705)	=

Total MSY _____

B. Fixed Award

Display your calculation in the following format:

Total # of MSYs _____ x MSY amount (See Notice for amounts) _____ = Total Grant Request \$ _____

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

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

Source of Funds

Match Description	Description

ATTACHMENT E: Budget Worksheet for Fixed Amount Grants (eGrants Budget Section)

Complete the fields for the # w/o Allowance and Allowance Rate only.

Member Positions

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request				
Subtotal				

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full-time (1700 hrs)								
Three quarter-time (1200 hrs)								
Half-time (900 hrs)								
Reduced Half-time (675 hrs)								
Quarter-time (450 hrs)								
Minimum-time (300 hrs)								
Abbreviated-time (100 hrs)								
Subtotal							MSY	Cost/MSY

Source of Funds

Match	Description

ATTACHMENT F: Budget Checklist

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

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff who recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization are funded through the administrative cost section (Section III) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, the benefits are listed separately?
Yes ___ 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 ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for National Direct staff travel to the AmeriCorps Symposium in the budget narrative under Staff Travel?
Yes ___ No ___	You have budgeted funds for State Commission and National Direct staff travel, as required, to attend other technical assistance meetings under Staff Travel?
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?
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 members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than AmeriCorps grant funds?
Yes ___ No ___	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for criminal history checks of each member and grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, have you provided an explanation of how the costs will be covered?

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ___ 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. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you will provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., death and dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other part-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.
Yes ___ No ___	Unemployment insurance is only budgeted if state law requires it?

In Compliance?	Section III. Administrative/Indirect Costs
Yes ___ No ___	State commission subapplicant whose commission chooses to retain a portion of the CNCS share of indirect costs has budgeted those costs and subtracted from the CNCS share calculation in Section III.
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and has chosen to use the CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?

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 <i>de minimis</i> rate of 15% of modified total direct costs
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and is choosing to use a <i>de minimis</i> rate - the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted?

In Compliance?	Source of Funds (Match)
Yes ___ 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 G: Alternative Match Schedule and Match Waiver Request Instructions

Given the new ASN Rule Change that will go into effect which reduces the match requirement starting in the fourth year and will top at 30% in the tenth year of the match schedule, the Alternate Match Schedule will be phased out during FY 2025. It is still available for FY 24 awards. Match Waivers have new criteria (see below) that goes into effect on 10/1/2024.

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.

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% 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.

A. 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.

B. 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.

C. 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 below for applying for this alternative match schedule. You must submit your request to the alternative schedule per the information contained in the *Notice*. AmeriCorps will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or, if applying as a new grantee, for the upcoming three-year grant cycle.

D. Instructions for the Alternative Match Schedule: 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 H: 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 <i>per capita</i> income by county for all states except Puerto Rico.
https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml	Census Bureau's American Fact-finder: 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.

WEBSITE ADDRESS	EXPLANATION
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	US Department of Agriculture's Rural-Urban Continuum Codes: Provides urban rural code for all counties in US.

MATCH WAIVERS:

In accordance with 45 CFR §§ 2521.70, applicants may request a full or partial waiver of match requirements. Information on how to submit a match waiver request is on the [AmeriCorps Manage your grant webpage](#).

While this process has continued from previous years, the criteria to be eligible for a match waiver will change beginning on October 1, 2024.

In the new criteria, grantees must demonstrate **ONE** of the following:

- Initial difficulties in developing local funding sources during the first three years of operations;
- An economic downturn, natural disaster, or similar event in the grantee's service area that severely restricts or reduces sources of local funding support;
- The unexpected discontinuation of local support from one or more sources that a project has relied on for a period of years; or
- An organizational revenue of less than \$500,000.

AmeriCorps Performance Measures Instructions

AmeriCorps State and National

2025

Table of Contents

AmeriCorps State and National Performance Measure Requirements.....	3
AmeriCorps State and National Performance Measures Selection Rules.....	4
CAPACITY BUILDING	12
DISASTER SERVICES.....	13
ECONOMIC OPPORTUNITY.....	15
EDUCATION.....	17
ENVIRONMENTAL STEWARDSHIP	20
HEALTHY FUTURES	23
VETERANS AND MILITARY FAMILIES.....	25
Appendix A: Understanding MSY and Member Allocations.....	27
Appendix B: Performance Measures Checklist.....	32
Appendix C: Frequently Asked Questions	34

AmeriCorps State and National Performance Measure Requirements

All applications must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure depending on the program's theory of change. Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).

All performance measures must reflect significant program activities whose outputs and outcomes are consistent with the applicant's core theory of change. Applicants are not expected to have performance measures for every program activity. AmeriCorps does not require applicants to use National Performance Measures but expects them to do so if National Performance Measures reflect key outputs and/or outcomes of the theory of change. Applicants may not create applicant determined outputs or outcomes that duplicate existing National Performance Measures.

All performance measures, including output-only measures, must be associated with one or more interventions (service activities). Applicants are expected to use the system-defined intervention categories if they appropriately represent the applicant's program activities. Applicants may not create user-defined intervention labels that duplicate existing intervention categories.

AmeriCorps State and National Performance Measures Selection Rules

These selection rules specify allowable output/outcome pairings for National Performance Measures. Applicants must follow these selection rules when using National Performance Measures. Applicants may not select any National Performance Measures that may appear in eGrants if they are not present on this list. Please see the NOFO for additional information about application requirements.

Capacity Building

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Capacity Building & Leverage	G3-3.4: Number of organizations that received capacity building services	G3-3.10A: Number of organizations that increase their efficiency, effectiveness, and/or program reach	Volunteer management Training Resource development Systems development

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Disaster Services

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Assistance Provided	D1A: Number of individuals served	D5: Number of individuals reporting increased disaster readiness	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation Disaster Adaptation
	D6: Number of structures protected or restored	D7: Number of structures returned to regular use after a disaster	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation Disaster Adaptation
	EN4**: Acres of parks or public land treated	EN4.1**: Acres of parks or public land improved	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation Disaster Adaptation
	EN5**: Miles of trails or rivers treated.	EN5.1**: Miles of trails or rivers improved	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation Disaster Adaptation

	G3-3.4**: Number of organizations that received capacity building services	G3-3.10A**: Number of organizations that increase their efficiency, effectiveness, and/or program reach	Disaster Preparation Disaster Response Disaster Recovery Disaster Mitigation Disaster Adaptation

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

**In the eGrants Performance Measure Module, these measures may appear with the letter "D" at the end when used in the Disaster Services focus area. However, the instructions for these measures are the same regardless of the focus area in which they are used.

