



2025-2026 Pennsylvania AmeriCorps State Grants

Request for Applications

Spring Competition

[Intent to Apply](#) Due by **5:00 PM January 15, 2025**

**Information and Technical Assistance Session:
January 8, 2025 2:00 p.m. – 3:30 p.m.**

[Register Here](#)

Applications Due by 5:00 pm **February 26, 2025**

**The Honorable Josh Shapiro
Governor, Commonwealth of Pennsylvania**

**Nancy Walker
Secretary, Pennsylvania Department of Labor & Industry**

**PennSERVE
651 Boas Street, Room 1306
Harrisburg, PA 17121
<http://www.dli.pa.gov/pennserve>**

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Disclosure: Publication of this Request for Applications does not obligate PennSERVE or the AmeriCorps agency to award any specific number of grants or to obligate any amount of funding. The actual amount, timing, and process of grant funding will be subject to the availability of annual appropriations.

AmeriCorps publishes its Notice of Funding Opportunity (NOFO) solely for the aforementioned purpose and does not consider the 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.

I. PROGRAM DESCRIPTION

A. Summary

PennSERVE announces the opportunity to apply for grant funding for the operation of AmeriCorps national service programs by community and faith-based organizations, government agencies, and educational institutions. AmeriCorps state grants support the efforts of organizations to recruit and deploy AmeriCorps members and the volunteers with whom they serve to address unmet needs.

AmeriCorps state grants will be awarded on a competitive basis to eligible organizations that engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. Applicants for AmeriCorps funding must address one or a combination of the AmeriCorps agency Focus Areas, as identified in this request for applications (RFA).

An AmeriCorps member is a person who does community service through AmeriCorps. Members will be recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits. After successful completion of service, members earn a [Segal AmeriCorps Education Award](#) they can use to pay for higher education expenses or apply to qualified student loans.

B. Project Sponsors and Program Authority

AmeriCorps is a program funded by the U.S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national organization supporting AmeriCorps is the Corporation for National and Community Service (CNCS), which does business as the AmeriCorps agency. The AmeriCorps agency's legal authority to award these grants is found in the [National and Community Service Act \(NCSA\) of 1990, as amended, 42 U.S.C. § 12501 et seq.](#) The AmeriCorps agency receives AmeriCorps program funding from Congress and awards funding to state commissions, including PennSERVE, to grant and oversee AmeriCorps programs in each state.

PennSERVE, Pennsylvania's state service commission, encourages, develops, and facilitates volunteerism and service. Each year, PennSERVE awards federal funding to AmeriCorps programs. Through funding and support, PennSERVE engages Pennsylvania residents in strengthening our communities. Learn more at www.dli.pa.gov/PennSERVE.

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AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps, a federal agency, brings people together to tackle 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. Learn more at www.AmeriCorps.gov.

C. AmeriCorps Focus Areas

The federal funding for AmeriCorps is provided to states via the AmeriCorps agency. The NCSA of 1990, as amended by the Serve America Act, Pub.L. 111–13, Apr. 21, 2009, emphasizes measuring the impact of service and focusing on a core set of issue areas. To carry out Congress' intent and maximize the impact of investment in national service, and to achieve the goals laid out in the AmeriCorps agency 2022-2026 Strategic Plan, the AmeriCorps agency has the following focus areas:

- **Disaster Services**
- **Economic Opportunity**
- **Education**
- **Environmental Stewardship**
- **Healthy Futures**
- **Veterans and Military Families**

D. AmeriCorps Funding Priorities

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

- Serve communities with concentrated poverty, rural communities, tribal communities, and historically underrepresented and underserved individuals. Implement programs for or expand access to high-quality youth mental health and substance use recovery services and prepare AmeriCorps members to enter behavioral health careers. These may include individuals with lived experience with substance use and mental health challenges to support youth mental health efforts and continued AmeriCorps work on the opioid epidemic;
- Focus on improving the quality of life for veterans, active-duty members of the Armed Forces, and their families by recruiting veterans, military, spouses, and their older children into national service;
- Promote environmental stewardship to help communities.
- Programs that support civic bridgebuilding programs and projects to reduce polarization and community divisions; and providing training in civic bridgebuilding skills and techniques to AmeriCorps members;

Benefit AmeriCorps Members:

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- 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;
- Develop and train the next generation of diverse public health leaders through service while addressing pressing community health challenges.

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.

E. PennSERVE Priorities

PennSERVE may also give special consideration in the review process to applicants that meet needs in one or more of the funding priorities.

Education	<ul style="list-style-type: none"> • PreK-12 • College access and completion • Adult basic education
Health	<ul style="list-style-type: none"> • Mental health • Access to healthy food • Reducing alcohol and/or drug abuse • Ongoing health impacts related to the COVID-19 pandemic
Economic Opportunity	<ul style="list-style-type: none"> • Improving housing access for individuals and families experiencing homelessness • Workforce development
Education/Health/ Economic Opportunity	<ul style="list-style-type: none"> • Bridging the digital divide and increasing technology access for under-connected communities • Empowering individuals and families, including youth and young adults, who are impacted by the juvenile and/or criminal justice system; efforts may include but are not limited to diversion, re-entry, and engaging credible messengers to provide or connect individuals with support, treatment, or other services.
Program Structure	<ul style="list-style-type: none"> • Programs that strategically embed the workforce development of AmeriCorps members in program design

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	<ul style="list-style-type: none"> • Programs that provide a living allowance above the minimum required by the federal AmeriCorps agency
Geography	<ul style="list-style-type: none"> • Programs that provide services in low-income and/or under-resourced communities without other AmeriCorps State programs. “Communities” may be defined as neighborhoods, cities or towns, counties, or regions.

F. 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 C.F.R. § 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; or,
 - e. an organization engaged in the religious activities described in paragraph F. 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; or
11. Such other activities as AmeriCorps may prohibit.

The following activities are also prohibited:

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- **Census Activities:** AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the census, education about the importance of the census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- **Election and Polling Activities:** AmeriCorps member may not provide services for election or polling locations or in support of such activities.

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 initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing any of the above activities on their personal time.

G. 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:

- 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.
- An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- 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.
- A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
 - Will supplant the hiring of employed workers; or,

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

H. Agency Contact

Inquiries about this funding opportunity should be directed to PennSERVE at pennserve@pa.gov. The subject of the email should be “2025 AmeriCorps Application Question <Applicant Name>.”

I. Reallocation of Funding

PennSERVE and/or the AmeriCorps agency reserves the right to reallocate funding in the event of disaster or other compelling need for service.

J. Application Resources

All applicants are urged to review the [AmeriCorps Regulations](#) and the AmeriCorps State and National Grants FY 2025 Notice of Funding Opportunity (NOFO), Mandatory Supplemental Guidance, and supporting materials (<https://americorps.gov/partner/funding-opportunities>).

Table 1: Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	45 CFR §2520.20 - §2520.55
Prohibited Activities	45 CFR §2520.65
Tutoring Programs	45 CFR §2522.900-2522.950
Matching Funds	45 CFR §2521.35-2521.90
Member Benefits	45 CFR §2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	45 CFR §2522.485
Performance Measures	45 CFR §2522.500-2522.650
Evaluation	45 CFR §2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	45 CFR §2522.400-2522.475

If there is any inconsistency between the AmeriCorps Regulations, the Notice, the Application Instructions, and this RFA, 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, which takes precedence over this RFA

II. AWARD INFORMATION

AmeriCorps and PennSERVE will not provide more than one grant for the same project in one fiscal year. 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, utilize the same sites, or use the same program staff and members.

A. Estimated Available Funds and Award Amounts

Given limited funding, AmeriCorps may prioritize funding existing grantees instead of making new awards. The actual level of funding depends on annual appropriations.

Awards will be for either for funds, AmeriCorps member slots or both. Award amounts will vary. The general practice is to award no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time. In general, PennSERVE will not fund any program applying for less than 5 full-time equivalent members (5 MSY).

Program operating grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects. In 2024, award amounts for operating programs ranged from \$148,000 to \$3,750,000.

B. Project and Award Period

AmeriCorps grants generally cover a three-year project period. In approving a multi-year project period, PennSERVE and the AmeriCorps agency make an initial award for the first year of the three-year period of performance. The application is submitted with a one-year budget. Continuation awards for future years are not guaranteed; they depend upon future appropriations and satisfactory performance. Additional factors considered in awarding continuation grants include demonstrated capacity to manage the grant, compliance with grant requirements, and agency priorities. PennSERVE and the AmeriCorps agency reserve the right to award applications in an amount less than the requested level of funding or elect not to continue funding for subsequent years.

Applicants who are funded may expect grant awards in **summer 2025**. The period of performance may not start before July 1, 2025. The project start date may not occur prior to the date PennSERVE awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the

member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

C. Types of Award

Cost Reimbursement Grants (Traditional): These grants fund a portion of program operating costs and member living allowances with flexibility to use all the funds for allowable costs regardless of whether 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.

Fixed Cost 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.

Table 2 Side-by-Side Comparison of AmeriCorps Grant Types

Feature	Cost Reimbursement Grants	Fixed Cost Grants
Grant Sub-Type	Traditional Operational Grant	Full-Cost Fixed Amount (Traditional) or Fixed Amount (Professional Corps)
Maximum Federal Funding Levels	\$25,000/MSY	\$25,000/MSY - \$1,000/MSY (Professional Corps)
Match Requirement	Minimum 24% of program costs for first 3 years, increasing to 30%.	No specific match requirements; grantee covers all costs exceeding the maximum per MSY.
Detailed Budget Submission	Yes	No
Thresholds for MSY	Minimum 5 MSY	Minimum 5 MSY
Types of Member Slots Available	All slot types	All slot types
Type of Budget Submitted	Detailed Line-Item Budget	Simple Member Slot-Based Budget
Mechanism for Accessing Funds	Documentation of expenses incurred	Member enrollment and retention

III. ELIGIBILITY INFORMATION

A. 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.

Programs applying to PennSERVE must operate their program only within the Commonwealth of Pennsylvania. Any programs serving more than one state must apply directly to AmeriCorps agency (see www.americorps.gov).

Organizations that have been convicted of a federal crime 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 eligible to receive an award unless a federal agency has determined that the organization is not suspended or debarred based on the unpaid tax liability. AmeriCorps cannot provide funding to any corporation that has been suspended or debarred for unpaid federal taxes.

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](#).

New Applicants

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

B. Threshold Issues

Specific types of applicants must meet the following requirements:

- 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.

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C. Special Requirements for AmeriCorps Programs in Pennsylvania

- Funded programs must be sufficiently staffed to manage the size and scope of the AmeriCorps program. While staffing varies per program, all programs funded by PennSERVE must include at least one full-time equivalent dedicated to AmeriCorps program management.
- Funded programs are required to include the word “AmeriCorps” in their program name. This should be reflected in the application narrative and in field 11.a of the [SF424](#), “Descriptive Title of Applicant’s Project.”
- AmeriCorps programs may be required to participate in local disaster preparedness planning efforts, including but not limited to emergency management training and management of volunteers. AmeriCorps members may be asked, or offered the opportunity, to participate in disaster services as needed.
- Every AmeriCorps member is required to wear gear that displays the AmeriCorps logo while engaging in service activities as an AmeriCorps member.
- Programs must include funding in the submitted budget to attend PennSERVE required trainings and for members to attend yearly AmeriCorps Week activities.
- Programs are required to use a specific online program management system, as determined by PennSERVE and to include funding in the submitted budget to cover system costs.

IV. APPLICATION SUBMISSION INFORMATION

This RFA should be read together with the AmeriCorps Regulations, 45 C.F.R. §§ 2520–2550, and the AmeriCorps agency’s NOFO, mandatory supplemental information, application instructions, and the national performance measure instructions which are incorporated by reference. These documents can be found at <https://www.americorps.gov/partner/funding-opportunities>. Full regulations are available online at www.ecfr.gov.

A. Deadlines and Funding Timeline

See [Table 3](#) for the application and funding timelines. See [Table 4](#): Required Application Documents for a complete list of required documents and delivery instructions. Applications are due as follows:

Applications are due not later than, Wednesday, February 26, 2025, by 5:00 p.m. ET.

Complete application in eGrants web-based grant management system; and,

- Send documents via email to pennserve@pa.gov as listed in [Table 4](#).

In the case of unresolved technical issues, PennSERVE may consider late submission requests that include documentation of technical difficulties and reserves the right to accept such applications on a case-by-case basis. Additional deadlines will be required throughout the application process, including deadlines for required revisions and responses to clarification questions from PennSERVE and/or the AmeriCorps agency.