Economic Opportunity

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Financial Literacy	O1A: Number of individuals served	O9: Number of individuals with improved financial knowledge	Financial Literacy Education
Housing	O1A: Number of individuals served	O11: Number of individuals transitioned into safe, healthy, affordable housing	Housing Unit Development Housing Unit Repair Housing Placement/Assistance
	O4: Number of housing units developed or repaired	O20: Number of safe, healthy, affordable housing units made available	Housing Unit Development Housing Unit Repair
Employment	O1A: Number of individuals served	O10: Number of individuals who secure employment O21: Number of individuals with improved job readiness	Job Training Job Placement GED Education Other Adult Education
Find Opportunity	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A
Other Economic Opportunity	O1A: Number of individuals served	Applicant-determined	Applicant-determined

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Education

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
School Readiness	ED1A: Number of individuals served	ED23A: Number of children demonstrating gains in school readiness	Tutoring Mentoring Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching
K-12 Success	ED1A: Number of individuals served	ED5A: Number of students with improved academic performance ED9: Number of students graduating from high school on time ED10: Number of students enrolling in post-secondary education/training ED27C: Number of students with improved academic engagement ED6: Number of students with increased attendance ED7A: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)	Tutoring Mentoring Coaching Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching Opioid/Drug Intervention
Post-HS Education Support	ED1A: Number of individuals served	ED11: Number of students earning a post-secondary degree or technical certification	Tutoring Mentoring Family Involvement Service Learning Summer Learning
Teacher Corps	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A
Other Education	ED1A: Number of individuals served	Applicant-determined	Applicant-determined

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Environmental Stewardship

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
At-Risk Ecosystems	EN4: Acres of parks or public land treated	EN4.1: Number of acres of public parks or other public and tribal lands that are improved	Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
	EN5: Miles of trails or rivers treated.	EN5.1: Number of miles of public trails or waterways that are improved and/or put into use	Trail Creation Trail Remediation Stream Remediation Fire Mitigation Flood Mitigation Invasive Species Removal Debris Removal Plant Establishment
Energy Efficiency	EN1: Number of housing units or public structures weatherized or retrofitted to improve energy efficiency	EN1.1: Number of housing units or public structures with reduced energy consumption or reduced energy costs	Weatherization Retrofitting
Awareness & Stewardship	EN3: Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices	EN3.1: Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices EN3.2: Number of individuals reporting a change in behavior or intention to change behavior to better protect the environment	Education/Training Service Learning
Green Jobs	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Healthy Futures

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Aging in Place	H4A: Number of individuals served	H9A: Number of individuals who report improved capacity for independent living H19: Number of individuals with improved health	Companionship Nutrition/Food Support Legal Services Transportation Medical Services Opioid/Drug Intervention
Obesity & Food	H4A: Number of individuals served	H12: Number of individuals who report increased food security H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health	Outreach Education/Training Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention
	H10A: Number of pounds of food provided	Applicant-determined	Nutrition/Food Support
Access to Care	H4A: Number of individuals served	H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health H20: Number of individuals with improved access to medical care	Outreach Education/Training Referrals Medical Services Counseling/Coaching Opioid/Drug Intervention
Other Healthy Futures	H4A: Number of individuals served	Applicant-determined	Applicant-determined

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

Veterans and Military Families

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	
Veterans & Families Served	<p>V1: Number of veterans served</p> <p>V7A: Number of active military members and/or military family members served</p> <p>V8: Number of veteran family members served</p>	<p>O9**: Number of individuals with improved financial knowledge</p> <p>O11**: Number of individuals transitioned into safe/affordable housing</p> <p>O10**: Number of individuals who secure employment</p> <p>O21**: Number of individuals with improved job readiness</p> <p>ED11**: Number of individuals earning a post-secondary degree or technical certification</p> <p>H9A**: Number of individuals who report improved capacity for independent living</p> <p>H12**: Number of individuals who report increased food security</p> <p>H17**: Number of individuals with increased health knowledge</p> <p>H18**: Number of individuals reporting a change in behavior or intent to change behavior to improve their health</p> <p>H19**: Number of individuals with improved health</p> <p>H20**: Number of individuals with improved access to medical care</p>	<p>Financial Literacy Education</p> <p>Housing Unit Development</p> <p>Housing Unit Repair</p> <p>Housing Placement/Assistance</p> <p>Job Training</p> <p>Job Placement</p> <p>GED Education</p> <p>Other Adult Education</p> <p>Tutoring</p> <p>Mentoring</p> <p>Family Involvement</p> <p>Service Learning</p> <p>Summer Learning</p> <p>Companionship</p> <p>Nutrition/Food Support</p> <p>Legal Services</p> <p>Transportation</p> <p>Outreach</p> <p>Referrals</p> <p>Medical Services</p> <p>Physical Activities</p> <p>Counseling/Coaching</p> <p>Opioid/Drug Intervention</p>
Access & Attract	N/A (outputs may be reported as Performance Data Elements on annual Progress Reports)	N/A (outcomes may be reported as Performance Data Elements on annual Progress Reports)	N/A

*All National Performance Measure outputs may also be paired with an applicant-determined outcome instead or may be used without an associated outcome.

**In the eGrants Performance Measure Module, these measures may appear with the letter "V" at the end when used in the Veterans and Military Families focus area. However, the instructions for these measures are the same regardless of the focus area in which they are used.

CAPACITY BUILDING

Focus Area Notes

- Programs should only opt into the Capacity Building performance measures if the measures reflect significant program activities aligned with the applicant’s core theory of change.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- Activities associated with these measures must meet the definition of capacity building specified in the “key terms” definition under G3-3.4.
- Programs are not permitted to create applicant-determined outputs in the Capacity Building focus area.

G3-3.4 (output)	Number of organizations that received capacity building services
Definition of Key Terms	Organization: nonprofit or state/local/tribal government entity Capacity building services: a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Capacity building activities may also leverage resources (e.g., funding, volunteers, in-kind support, or partnerships) for programs and/or organizations. As a general rule, AmeriCorps considers capacity building activities to be <i>indirect services</i> that enable organizations to provide more, better and sustained <i>direct services</i> . Capacity building activities must (1) be intended to support or enhance the program delivery model, (2) respond to the organization’s goal of increasing, expanding or enhancing services in order to address pressing community needs, and (3) enable the organization to provide a sustained level of more or better direct services after the national service participant’s term of service has ended.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of organizations who have received services

G3-3.10A (outcome)	Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach
Definition of Key Terms	Organizations: those counted in G3-3.4 Effectiveness: Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved Efficiency: Improved outcomes with the same level of resources; improved or consistent quality of services with fewer resources Scale/Reach: The scope of a program’s services. Increased scale/reach can be measured by the number of new people served, new populations served, and/or new or expanded services.
How to Measure/Collect Data	Organizational assessment tool or other instrument capable of measuring changes in effectiveness, efficiency, or scale/reach at the organization level. When possible, pre-post assessments should be utilized.

DISASTER SERVICES

Focus Area Notes

- Programs should only opt into the Disaster Services performance measures if the measures reflect significant program activities aligned with the applicant’s core theory of change.
- Any other grantees who provide disaster-related services during the program year should report on this activity in the Performance Data Elements in annual Progress Reports and provide a brief description of those services.
- To ensure unduplicated counts, beneficiaries reported under National Performance Measures in the Disaster Services focus area should not also be reported in disaster-related Performance Data Elements in annual Progress Reports.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants. National Service Participant outputs and outcomes should be reported in the Performance Data Elements in annual Progress Reports.

D1A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to disaster preparedness, response, recovery, and/or mitigation Served: substantive engagement of individuals with a specific disaster-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

D5 (outcome)	Number of individuals reporting increased disaster readiness
Definition of Key Terms	Individuals: those reported in measure D1A Disaster readiness: measures taken to prepare for and reduce the effects of future disasters
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in disaster readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

D6 (output)	Number of structures protected or restored
Definition of Key Terms	Structures: housing units or public facilities Protected: prepared to more effectively withstand future disasters Restored: repaired from damage sustained during a disaster
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of structures that received services

D7 (outcome)	Number of structures returned to regular use after a disaster
Definition of Key Terms	Structures: those reported in measure D6

	Returned to regular use: able to be used for the same or similar purpose for which they were used prior to the disaster
How to Measure/ Collect Data	Report from structure owner/manager/occupant, or other instrument capable of measuring changes in condition at the individual structure level.

ECONOMIC OPPORTUNITY

Focus Area Notes

- Programs should only opt into the Economic Opportunity performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants. National Service Participant outputs and outcomes should be reported in the Performance Data Elements in annual Progress Reports.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.

O1A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to increasing economic opportunity Served: substantive engagement of individuals with a specific goal in mind related to economic opportunity. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

O4 (output)	Number of housing units developed or repaired
Definition of Key Terms	Housing unit: A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities Develop: Build new or substantially rehabilitate housing units that were uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard. Repair: A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of the number of housing units that have received AmeriCorps-supported development or repair services

O9 (outcome)	Number of individuals with improved financial knowledge
Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Improved financial knowledge: increased knowledge/understanding of financial literacy topics such as credit management, financial institutions including banks and credit unions, and utilization of savings plans
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in financial knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

O10 (outcome)	Number of individuals who secure employment
Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Secure employment: individual is hired in a new job as a result of AmeriCorps-supported services provided; individual may have been previously working in a different job or previously unemployed
How to Measure/Collect Data	Preferred method is a copy of acceptance letter from employer or copy of first pay stub. Beneficiary self-reports may also be utilized.

O11 (outcome)	Number of individuals transitioned into safe, healthy, affordable housing
Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Safe, healthy, affordable housing: Grantee certifies that the housing is safe and healthy based on an inspection or other documentation. Grantee defines affordability and certifies that the housing is affordable to the individual(s) transitioned into the unit.
How to Measure/Collect Data	Preferred method is a proof of residence such as a lease, mortgage, certificate of occupancy, or other verification from an external agency. Beneficiary self-reports may also be utilized.

O20 (outcome)	Number of safe, healthy, affordable housing units made available
Definition of Key Terms	Housing unit: those reported in measure O4 Safe, healthy, affordable housing unit: Grantee certifies that the housing unit is safe and healthy based on an inspection or other documentation. Grantee defines affordability and certifies that the housing unit is affordable. Made available: This count indicates that the work has been completed to make the units available but they may or may not have been occupied.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of the number of safe, healthy, affordable housing units that have been made available

O21 (outcome)	Number of individuals with improved job readiness
Definition of Key Terms	Individuals: those reported in measure O1A, V1, V7A, or V8 Improved job readiness: increased knowledge or skills related to seeking, obtaining, or successfully retaining a job.
How to Measure/Collect Data	Survey, interview, observation, or other instrument capable of measuring changes in job readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EDUCATION

Focus Area Notes

- Programs should only opt into the Education performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants. National Service Participant outputs and outcomes should be reported in the Performance Data Elements in annual Progress Reports.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.

ED1A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to education; may include students enrolled in grades K-12, out-of-school youth, preschool age children, and/or individuals pursuing postsecondary education Served: substantive engagement of individuals with a specific education-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

ED5A (outcome)	Number of students with improved academic performance
Definition of Key Terms	Students: those reported in ED1A Improved academic performance: an improved demonstration of skill or knowledge in one or more academic subjects
How to Measure/Collect Data	Standardized test, report card grade, or other instrument capable of measuring changes in academic performance at the individual beneficiary level. When possible, pre-post assessments should be utilized.

ED6 (outcome)	Number of students with increased school attendance
Definition of Key Terms	Students: those reported in ED1A Increased school attendance: higher rate of presence and/or on-time arrival at school as compared to a previous comparable time period
How to Measure/Collect Data	School/district/classroom attendance records or other instrument capable of measuring changes in attendance at the individual beneficiary level

ED7A (outcome)	Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)
Definition of Key Terms	Students: those reported in ED1A Decreased disciplinary incidents: lower rate of incidents as compared to a previous comparable time period
How to Measure/Collect Data	School/district/classroom records, police records, or other instrument capable of measuring changes in disciplinary incidents at the individual beneficiary level

ED9 (outcome)	Number of students graduating from high school on time with a diploma
Definition of Key Terms	Students: those reported in ED1A On Time: Within four years of starting 9th grade
How to Measure/Collect Data	Preferred method is school/district graduation records for student beneficiaries. Beneficiary self-reports may also be utilized.