Table 3: Spring Application/Funding Timeline

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Intent to Apply Due	Wednesday January 15, 2025 by 5:00 PM
Technical assistance webinar for new applicants	Wednesday January 8, 2025, 2 p.m. – 3:30 p.m. Register Here
Applications due in eGrants AND emailed documents due	Wednesday Feb. 26, 2025 by 5 p.m.
PennSERVE Feedback and Clarification Period; revisions may be required	March/April. 2025
PennSERVE's Submission of AmeriCorps Applications to AmeriCorps agency	May 2025
Grant award issued	Summer 2025
Starting Strong Training (required for all funded programs), Harrisburg, PA	June 17-18 2025
New Program / New Staff Training (required for new staff/new programs), Harrisburg, PA	Aug/Sept 2025

B. Required Documents

In addition to the application narratives, logic model, performance measures, and budget, several additional documents are required. Please see the complete list of required documents in [Table 4](#).

1) Single Audit or Form 990

Any applicant that receives federal funding in the amount of \$1,000,000 or more in a fiscal year is required to submit their most recent Single Audit to pennserve@pa.gov. An applicant that does not meet the Single Audit threshold must submit their most recent 990.

2) Operational and Financial Management Survey

All applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS). Please submit the [OFMS survey](#) via email to pennserve@pa.gov.

3) Labor Union Concurrence

If a program applicant:

- proposes to serve as the placement site for AmeriCorps members; and
- has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- 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.

If a program applicant 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:

- AmeriCorps members will not be placed in positions that were recently occupied by paid staff; and
- no AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights because of a collective bargaining agreement, from which a recently resigned or discharged employee was removed because 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 the AmeriCorps agency or PennSERVE, as well as any entity applying for assistance or approved national service positions through an AmeriCorps agency grantee or subgrantee.

4) Delinquent on Federal Debt

Any applicant that is delinquent on any federal debt must disclose this information at the time of application by submitting a complete explanation to pennserve@pa.gov at the same time they submit their application.

5) Match Waiver Request

A match waiver can be requested to decrease the required match amount. Pennsylvania AmeriCorps State applicants or subgrantees must submit waiver requests to PennSERVE for review and approval. If PennSERVE approves the waiver request for submission, PennSERVE will submit to the AmeriCorps agency for review and final decision. Please see [Appendix G](#).

6) Emailed Documents

Documents required to be emailed, as listed in Table 4 below, should be attached to an email to pennserve@pa.gov with the subject line “(Your Organization’s Name) – Additional Grant Documents.” In the body of the email, please list each document that you have attached. Please note: PennSERVE cannot accept emails with attachments over 5MB.

7) Organizational Chart

To ensure compliance with the grant requirements, all applicants must submit an **organizational chart** that includes all personnel associated with the proposed AmeriCorps grant. Follow these instructions when preparing and submitting your chart:

Your organizational chart must:

- Clearly outline the structure of your organization as it relates to the AmeriCorps grant.
- Include all staff positions funded under the grant, whether partially or fully.
- Provide each individual’s **name (if available)** and **job title**.

Clearly indicate whether a position is **vacant** or filled. For vacant positions, include the anticipated hiring timeline.

Table 4: Required Application Documents

Documents Required for All Applicants (New, Recompete, and Continuation)			Further Instructions
<u>Complete application</u> in eGrants: <ul style="list-style-type: none"> • Narratives • Logic Model • Performance Measures • Budget 			n/a
Most recent Single Audit or Form 990			Email to pennserve@pa.gov .
Labor concurrence (if applicable as required under 45 C.F.R. §2522.100 (c))			Page 16 ; email to pennserve@pa.gov .
Federally approved Indirect Cost Agreement (if applicable)			Appendix E ; submit through eGrants
Delinquent on federal debt explanation (if applicable)			See pg. 16 ; email to pennserve@pa.gov .
Match Waiver Request (if applicable)			Appendix F ; email to pennserve@pa.gov .
Organizational Chart			<p>To ensure compliance with the grant requirements, all applicants must submit an organizational chart that includes all personnel associated with the proposed AmeriCorps grant.</p> <p>Email PDF/Word document of the organizational chart to pennserve@pa.gov</p>
<i>Documents Required for Specific Applicants</i>	<i>New</i>	<i>Recompete</i>	<i>Further Instructions</i>
Applicant Operational and Financial Management Survey	x	x	<p>All applicants regardless of funding level are required to submit an Applicant Operational and Financial Management Survey. OFMS Form.pdf</p> <p>Email completed survey to pennserve@pa.gov</p>
Evaluation briefs, reports, studies	X	X	<p>Evidence Base, page 26-31</p> <p>Email to pennserve@pa.gov.</p>

New Applicant Organizational Capacity Survey	x		Submit the survey via the following link https://forms.office.com/g/JJHeaXJPG7
Non-Profit Determination Letter	x		If you are a nonprofit organization , you are required to submit proof of your nonprofit status as part of your application. The determination letter should be emailed to PennSERVE at pennserve@pa.gov
Program evaluation plan		X	Evaluation Plan, see more details in Evaluating Plan section on page 35 . Please use the evaluation plan template available on the Notice webpage. Email to pennserve@pa.gov .
Evaluation report		X - Recompete applicants who have previously received six or more years of competitive funding for the same project being proposed:	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, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements. Email to pennserve@pa.gov .

C. Content and Form of Application Submission

1. Application Content

In eGrants, the AmeriCorps agency's web-based management system, applicants will enter the following components of a complete application:

- Standard Form 424 Face Sheet: This is automatically generated when applicants complete the data elements in the system;
- Narrative Sections:
 - Executive summary;
 - Program design;
 - Organizational capability;
 - Cost effectiveness and Budget Adequacy; and
 - Evaluation Summary/Plan (if applicable);
- Performance Measures;
- Logic Model
- Standard Form 424 Budget;
- Continuation Changes;

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- Clarification; and,
- Authorization, assurances, and certification.

2. Page Limits

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

Narrative

New and recompeting applications may not exceed 11 pages for the Narrative as it prints from eGrants including the SF 424 facesheet.

The application sections that count towards the page limit include:

- SF 424 Facesheet;
- Executive Summary; and,
- 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, as printed from eGrants from the “Review” tab.

Additional Documents

See Section IV.C and [Table 4](#) for information on additional documents.