ED10 (outcome)	Number of students enrolling in post-secondary education or training
Definition of Key Terms	Students: those reported in ED1A Post-secondary education or training may include two- or four-year college programs or occupational/vocational programs Enrolling: means matriculating as a full-time or part-time student
How to Measure/Collect Data	Preferred method is registration records that confirm student enrollments. Beneficiary self-reports may also be utilized.

ED11 (outcome)	Number of students earning a post-secondary degree or technical certification
Definition of Key Terms	Students: those reported in ED1A, V1, V7A, or V8 Degree: may include an associate degree from an accredited academic program or an occupational or vocational program; a bachelor's degree (ex., BA, BS); a master's degree (ex.: MA, MS, MEng, MEd, MSW); a professional school degree (ex.: MD, DDS, DVM); or a doctorate degree (ex.: PhD, EdD)
How to Measure/Collect Data	Preferred method is registration records that confirm degree was earned. Beneficiary self-reports may also be utilized.
Notes	Programs may only select this measure if they are able to collect data during a one-year grant period.

ED23A (outcome)	Number of children demonstrating gains in school readiness
Definition of Key Terms	Children: those reported in ED1A School readiness: Preparation for Kindergarten which includes multiple indicators assessed across developmental and behavioral domains including but not limited to physical well-being, health and motor development, approaches to learning, language development, cognitive development, and age-appropriate academic skills and behavior.
How to Measure/Collect Data	Teacher observation, standardized test, or other instrument capable of measuring changes in school readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

ED27C (outcome)	Number of students with improved academic engagement
Definition of Key Terms	Students: those reported in ED1A Improved academic engagement: A positive change in student skills, attitude, and/or mindset that is likely to contribute to increased educational success. May include increased interest in school, improved perspective on school climate, increased attachment to school and/or increased educational aspirations.
How to Measure/ Collect Data	Survey, observation, or other instrument capable of measuring changes in academic engagement at the individual beneficiary level. When possible, pre-post assessments should be utilized.
Notes	Academic or behavioral improvements counted under ED5A, ED6, or ED7A cannot be counted under this measure

ENVIRONMENTAL STEWARDSHIP

Focus Area Notes

- Programs should only opt into the Environmental Stewardship performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants. National Service Participant outputs and outcomes should be reported in the Performance Data Elements in annual Progress Reports.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- AmeriCorps encourages grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres/miles/individuals

EN1 (output)	Number of housing units or public structures weatherized or retrofitted to improve energy efficiency
Definition of Key Terms	<p>Housing unit: a single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities</p> <p>Public structure: Shelter, such as homeless shelter or emergency shelter operated by a nonprofit or government organization; government-owned building</p> <p>Weatherization: Modifying a building to reduce energy consumption and costs and optimize energy efficiency. Whole-house weatherization includes the installation of modern energy-saving heating and cooling equipment and looks at how the house performs as a system.</p> <p>Retrofit: An energy conservation measure applied to an existing building or the action of improving the thermal performance or maintenance of a building.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of units/structures that have received services

EN1.1 (outcome)	Number of housing units or public structures with reduced energy consumption or reduced energy costs
Definition of Key Terms	Housing units or public structures: those reported in EN1
How to Measure/Collect Data	Utility bill/statement, computer modeling, resident survey, or other instrument capable of measuring changes in energy consumption or energy costs at the individual unit/structure level. When possible, pre-post assessments should be utilized.

EN3 (output)	Number of individuals receiving education or training in environmental stewardship
Definition of Key Terms	Environmental Stewardship: Organized efforts to teach about how natural environments function and, particularly, how human beings can live sustainably within those environments.

	Education or training: substantive engagement of individuals with a specific education goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals that have received services

EN3.1 (outcome)	Number of individuals with increased knowledge of environmental stewardship
Definition of Key Terms	Individuals: those reported in EN3
How to Measure/Collect Data	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EN3.2 (outcome)	Number of individuals reporting a change in behavior or the intent to change behavior to better support the environment
Definition of Key Terms	Individuals: those reported in EN3
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in behavior at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EN4 (output)	Number of acres of public parks or other public and tribal lands that are treated
Definition of Key Terms	<p>Public parks: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see EN5)</p> <p>Other public lands: Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements</p> <p>Tribal lands: Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. SEC. 101. [42 U.S.C. 12511]</p> <p>Treated: Removal of invasive species, planting native plants, building riparian buffers, clearing of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of acres of land that have received services

EN4.1 (outcome)	Number of acres of public parks or other public and tribal lands that are improved
Definition of Key Terms	<p>Acres of public parks or other public and tribal lands: those reported in EN4</p> <p>Improved: Renovated to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, reduced wildfire risk, upgraded or repaired outdoor recreation facilities or signage, increased public safe access, protected flora and</p>

	fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.
How to Measure/Collect Data	Land manager assessment or other instrument capable of measuring changes in land condition at the scale of individual acres. When possible, pre-post assessments should be utilized.

EN5 (output)	Number of miles of public trails or waterways that are treated and/or constructed
Definition of Key Terms	<p>Public trails or waterways: owned/maintained by national, state, county, city or tribal governments; nonprofits when for public use or the public good; and public easements</p> <p>Treated: Removal of invasive species, planting native plants, building riparian buffers, improving tread/corridor of existing trail or making changes to increase the trail lifespan, implementing safety measures, removal of unsafe trail structures, repair of damage caused by visitor use, changes to increase accessibility, clearing of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatments must go beyond basic trash removal.</p> <p>Constructed: Activities designed to make trails newly available such as adding handicapped accessibility, building boardwalks, trail-blazing, converting a railroad bed to a trail, etc.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of miles of trail/waterway that have received services

EN5.1 (outcome)	Number of miles of public trails or waterways that are improved and/or put into use
Definition of Key Terms	<p>Miles of public trails or waterways: those reported in EN5</p> <p>Improved: Restored to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, increased safe condition or long-term sustainability of trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.</p> <p>Put into use: Established safe and useable trails that are now available for public access</p>
How to Measure/Collect Data	Land manager assessment or other instrument capable of measuring changes in trail or waterway condition at the scale of individual miles. When possible, pre-post assessments should be utilized.

HEALTHY FUTURES

Focus Area Notes

- Programs should only opt into the Healthy Futures performance measures if the measures reflect significant program activities aligned with the applicant’s core theory of change.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants. National Service Participant outputs and outcomes should be reported in the Performance Data Elements in annual Progress Reports.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.

H4A (output)	Number of individuals served
Definition of Key Terms	Individuals: recipients of AmeriCorps-supported services related to improving health-related outcomes Served: substantive engagement of individuals with a specific health-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

H9A (outcome)	Number of individuals who report improved capacity for independent living
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in independent living capacity at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H10A (output)	Number of pounds of food provided
Definition of Key Terms	Food provided: made available at reduced or no cost to individuals and/or organizations for the purpose of alleviating food insecurity or hunger. May include community garden programs.
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of pounds of food provided

H12 (outcome)	Number of individuals who report increased food security
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8 Food security: Access at all times to enough food for an active, healthy life. Food security includes at a minimum: (1) the ready availability of nutritionally adequate and safe foods, and (2) an assured ability to acquire acceptable foods in socially acceptable ways (that is, without resorting to emergency food supplies, scavenging, stealing, or other coping strategies). [USDA]

How to Measure/Collect Data	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in food security at the individual beneficiary level. When possible, pre-post assessments should be utilized.
------------------------------------	--

H17 (outcome)	Number of individuals with increased health knowledge
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H18 (outcome)	Number of individuals reporting a change in behavior or intent to change behavior to improve their health
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in behavior at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H19 (outcome)	Number of individuals with improved health
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Assessment by a healthcare professional, survey, or other instrument capable of measuring changes in health condition at the individual beneficiary level. When possible, pre-post assessments should be utilized.

H20 (outcome)	Number of individuals with improved access to medical care
Definition of Key Terms	Individuals: those reported in H4A, V1, V7A, or V8
How to Measure/Collect Data	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in health care access at the individual beneficiary level. When possible, pre-post assessments should be utilized.

VETERANS AND MILITARY FAMILIES

Focus Area Notes

- Programs should only opt into the Veterans and Military Families performance measures if the measures reflect significant program activities aligned with the applicant's core theory of change.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants. National Service Participant outputs and outcomes should be reported in the Performance Data Elements in annual Progress Reports.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.

V1 (output)	Number of veterans served
Definition of Key Terms	<p>Veteran: a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable [Section 101 of Title 38, 23 United States Code]</p> <p>Served: substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

V7A (output)	Number of active duty military service members and/or military family members served
Definition of Key Terms	<p>Active duty military service member: The term "active duty" means "full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component" [DOD Dictionary of Military and Associated Terms, April 2018]. AmeriCorps considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p>Military family member: Immediate family member related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who is deceased.</p> <p>Served: substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals who have received services

V8 (output)	Number of veteran family members served
--------------------	---

<p>Definition of Key Terms</p>	<p>Veteran: a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable [Section 101 of Title 38, 23 United States Code]</p> <p>Veteran family member: Immediate family member related by blood, marriage, or adoption to a veteran, including one who is deceased.</p> <p>Served: substantive engagement of individuals with specific outcome(s) in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>
<p>How to Measure/Collect Data</p>	<p>Tracking mechanism that ensures an unduplicated count of individuals who have received services</p>

Appendix A: Understanding MSY and Member Allocations

How to Calculate MSY and Member Allocations

In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective. Member and MSY allocations entered in the application should be the program's best estimate of how member time will be allocated.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members representing a variety of different slot types. All members spend at least some of their time contributing to the K-12 Success objective. The program's full-time and half-time members also spend time contributing to the School Readiness objective: 50% of their time for full-time members and 20% for half-time members.

Objective #1: K-12 Success							
Type of Member	MSY Multiplier for Type	x	Number of Members for Type	x	% of Member Time for Objective	=	MSY Allocation
FT	1	x	100	x	.50	=	50
TQT	.7	x	0	x	0	=	
HT	.5	x	5	x	.80	=	2
RHT	.3809524	x	10	x	1.00	=	3.81
QT	.26455027	x	10	x	1.00	=	2.65
MT	.21164022	x	10	x	1.00	=	2.17
AT	.05627705	x	0	x	0	=	
Total Members			135		Total MSYs		60.63

Objective #2: School Readiness							
Type of Member	MSY Multiplier for Type	x	Number of Members for Type	x	% of Member Time for Objective	=	MSY Allocation
FT	1	x	100	x	.50	=	50
TQT	.7	x	0	x	0	=	
HT	.5	x	5	x	.20	=	.5
RHT	.3809524	x	10	x	0	=	
QT	.26455027	x	10	x	0	=	
MT	.21164022	x	10	x	0	=	
AT	.05627705	x	0	x	0	=	
Total Members			105		Total MSYs		50.5

How It Looks on the MSY Tab

The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.

Home Page Objective **MSY/Members** Performance Measure Data Collection Summary

Screen Instructions

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

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 you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective

Summary

Program: AmeriCorps

Focus Areas: Education

Objectives: School Readiness, K-12 Success

Resource Allocation

* Enter Total MSYs for the project:

Enter the number of MSYs allocated to each objective. For planning grants, enter 0.

Focus Area	Objective	MSY	% of total MSY	Members
Education	School Readiness	* <input type="text" value="50.50"/>	45.44	* <input type="text" value="105"/>
Education	K-12 Success	* <input type="text" value="60.63"/>	54.56	* <input type="text" value="135"/>
Sub Total:		111.13	100.00	240
GRAND TOTAL:		111.13	100.0	240

Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs and members for these objectives and allocate their MSYs to other objectives. This is because the MSY allocations are designed to show how programs' resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

How It Looks in the 424 PDF

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.

MSYs by Focus Area



Table 1: MSYs by Focus Areas

Focus Area	% MSYs
Education	100%

Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
K-12 Success	60.63	135
School Readiness	50.50	105
Total	111.13	240

Because some members are performing service related to both K-12 Success and School Readiness, the total number of members listed in this table (240) is greater than the total number of slots the program is requesting (135). This is OK; individual members can be counted more than once if they contribute to more than one objective. In contrast, MSYs cannot be counted more than once, because they represent the amount of member time spent on a particular objective. As a result, the total number of MSYs listed in this table must be equal to the total MSYs the program is requesting (111.13).