Do not submit other items not requested in this RFA. Neither PennSERVE nor the AmeriCorps agency will review or return them.

D. System Requirements

1. 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](#).

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

Applicants that do not comply with these requirements may become ineligible to receive an award.

It is recommended that applicants **finalize a new SAM registration or renew an existing one at least three weeks before the application deadline.** This should allow you time to resolve any issues that may arise. It typically takes seven to ten days to finalize SAM.gov registration. To complete the registration process, you will need to submit detailed information on your organization in various categories relevant to federal procurement and financial transactions:

- General information, such as organization name, EIN, DUNS, location, income, and number of employees;
- Corporate information, such as organization type (e.g., state government, nonprofit);
- Financial information, such as financial institution, bank account numbers, and credit card information; and,
- Point of contact information, such as primary and alternate points of contact.

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.

2. PA Vendor ID

Pennsylvania requires that all grant applicants have a Pennsylvania Vendor Number. All applicants must be registered as vendors to apply, to be awarded funds, or to be paid. Vendor numbers may be obtained at no cost by calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or online at

<https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> (click on "Non-Procurement Vendor"). It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, **no grant will be awarded without a Pennsylvania vendor number.**

3. Electronic Application Submission in eGrants

Applicants will be required to apply through eGrants, the AmeriCorps agency web-based grants management system. If you do not currently have an eGrants account, please access the following link: <https://egrants.cns.gov/espan/main/login.jsp> and select "Create an account." It is strongly recommended that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the application due date.

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The applicant's authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Contact the AmeriCorps Hotline at (800) 942-2677 or via

<https://questions.americorps.gov/app/ask> if a problem arises when creating an account or preparing or submitting the application.

Be prepared to provide the application ID, organization's name, and the notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit their application via eGrants. When contacting the AmeriCorps Hotline, obtain a ticket number every time.

E. Funding Restrictions

1. Member Living Allowance

The proposed budget must include a living allowance for full-time members between \$20,400 (minimum) and \$40,800 (maximum) per member except as noted below.

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. PennSERVE encourages programs to provide a living allowance for all members, regardless of service term. A living allowance is not considered a salary or a wage and may not be paid hourly. However, PennSERVE strongly encourages applicants to budget for a living allowance that is reasonable; using comparable hourly wages is helpful in determining an appropriate living allowance. For example, a full-time living allowance of \$20,400 is approximately \$12/hour; a living allowance of \$25,500 is approximately \$15.00/hour.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Fixed Amount grant applicants should indicate that amount in the Allowance Rate field of the proposed budget. The living allowance amount must be included in the budget as either AmeriCorps agency share or match. (See exceptions below.)

Table 5: 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
One-year 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

Programs existing prior to Sept. 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.

2. Maximum Cost per Member Service Year (MSY)

The AmeriCorps agency cost per MSY is determined by dividing the AmeriCorps agency 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. One MSY is equivalent to 1,700 service hours, or a full-time AmeriCorps position. **In 2025-2026, the maximum cost per MSY for cos-reimbursement grants is \$25,000.** 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 increased the requested cost per MSY.

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.

4. Match Requirements

Fixed Amount Grants

There is no specific match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program; therefore, organizations should raise the additional revenue required to operate the program.

Formula Cost Reimbursement

Applicants are required to match funds based on the chart below. 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.

Table 6: Grantee Match Requirements Based on Year of Funding

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%

[42 U.S.C. §12571\(e\)](#) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds. Grantees must track and report on that match to PennSERVE quarterly.

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

- Grantees are required to meet an overall matching rate that increases over time. You have flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations. If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds, in accordance with applicable AmeriCorps requirements.
- 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**. Define all acronyms the first time they are used.
- Section 121(e)(5) of NCSA (42 U.S.C. § 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to the AmeriCorps agency on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

Note: The AmeriCorps agency legislation permits the use of non-AmeriCorps agency 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 NCSA, 42 U.S.C. § 12571(e)(5), requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the AmeriCorps agency. If you use other federal funds as match, you must

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ensure you can meet the requirements and purpose of both grants. PennSERVE grantees that use federal funds as match will be required to obtain and maintain letters from the federal agency(ies) that expressly permit use of funds as match and will be required to report the sources and amounts on Aggregate Financial Reports.

5. Indirect Costs

Indirect Cost Rates: AmeriCorps allows applicants to include indirect costs in application budgets.

User Instructions

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

- a. Use the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option) outlined in AmeriCorps' [Indirect Cost Guidance](#);
- b. A Federally approved indirect cost rate if they have one;
- c. A 15 percent de minimis rate of modified total direct costs; or
- d. [may claim certain costs directly](#).

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

Applicants that have a federal negotiated indirect cost rate or that will be using the 15 percent de minimis rate must enter that information in the Organization section in the AmeriCorps agency's web-based management system. See [Appendix E](#). However, under Section 121(d) of the [National and Community Service Act of 1990](#) and the AmeriCorps agency's regulations at [45 CFR 2521.95](#) and [2540.110](#), no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

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.

F. Recommendations

The narrative sections of the application are your opportunity to convince reviewers that your project meets the selection criteria as outlined in the RFA. 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 each funding priority and special consideration articulated in the regulations or the RFA.
- **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.

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- **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 unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented.** Use headings to differentiate narrative sections by criterion. To best respond to the criteria listed in the RFA, we suggest that you include a brief discussion of each bullet if it pertains to your application.

G. Technical Assistance

As noted in [Table 3](#), PennSERVE will offer a technical assistance webinar for new applicants on January 8, 2025, 2 p.m. – 3:30 p.m. [Register Here](#)

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](#).

If you cannot find the information you are looking for in the AmeriCorps agency resources or this Request for Applications, questions may be submitted to PennSERVE at pennserve@pa.gov. The subject of the email should be "2025 AmeriCorps Application Question <Applicant Name>." Questions will be answered as they are received.

V. APPLICATION REVIEW INFORMATION New and Recompeting Program Operating Grant Applicants Criteria

Each applicant must describe a project that will use AmeriCorps members effectively to address a significant community need.

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.

Table 7: Basic Selection Criteria (New and Recompeting Program Operating Grant Applicants)

Categories/Subcategories	Percentage
Executive Summary	0

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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

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.] 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].

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.”