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

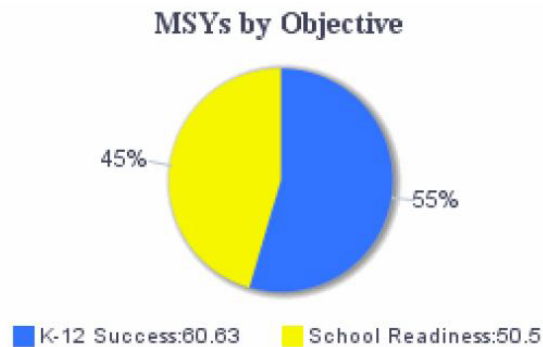


Table2: MSYs by Objectives

Objectives	%MSYs
K-12 Success	55%
School Readiness	45%

How to Assign MSYs to Performance Measures

When a program creates a performance measure, it must indicate how many MSYs and how many members will contribute to the measure. Based on the MSY allocations already entered for the sample program, the program may allocate up to 60.63 MSYs to K-12 Success performance measures and up to 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures.

Our sample program has three performance measures, one (an aligned measure) under the K-12 Success objective and two (an output-only measure and an applicant determined measure) under the School Readiness objective.

Objective #1: K-12 Success						
Intervention	Performance Measure	Percent of K-12 Success Time Spent on Activities that Contribute to this Measure	x	Total MSYs in Objective	=	MSYs Allocated to Performance Measure
Mentoring*	ED1A, ED27C	.75	x	60.63	=	45.47
Family Involvement	No Performance Measure	.25	x	60.63	=	NA

*This is the primary intervention

Objective #2: School Readiness						
Intervention	Performance Measure	Percent of School Readiness Time Spent on Activities that Contribute to this Measure	x	Total MSYs in Objective	=	MSYs Allocated to Performance Measure
Other Classroom Support	ED1A	.75	x	50.5	=	37.88
Parent Engagement	Applicant-Determined Measure	.25	x	50.5	=	12.62

How It Looks in the 424 PDF

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or no performance measures. As seen in the table above, the program has two National Performance Measures (ED1A/27C and ED1A), accounting for 83.35 of the 111.13 total MSYs (75%). The program has one applicant-determined measure accounting for 12.62 MSYs (11%), and the remaining percentage (14%) of program activity is not being measured.

% of MSY NPM VS Applicant VS Not in ANY

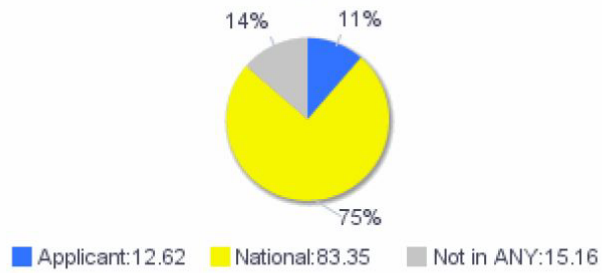


Table3: %MSYs by NPM vs. Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	75%	11%	14%

The configuration above meets the AmeriCorps requirement to have one aligned performance measure (output + outcome) corresponding to the primary intervention. Programs are not required to allocate 100% of their MSYs and members to National Performance Measures, or to any performance measures at all.

Appendix B: Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require resolution but do not represent a comprehensive list. Refer to the Performance Measure Instructions for full requirements.

Checklist Item		Primary Aligned Measure (required)	Additional Measure (optional)	Additional Measure (optional)
Resource Allocation				
1	MSY and member allocations to focus areas and objectives are consistent with the application narrative/logic model.			
2	MSY and member allocations to performance measures are consistent with the application narrative/logic model.			
Performance Measure Requirements				
3	The application includes least 1 aligned performance measure (output + outcome) corresponding to the primary intervention.			
4	All performance measures reflect significant program activities whose outputs and outcomes are consistent with the applicant's core theory of change.			
5	Any output-only measures included in the application consist solely of National Performance Measure outputs.			
6	The application does not include applicant-determined measures that duplicate existing National Performance Measures. <i>(Note: Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them like a national measure.)</i>			
Interventions				
7	Interventions are consistent with the program design and contribute directly to the outputs and outcomes.			
8	The application does not include user-defined intervention labels that duplicate existing system-defined intervention categories.			
Output Quality				
9	Outputs clearly specify what is counted.			
10	Outputs count only program beneficiaries, not National Service Participants.			
Outcome Quality and Alignment				
11	Outcomes are logically aligned with the outputs.			
12	Outcomes reflect a meaningful change in knowledge, attitude, behavior or condition for program beneficiaries. <i>(Note: completion of a program would be considered an output, not an outcome.)</i>			
13	Outcomes can be measured during a single grant year.			
Targets				
14	Output and outcome targets are reasonable for the proposed program design.			

15	Targets are expressed as numbers, not percentages.			
Performance Measure Instructions				
16	National Performance Measures conform to selection rules, definitions, and data collection requirements specified in the Performance Measure Instructions.			
17	The application does not include any retired National Performance Measures (e.g., measures that do not appear in the Performance Measure Instructions).			
Data Collection/Instruments				
18	Data collection methods are appropriate for the output/outcome being measured.			
Sampling (if applicable)				
19	If sampling is proposed, the sampling plan is forwarded to AmeriCorps for consideration. (Note: Formula grantees are not permitted to sample.)			

Appendix C: Frequently Asked Questions

1. What should a continuation applicant do if one or more of their National Performance Measures is no longer present in the Performance Measure Instructions?

All applicants, including continuation applicants, must follow the National Performance Measure selection rules specified in the current Performance Measure Instructions. Applicants must revise their performance measures as needed to conform to the updated instructions.

2. What should a continuation grantee who is measuring a National Performance Measure output or outcome that has a changed definition do in the continuation application?

If the grantee is unable to measure the output or outcome as defined in the current Performance Measure Instructions, the grantee should choose a different performance measure.

3. What are National Performance Measures?

AmeriCorps has established six Focus Areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families based on the priorities included in the Serve America Act. Within these Focus Areas, as well as for Capacity Building, AmeriCorps has created National Performance Measures in order to aggregate the results of similar programs and demonstrate the impact across our agency programs and initiatives.

4. What is an aligned performance measure?

An aligned performance measure is an output paired with an outcome. The paired output-outcome measures may be National Performance Measures, applicant-determined measures, or the combination of a National Performance Measure output and an applicant-determined outcome. Applicant-determined outputs cannot be paired with National Performance Measure outcomes in an aligned performance measure.

5. What is an applicant-determined performance measure?

An applicant-determined performance measure is one in which the applicant creates the language for the outputs and/or outcomes that will be measured. This is different from the National Performance Measures, where AmeriCorps pre-determines common outputs and outcomes that are available for applicants to use.

6. What is an output-only performance measure?

An output-only measure is a National Performance Measure output without associated outcome(s). Applicants may select output-only measures if the output measures a significant program activity. These do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).

7. What is the definition of "National Service Participant"?

For AmeriCorps State and National programs, National Service Participant refers to the AmeriCorps members themselves.

8. *UPDATED:* Can I count AmeriCorps members as beneficiaries of service under my performance measures?

It depends. You must follow the definition for “individuals” for National Performance Measures. You may create applicant-determined measures for member-focused outputs and outcomes. Please also report member-focused outputs and outcomes as Performance Data Elements on annual Progress Reports, if applicable.

9. Do the AmeriCorps members in my program have to be directly providing the service counted in the performance measures?

The activities associated your performance measures must be carried out either by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.

10. How many performance measures should I propose?

Each program must have at least one aligned measure (composed of an output and an outcome) reflecting its primary intervention. It is appropriate to have additional performance measures for other significant components of your program, but AmeriCorps values the quality of performance measures more than the quantity. Performance measures reflecting activities that are not central to your program model should not be included in your application and do not need to be reported to AmeriCorps, although you might still collect the data for your own purposes.

11. Can I count the same beneficiaries in more than one performance measure output?

Unless otherwise specified, the same beneficiaries may be counted more than once across different measures for different interventions (services) they may be receiving. For example, if your AmeriCorps members helped one specific individual to both prepare for a disaster and obtain employment, you may count that same individual in both D1A and O1A. However, programs cannot count the same individual more than once within any one specific performance measure. So, for example, an individual who attended two disaster preparation training workshops during a single program year cannot be counted twice under D1A.

12. Do all beneficiaries counted under a particular performance measure have to receive the same interventions?

Yes, the interventions associated with the measure need to be applicable to all of the beneficiaries counted under the measure, even if the details of the intervention (e.g., the exact dosage provided) may vary. If one set of beneficiaries is receiving one type of intervention (e.g., mentoring) and a different set of beneficiaries is receiving a different type of intervention (e.g., tutoring), the two sets of beneficiaries should be counted in separate performance measures even if the expected outcome is the same. In contrast, if all beneficiaries are receiving multiple interventions with the same expected outcome (e.g. all beneficiaries are being both mentored and tutored to improve their academic performance), they can be counted in a single performance measure.

13. Can one performance measure output have more than one outcome?

Yes, there may be more than one outcome measure associated with a single output. Aligned measures should only be configured this way if it is expected that all of the individuals counted in the output will potentially achieve the outcomes indicated. If the outcomes are resulting from different populations being served, they should be counted in distinct performance measures.

14. Can I count the same people more than once under one performance measure output or outcome if they receive service in more than one grant year?

If the individual receives services in more than one grant year, they may be counted as having received services in the output measure for each of the grant years in which they receive services. They may only be counted in the outcome measure for each grant year if they meet the specified level of improvement for the outcome in each year. For example, a student receives tutoring in second and third grade. The program expects that students will improve their reading score by one grade level each year. If the student is served in both second and third grade and improves by one grade level in each year, the student may be counted in output ED1A and outcome ED5A for both years. If the student improves by ½ grade level in second grade and one grade level in third grade, the student may be counted in ED1A for both years but only in ED5A for the third-grade year.

15. Am I allowed to allocate funds for collecting and analyzing data? If so, how much?

Costs related to measuring the performance of a program are allowable grant expenses. There is no standard recommended amount. As with all grant expenditures, these costs must be reasonable, allowable for the proposed program, and properly allocated across grant activities.

16. Is my program expected to monitor member time to ensure that it corresponds to what is entered into the Performance Measures Module for the focus areas and strategic plan objectives?

Applicants should enter MSYs and members according to the distribution of time that members are expected to engage in each focus area and strategic plan objective. Programs will not be required to report on how the members actually spent their time. MSY allocations in the application should present the program's best estimate.

17. On the logic model chart there are three outcome levels (short, medium and long). Should all of these outcomes be entered as performance measures?

A program may have a theory of change that is based on accomplishing a long-term change in condition that is not measurable in a single program year. However, there may be shorter-term changes that can be linked to this ultimate goal that are strong indicators that the long-term change is likely to happen. While all of these outcomes may be included in the logic model, grantees are not required to measure or report on all of the outcomes. For performance measurement purposes, outcomes must measure changes that can be observed within a single program year.

18. The National Performance Measure I want to select doesn't appear in the drop-down menu. What should I do?

Only performance measures corresponding to objectives selected on the Objectives tab will appear in the drop-down menu. Refer to the Performance Measure selection rules to determine which objective to select for each performance measure. Do NOT create an applicant-determined measure that duplicates a National Performance Measure.

19. I want to create an applicant-determined measure, but the Performance Measures Module isn't allowing me to do that. What should I do?

There are some objectives for which the creation of applicant-determined outputs is not allowed. These include the Capacity Building and Leverage objective (Capacity Building focus area), the Find Opportunity objective (Economic Opportunity focus area), the Teacher Corps objective (Education focus area), the Green Jobs objective (Environmental Stewardship focus area), and the Access & Attract objective (Veterans and Military Families focus area). For the Capacity Building and Leverage objective, only National Performance Measure outputs are allowed to be used. For the Find

Opportunity, Teacher Corps, Green Jobs, and Access & Attract objectives, programs are not allowed to create performance measures.

20. I am required to have a performance measure associated with my primary intervention, but I am not able to create a performance measure for the primary intervention I have selected. What should I do?

Since the Find Opportunity, Teacher Corps, Green Jobs, and Access & Attract objectives are member-focused rather than beneficiary-focused, programs are not allowed to create performance measures under these objectives (see FAQ 9). If your primary intervention is connected to one of those objectives, you will need to go back and select a different primary intervention under a different objective. You can retain the member-focused objective as secondary.

21. Under what circumstances is it ok for grantees to use sampling to measure outputs and outcomes?

Methodologically speaking, sampling is appropriate for competitive grantees as long as the grantee has a solid plan for ensuring that its sample will be representative. Practically speaking, we would want grantees to use sampling only when they are able to make the case that it is unrealistic to collect data from the whole population. Formula grantees, with rare exceptions granted by AmeriCorps, are not permitted to sample.

22. When would AmeriCorps not allow sampling?

AmeriCorps will not allow sampling when it is reasonable to expect a grantee to collect data from the whole population. AmeriCorps will also not allow sampling if the grantee's sampling frame is not sufficient or if the grantee's methodology will not result in a representative sample.