B. Program Design, 50 percent:

1. Community Logic Model, 24 points:

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

- How the [CDC’s Social Vulnerability Index](#) explains the extent of 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.. 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.

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.

2. 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.

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

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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 reports 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.

3. 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:

- 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.

Scoring for 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.

4. AmeriCorps Agency Priority, 0 points

The applicant's proposed program fits within one or more of the AmeriCorps funding priorities.

5. Member Experience, 6 points

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

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 monitoring 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 managing grants, please indicate that.

- The applicant has facilitated, partnered, or participated in educational or workforce development programs e.gg 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 strengthens and opportunities for growth of supervisors, etc.

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.

4. PennSERVE Required Costs, 0 Points

- In Section I – Staff travel:
 - Include costs for at least one staff person to attend two required trainings during the 2024-2025 program year: one two-day training and one single-day training. Assume trainings will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.
 - Include costs for at least one staff member to attend the National Service Training Conference. Assume the conference will be held out of state. Include costs for applicable travel, meals, and lodging. Include registration in Section I – Staff Training.
- In Section I – Staff Training – Include registration for at least one staff person to attend the [National Service Training Conference](#).
- In Section I – Other support costs, include costs for required National Service Criminal History Checks for AmeriCorps members and covered staff. Include costs for the National Sex Offender Public Website (NSOPW), state check(s) and/or FBI check in the federal share of the budget. If funds are not budgeted for all covered individuals, an explanation must be noted in the budget.

- In Section I – Member travel, including costs for all members and relevant staff to attend a statewide AmeriCorps Week event. Assume the event will be in Harrisburg, PA, and include costs to transport members for one day. Lodging may also be included.
- In Section I – Contractual and Consultant Services, include costs for the OnCorps member management system. Cost is \$16.80 per member slot (not MSY) per year. For instance, a program with 20 half-time member slots and 10 MSY will pay \$336 (20 members x \$16.80 per member). Programs with PennSERVE approval to use a separate timekeeping system (e.g., professional corps programs with approval) must budget \$300 to cover financial and progress reporting for the year. This cost is subject to change.
- In Section I – Supplies, include costs to supply members with adequate AmeriCorps service gear. Members must display the AmeriCorps logo while in service and members should be dressed uniformly during large service projects (wearing AmeriCorps tees, AmeriCorps hooded sweatshirts, etc.)
- In Section I – If opting into the member assistance program (optional), visit <https://www.statecommissions.org/ameri-corps-member-assistance-program> to access pricing.

5. 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 upload an evaluation plan in AmeriCorps' web-based application system as part of the application submission.

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.

6. Amendment Justification, 0 percent:

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

7. Clarification Information, 0 percent:

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

8. Continuation Changes, 0 percent:

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

E. Review and Selection Process

The grant selection process includes the following steps:

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1. determining whether a proposal complies with the application requirements, such as deadlines and eligibility requirements;
2. applying the basic selection criteria articulated in the AmeriCorps regulations;
3. determining the strength of the need and evidence base for the program; and,
4. determining the level of alignment with the criteria detailed throughout this RFA.

PennSERVE and the AmeriCorps agency select applications for funding using a multi-stage process that includes a state and federal staff review and approval by the Pennsylvania Community Service Advisory Board. Applicants should review the AmeriCorps agency NOFO for the complete AmeriCorps agency review and selection process.

Do not assume reviewers are familiar with your grant program, even if you are recompeting. Please provide sufficient information in your application to make your program clear to a reviewer.

In evaluating your application for funding, reviewers will assess your program design, organizational capability, the program's cost-effectiveness and budget adequacy, and the program's evaluation plan or evaluation (for recompeting grantees). The weights assigned to each category and sub-category are listed in [Table 7](#) (new and recompeting competitive applicants). Reviewers will measure your application narrative against these criteria and weigh them accordingly.

PennSERVE may request additional clarification concerning your application or require revisions as needed.

After conducting a staff review, PennSERVE staff will make recommendations to the PennSERVE Advisory Board for funding.

The AmeriCorps agency may also request additional information and/or require revisions as part of its review and award processes.

VI. eGrants Application Detailed Submission Instructions – New and Recompete

New applicants need to establish an eGrants account by accessing the [eGrants website](https://egrants.cns.gov/espan/main/login.jsp) :<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:

- Start a new grant application;
- Select a program area (AmeriCorps); and,
- Select the correct NOFA (notice of funds available):
 - FY 2025 AmeriCorps State and Territory Commission (new and continuations); and Select Pennsylvania as the state to which you are applying

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

- A. Applicant info;
- B. Application info;
- C. Narratives;
- D. Logic Model;
- E. Performance Measures;
- F. Program Information;
- G. Documents;
- H. Budget;
- I. Funding/Demographics;
- J. Review; and,
- K. Authorize, and submit.

A. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.

- If you are recompeting (in the final year of a 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 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 and enter information into eGrants.**

In the Application Info Section enter:

- Areas affected by your proposed program. Please include city or county information, followed by the two-letter capitalized state abbreviation (PA).
- Requested project period start and end dates. Please enter Aug. 20, 2025 – Aug. 19, 2026.
- State Application Identifier: Enter N/A.
- 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.

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B. Narratives

Complete all narratives as directed in this RFA. In eGrants, you will enter text for:

- Executive Summary;
- Rationale and Approach (Program Design);
- Organizational Capability;
- Cost effectiveness and Budget Adequacy.

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 later to enter information for clarification, 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 RFA, we suggest that you include a brief discussion of each bullet if it pertains to your application.

C. Logic Model

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 by clicking “add a new row,” but **you must remain within the eight-page limit for the logic model, as it prints from eGrants.**

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

D. Performance Measures

All applicants must submit performance measures with their application. See [Appendix A](#) for instructions for entering performance measures and see the National Performance Measure Instructions at <https://www.americorps.gov/partner/funding-opportunities> more detail.

E. 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.

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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.

F. Documents

In addition to the application submitted in eGrants, you are required to provide your labor concurrence (if necessary), a federally approved indirect cost agreement (if applicable), an explanation of federal debt delinquency (if applicable), and other required documents listed in this RFA. After you have submitted the documents to PennSERVE, change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.” See [table 4](#) for a full list of documents and instructions on how to submit to PennSERVE.

G. Budget Instructions

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.