23. How does a grantee set targets when it is planning to sample?

In most cases the grantee should be able to set targets based on the population as a whole. If a grantee's sampling methodology is sound and results in a representative sample, then the program can extrapolate their results to report on an outcome for the population as a whole. For example, a program reports an output of 1000 children served. The program selects a representative sample of 200 children. Of these, 180 students (90%) demonstrate the desired change. In this case, the program could report an extrapolated outcome of 900 students.

24. How do I request permission to sample?

A detailed sampling plan must be forwarded to AmeriCorps for consideration. Please consult the Notice of Funding Opportunity or your Portfolio Manager for instructions on how to submit additional documents.

**2025 AmeriCorps State & National
Mandatory Supplemental
Information**

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

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

Asset Based Approach/Frame: Instead of looking at what a community needs or lacks, the approach focuses on utilizing the 'assets' that are already there. The approach facilitates the empowerment of individuals and communities by helping them to identify and share their strengths and then work together to create their own social innovations.

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 served by AmeriCorps-supported organizations (i.e., AmeriCorps programs). As a general rule, AmeriCorps considers capacity building activities to be *indirect services* that enable AmeriCorps - supported organizations to provide more, better, and sustained *direct services*. Capacity building activities must:

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

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

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

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

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

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

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

Evidence-based interventions on the AmeriCorps Evidence Exchange: Interventions supported by positive results from rigorous evaluations that are documented at [Evidence Exchange](#).

Evidence-based interventions include but are not limited to the following:

- Environmental Stewardship: [Evidence Brief: Effective AmeriCorps-Funded Environmental Stewardship Programs](#)
- Economic Opportunity: [Evidence Brief: Effective CNCS-Funded Economic Opportunity Programs](#)
- Education: [Evidence Brief: Effective CNCS-Funded Education Programs](#)
- Healthy Futures: [Evidence Brief: Effective CNCS-Funded Healthy Futures Programs](#)

Interventions funded in FY22 assessed as having strong or moderate evidence include:

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

Evidence-informed: Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application.

Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data on the intervention described in the application.

Evidence Tiers

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

Preliminary evidence means the applicant has submitted up to two outcome evaluation reports (non-experimental) that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant's logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre- and post-assessments without a statistically matched comparison group or a post-assessment comparison between intervention and comparison groups. In some cases, a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Full-cost Fixed Amount grants:** Fixed Amount grants are available for programs that enroll all types of member slots and use their own resources to cover all other costs. Professional Corps may only have full-time members. Programs can access funds under the grant based on enrolling and retaining the full complement of members supported under the grant.
- **Education Award Grants (EAP) Fixed Amount grant:** Programs apply for a small fixed amount per MSY, can enroll all types of member slots, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full

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

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

Required Member Training: Public Health AmeriCorps members must complete the Foundational Training for Public Health AmeriCorps during their service term. This is an 18.5 hour no-cost online training offered through the CDC TRAIN platform that builds knowledge in the eight public health core skill areas. Program models must include CDC TRAIN hours as part of the Public Health AmeriCorps members' training plan.

Optional Member Training: In addition to the mentorship and hands-on experience provided by grantees and/or host sites, AmeriCorps will offer optional live and on-demand virtual professional development resources to Public Health AmeriCorps Members to support pathways to a public health career.

No more than 20 percent of an organization's total AmeriCorps member service hours may be spent on education and training activities as outlined in 45 CFR § 2520.50, except in cases where a waiver may be requested.

Eligibility Criteria: To be eligible for this priority, the following three criteria must be met:

1. **Workforce development:** Grantee and/or host site-provided training equips members with transferrable skills for a public health career, including supervisor mentorship during service that helps members navigate post-service opportunities in public health.

Please review the FY 2025 PHA Performance Measures Instructions.

Match Replacement Funds: are available for Native Nation applicants and are additional agency funds to meet the match requirements. For operating grants, applicants can request up to 85% of total member living allowance as match replacement and 100% of required match for non-member living allowances as match replacement. For Native Nation planning grants, applicants can request 100% of their required match as match replacement.

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

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

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.) Applicants are not required to apply for a minimum number of MSYs.

National Direct Applicants

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

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

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

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

New Applicant: For the purposes of determining eligibility for a full cost fixed price grant, AmeriCorps defines "new applicant" as an applicant that is applying for an AmeriCorps State and National grant for the first time or is a former grantee (non-formula) whose last AmeriCorps State and

National grant was received more than five years ago. Current formula grantees applying for the first time for a full cost fixed grant are not considered new applicants.

Operating Site: An operating site is the organization that manages the AmeriCorps program on behalf of the multi-state recipient of the grant from AmeriCorps. A multi-state grantee must have an operating site in each state in which it has AmeriCorps members. AmeriCorps members may be placed at the operating site, or an operating site may place AmeriCorps members at multiple member service locations.

AmeriCorps anticipates that applicants have a carefully considered plan for their project implementation and have identified operating sites based on demonstrated community needs. AmeriCorps expects the sites proposed at the time of application to align with those involved in project implementation. However, if necessary, applicants can modify their list of operating sites during the clarification process or through an amendment to the application, if funded.

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

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

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

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

Applicants may propose any authorized program type. In the case that a proposed program fits more than one program type (e.g., a program could be either a professional corps or a traditional program),

AmeriCorps staff will make a determination as to program type that will be considered for funding. The determination will be based on data provided within the application and supplemental materials submitted with the application. The determination may be different from the program type proposed by the applicant.

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

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation
2. Organizing or engaging in protests, petitions, boycotts, or strikes
3. Assisting, promoting, or deterring union organizing
4. Impairing existing contracts for services or collective bargaining agreements
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
8. Providing a direct benefit to a. a business organized for profit, b. a labor union, c. a partisan political organization, d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities.
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive
10. Providing abortion services or referrals for receipt of such services

11. Such other activities as AmeriCorps may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds.

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

Rural Communities: AmeriCorps uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4-10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the [USDA website](#).

The Office of Grant Administration uses Beale Codes when assessing alternative match requirements as required by Statute (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.

Second chance youth: see disadvantaged youth and/or economically disadvantaged youth.

Single-State Applicants Definition for the Competitive and Public Health AmeriCorps NOFOs: 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:

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

Unallowable Activities: In addition to the *Prohibited Activities*, the following restrictions also apply to the service of AmeriCorps members:

Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the following “nondisplacement” requirements. Note: In section below Corporation = AmeriCorps

Nondisplacement:

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—

- i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any–
- i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - v. Employee who is on strike or who is being locked out.