Please include complete calculations for all line items. Follow the detailed budget instructions in [Appendix B](#) to prepare your budget. Prior to submission, be sure to review the Budget Analysis Checklist ([Appendix C](#)) to ensure your budget is compliant. To assist with budget preparation outside of eGrants, PennSERVE has developed a budget template: [PennSERVE Template CostReimbursementBudget 2025.xlsx](#)

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 guidance, cost principles, and audit requirements for federal awards ([2 C.F.R. Parts 200](#)) for allowable, allocable, and reasonable

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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](#).

H. [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 AmeriCorps federal 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 AmeriCorps or grantee share amounts in the budget.
- 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.

I. [Review, Authorize, and Submit](#)

eGrants requires that you review and verify your entire application before submitting by completing the following sections in eGrants:

- Review;
- Authorize;
- Assurances;
- Certifications;
- Verify; and,
- 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. A copy of the governing body's authorization for this official representative to sign must be 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 to 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: Everyone 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.”

VII. Continuation Grants: Criteria and eGrants Application Instructions

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 recompeting programs.

How to Submit Your Continuation Request

- Click **Continuation/Renewal** on your eGrants home page. You will be shown 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.

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

- Applicant Info;
- Application Info;
- Narratives;
- Logic Model;
- Performance Measures;
- Program Information;
- Documents;
- Budget;
- Funding/Demographics;
- Review; and,
- Authorize, and submit.

A. Applicant Info and Application Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. Update the Applicant Info and Application Info sections in eGrants if necessary. Note in the Continuation field that you have updated the Applicant Info or Application Info section(s).

B. Narratives – Continuation Applicants

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

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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, the AmeriCorps agency and PennSERVE 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; or,
- Budget Revisions.

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. The AmeriCorps agency expects that most continuation applications will not be requesting changes.

Evaluation plans are approved by the AmeriCorps agency 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 PennSERVE@pa.gov. PennSERVE will coordinate with the AmeriCorps agency and notify you if the changes are approved.

C. [Logic Model](#)

Continuation applicants do not need to enter content into the Logic Model fields. **Applicants should confirm that the logic model carries over from the previous year’s application before submitting.**

D. [Performance Measures](#)

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 your performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures. 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 in the continuation narrative.

See [Appendix A](#) for instructions for entering performance measures and see the National Performance Measure Instructions at <https://www.americorps.gov/partner/funding-opportunities> more detail.

E. 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.

F. Documents

In addition to the application submitted in eGrants, you are required to provide your labor concurrence (if necessary), a federally approved indirect cost agreement (if applicable), an explanation of federal debt delinquency (if applicable), and other required documents listed in this RFA. After you have submitted the documents to PennSERVE, change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.” See [table 4](#) for a full list of documents and instructions on how to submit to PennSERVE.

G. Budget Instructions

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. Please ensure you are including all required PennSERVE budget items. **Continuation applicants may apply for expansions. Expansions are increases in dollars, MSY, and/or members. Expansion requests may not exceed the maximum cost/MSY.**

Source of Funds (Match)

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

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

See Appendices [C](#) and [D](#) for Budget Instructions and a Budget Analysis checklist. To assist with budget preparation outside of eGrants, PennSERVE has developed a budget template: [PennSERVE Template CostReimbursementBudget 2025.xlsx](#)

H. Funding/Demographics

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 [Appendix F](#) for instructions for applying for a match waiver.

In the Funding/Demographics Section enter:

- 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 the AmeriCorps agency 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 AmeriCorps agency or grantee share amounts in the budget.
- 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.

I. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting by completing the following sections in eGrants:

- Review;
- Authorize;
- Assurances;
- Certifications;
- Verify; and,
- 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**

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behalf of the organization. A copy of the governing body’s authorization for this official representative to sign must be 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 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.”

VIII. AWARD ADMINISTRATION INFORMATION

A. Award Notice

PennSERVE expects to provide preliminary funding decisions to applicants in late May 2025. This notification is not authorization to begin grant activities. An awardee may not obligate or expend federal funds until the AmeriCorps agency has issued a grant award and until the start of the project period identified on the approved grant application.

B. Documents that Govern the Grant/Administrative and National Policy Requirements

These application instructions and RFA incorporate the approved application as part of a binding commitment under the grant, as well as the requirements of applicable sections of the NCSA of 1990 and other applicable statutes. Awards will be subject to the AmeriCorps regulations and grant terms and conditions.

If awarded, the applicant must complete a Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement. These documents, along with the completed and submitted grant application and the language in the Request for Applications, will serve as a grantee’s contract with the commonwealth.

Uniform Guidance

All awards under this notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in [2 C.F.R. Parts 200](#) and [2205](#).

Requests for Monitoring and Payment Integrity Information

The AmeriCorps agency will request documentation 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 temporary manual hold, reimbursement only, or other restrictions as appropriate.

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AmeriCorps Terms and Conditions

All grants must follow the FY 2025 AmeriCorps General Terms and Conditions, and the FY 2025 AmeriCorps Program Specific Terms and Conditions. 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 agency General and Specific Terms and Conditions for each of its programs is available [on the AmeriCorps Manage Your Grant website](#).

National Service Criminal History Check Requirements

The National Service Criminal History Check, NSCHC, is a 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.

In addition to conducting the checks, all funded programs must complete the NSCHC eCourse provided by the AmeriCorps agency annually, and submit certification of course completion to PennSERVE as part of the grant record.

C. Use of Material

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

D. Reporting Requirements

Grantees are required to use the PennSERVE-determined online reporting system and provide:

- Reporting via the PennSERVE-determined online reporting system, including a mid- and end-of-year report (includes performance measure progress, demographics, and narrative data);
- Monthly expense reports and invoices for reimbursement;
- Mid-Year and year-end aggregate financial reports;
- Participation in both desk and on-site monitoring by PennSERVE and/or the AmeriCorps agency; and
- Any additional reporting and/or monitoring as required by PennSERVE and/or the AmeriCorps agency.

Once the grant is awarded, PennSERVE expects recipients to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are providing PennSERVE and the AmeriCorps agency with high quality performance measure data.

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At a minimum, grantees shall have policies and practices which address the following five aspects of data quality:

- Data measures what it intends to measure;
- Data reported is complete;
- Grantee collects data in a consistent manner;
- Grantee takes steps to correct data errors;
- Grantee actively reviews data for accuracy prior to submission.

PennSERVE will report on all grantee performance to the AmeriCorps agency on a semi-annual basis, or as required by the AmeriCorps agency.

Appendix A: eGrants Performance Measure Instructions

All applicants must submit performance measures with their application.

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 at least one aligned performance measure aligned with your primary service activity (primary intervention), plus additional measure(s) if desired; and,
- 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, clicking "Continue Working" will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, 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 the AmeriCorps agency focus areas appears on this tab. When you click on a focus area, a list of objectives from the AmeriCorps agency strategic plan appears. A list of common interventions appears under each objective.

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First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan 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 AmeriCorps Performance Measures Instructions:

<https://www.americorps.gov/partner/funding-opportunities>.

Next, select all interventions that are part of your program design. Interventions are the activities that members and 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 area may be the same if you have more than one intervention within the focus area.

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 percent 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 percent 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 another objective that you have selected is focused on AmeriCorps member development, enter 0 MSYs for that objective.

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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 percent. 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 who will be assigned 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 another objective that you have selected is focused on AmeriCorps member development, 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. See the National Performance Measure Instructions at <https://www.americorps.gov/partner/funding-opportunities> for more details.

Performance Measures 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 2025-2026 PA AmeriCorps State Grants Request for Applications: Spring Competition

aligned performance measure, click “add user intervention” and enter a one or two-word description of the intervention. Do not add an applicant-defined 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 National Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.) See the National Performance Measure Instructions at <https://www.americorps.gov/partner/funding-opportunities> for more detail.

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 Measures 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 Measures output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box. (Note: all output-only measures must consist of national performance measures outputs. Applicant-determined outputs must be paired with applicant-determined outcomes.)

If you have not selected a National Performance Measures output, or if there is no corresponding National Performance Measures 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.

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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 it will be administered, 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 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.”

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Summary Tab

The summary tab shows all 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 AmeriCorps Performance Measure Instructions to self-assess your measure(s) prior to submission. See the National Performance Measure Instructions at <https://www.americorps.gov/partner/funding-opportunities> for more detail.

Appendix B: Cost Reimbursement Grant Budget Instructions

To assist with budget preparation outside of eGrants, PennSERVE has developed a budget template: [PennSERVE Template CostReimbursementBudget 2025.xlsx](#)

Please include complete calculations in all line items.

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:

A. Personnel Expenses

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

B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, workers’ 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 amount is over 30 percent, please list separately. 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.

Reimbursement should not to exceed the [federal mileage rate](#) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

Include costs for at least one staff person to attend two required trainings during the 2025-2026 program year: one two-day training and one single-day training. Assume

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trainings will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.

Include costs for at least one staff member to attend the National Service Regional Training Conference. The 2025 conference will be held in Atlanta, Georgia. Include costs for applicable travel, meals, and lodging.

Please itemize costs. For example: Two staff will attend the National Conference on Volunteering and Service. 2 staff x \$750 airfare + \$50 ground transportation + (two-day) x \$200 lodging + \$50 per diem = \$2,000.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include 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.

Include costs for all members and relevant staff to attend the yearly AmeriCorps Week. Assume the event will be in Harrisburg, PA, and include costs to transport and provide meals to members for one day. Lodging may be included if necessary.

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). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10 percent 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 daily – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense for program operating grants. 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 that 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 evaluation consultants, who will be listed in Section G and H below. Itemize each contract or consultant and provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. There is not a maximum daily rate. Program operating grant applicants must include costs for the OnCorps member management system. As of the writing of this RFA, the cost is \$16.80 per member slot and is NOT based on MSY. For instance, a program with 10 MSY and 20 member slots will pay \$336 for OnCorps. This cost is subject to change.

Continuation and recompetes programs with PennSERVE approval to use a separate timekeeping system (e.g., Professional Corps programs with approval) should budget \$300 to cover financial and progress reporting for the year. This cost is subject to change.

G. 1. Staff Training

Include registration costs for at least one staff member to attend the National Service Regional Training Conference.

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

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

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.

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Minimum and Maximum Living Allowance

Service Term	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
One-year 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

B. Member Support Costs

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

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65 percent of the total amount of the living allowance.
- **Workers' Compensation.** Some states, including Pennsylvania, require workers' compensation for AmeriCorps members. Successful applicants are required to pay workers' compensation.
- **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 for 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 the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period (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 health care is not

budgeted for all full-time members, please confirm all full-time members will have access to coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Pennsylvania **does not** allow unemployment coverage for their AmeriCorps members.

Section III. Administrative/Indirect Costs

Definitions

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

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

Applicants choose one of three methods to calculate allowable administrative costs – 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.

A. CNCS-Fixed Percentage Method

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.

B. Federally Approved Indirect Cost Rate

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. 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.

C. De Minimis Rate of 15% of Modified Total Direct Costs

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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 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**. Define all acronyms the first time they are used. The total amount of Source of Funds should match the total amount in the budget narrative **exactly**.

Please complete the Source of Match Section following this example:

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Section	Match Description	Amount	Type	Source
Source of Funds	Do Good Foundation – secured	350,000	Cash	Private
	School District – secured	12,000	In-Kind	State/Local
	Kids R Great Foundation - proposed	175,250	Cash	Private
Total Source of Funds		537,250		

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 full-time members is not included in the budget.

Increasing Grantee Overall Share of Total Budgeted Costs -- 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 the minimum match of 24 percent for the first three years, and the increasing minimum in years thereafter, are maintained.

Appendix C: Budget Analysis Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

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 that 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 is 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 ___	All positions in the budget are fully described in the narrative?
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, workers' 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 percent, please list 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 staff travel to PennSERVE sponsored meetings?
Yes ___ No ___	You have budgeted funds for member travel to the yearly AmeriCorps Week?
Yes ___ No ___	You have budgeted funds to the National Service Training Conference?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10 percent 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?

In Compliance?	Section I. Program Operating Costs
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 ___	Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	You have budgeted \$16.80 per member slot for use of the OnCorps member management system? Or, if the program has PennSERVE approval to use a separate timekeeping system, \$300 is budgeted to cover financial and progress reporting for the year.
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you budgeted for 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 C.F.R. 2522.205? If not, have you provided an explanation of how the costs will be covered?
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 as indicated in the chart in the budget instructions. Note: Programs in existence prior to Sept. 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 percent 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 workers' compensation calculation correct? Pennsylvania requires workers' compensation for AmeriCorps members.
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving for a sustained full-time period such as summer service)? 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 their own.
Yes ___ No ___	Unemployment insurance is not budgeted?

In Compliance?	Section III. Administrative/Indirect Costs
Yes ___ No ___ N/A —	Applicant does not have a 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 percent of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___ N/A —	Corporation fixed percentage method and the maximum grantee share is at 10 percent or less of total budgeted funds?
Yes ___ No ___ N/A —	Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less than 5 percent CNCS share?
Yes ___ No ___ N/A —	Applicant has a federally approved indirect cost rate method and documentation has been submitted to PennSERVE?
Yes ___ No ___ N/A —	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 ___ N/A —	Applicant does not have a current federally approved indirect cost rate and is choosing to use a de minimis rate of 15% of modified total direct costs
Yes ___ No ___ N/A —	Applicant does not have a current federally approved indirect cost rate and is choosing to use a de minimis rate – the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted?
In Compliance?	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?)

Appendix D: eGrants Budget Worksheet

To assist with budget preparation outside of eGrants, PennSERVE has developed a budget template: [PennSERVE Template CostReimbursementBudget 2025.xlsx](#)

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					

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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
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Subtotal Sections I + II:			

Section III. Administrative/Indirect Costs

A. Corporation-fixed Percentage Rate

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)

Appendix E: eGrants Indirect Cost Rate User Instructions

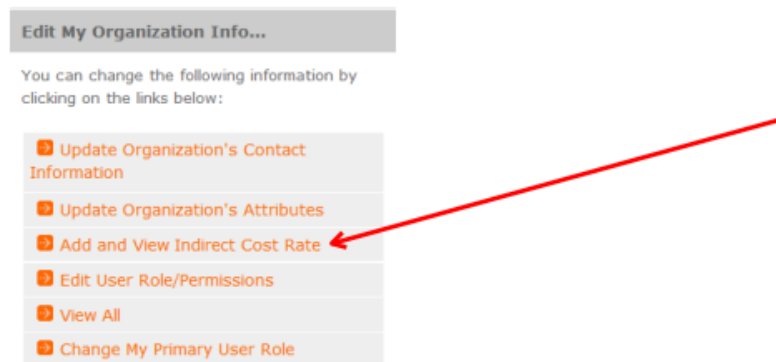
eGrants Indirect Cost Rate (IDCR) User Instructions

eGrants contains a feature that allows users to input Indirect Cost Rate information into their eGrants account. Recipients that will be claiming or budgeting for indirect costs on AmeriCorps awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See [45 CFR Section §§ 2521.95](#) and [2540.110](#)).

Once a rate is entered and saved in eGrants, it cannot be edited. If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

Entry for the IDCR screen can be accessed using the following steps:

- 1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **MyAccount**
- 2) From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**



- 3) From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.

My Account

Add and View Indirect Cost Rate

To view an existing indirect cost rate for your organization click, 'view'. To add a new rate click, 'add a new'. Once a rate is saved it cannot be modified. If you identify a rate already saved that does not present accurate information, correct the record by using the "add a new" function to re-enter the accurate information. The saved date for the new information will identify that the more recent entry presents the more recent accurate information.

Indirect Cost Rate [?](#) **add a new**

Saved Date	Rate Type	Start Date	End Date	Extended ?	Rate as %	view

Field by field instructions can be found by clicking the question mark "?" located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up.

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

[cancel](#) [save & close](#)

Enter an indirect cost rate record by completing the fields shown below. Use the RoboHelp "?" button for field by field instructions.

Indirect Cost Rate Record [?](#)

- Do you have Indirect Cost Rate to record? [?](#) Please Select
- Rate Type: Please Select
- Issuing Agency: Please Select
- Acceptance Date: (mm/dd/yyyy)
- Effective From: (mm/dd/yyyy)
- Effective To: (mm/dd/yyyy) ☐ No Expiration
- Extended? Please Select
- Rate Status: Please Select
- Rate Percent: %
- Rate Base:
- Treatment of Fringe Benefits:
- Treatment of Paid Absences:

[cancel](#) [save & close](#)

- 4) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **No** is selected, users cannot go any further and nothing will be recorded. If **Yes** is selected, users can continue.
If your organization will be claiming or budgeting with a current, approved indirect cost rate on any AmeriCorps awards, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or until it expires. Applicants will have an opportunity to identify, in applications, if they will be using a lesser percentage of an approved rate, if you so choose.
- 5) **Rate Type** - If your rate type is not one of the following options, contact your Portfolio Manager or Competition contact person from the applicable Notice for guidance:
Federally Negotiated – Select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding (see Uniform Guidance Appendices III, IV, V, and VII);
State Negotiated – Select if your rate has been negotiated by a state agency or other pass-through entity; or
10% of MTDC – select if your organization qualifies for and elects to use the 10% de minimis rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they do not have a current federally negotiated rate (including a provisional rate). State entities must also not receive more than \$35 million in direct federal funding to be eligible for this rate.

Rates must be used consistently across ALL federal awards.

- 6) **Issuing Agency.** Respond by selecting the federal agency who approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**.
Identify federal agencies using the drop-down list. If your rate is approved by a federal agency other than the ones listed, notify your Portfolio Manager or Competition contact person from the applicable Notice. Other federal agencies may be added as needed.
- 7) **Acceptance Date.** Enter a valid date.
The acceptance date is usually identified when the rate was signed by the issuing state or federal agency.
- 8) **Rate Status.** Select one of the following options: **Final**, **Provisional**, **Predetermined**, **Fixed**, **Other**, or **Other – 10%**.
Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here, select **Other** and notify your Portfolio Manager or Competition contact person from the applicable Notice. Additional rate status options may be added as needed.
- 9) **Effective From.** Enter a valid date.

The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

10) **Effective To.** Enter a valid date.

The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

11) **No Expiration.** Check or leave unchecked.

If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box. Otherwise, leave this box unchecked.

12) **Extended?** Respond Yes or No.

If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the Uniform Guidance, respond **Yes**. If it is not an extended rate effective to date, respond **No**.

13) **Rate Base.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary", and record the most important content.

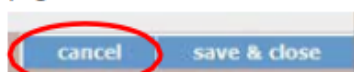
14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary", and record the most important content.

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary", and record the most important content.

16) When you have completed all of the above entries, click the "**save & close**" button at the bottom of the page.



- If you would like to cancel your entry, click the "**cancel**" button and the entry will be cancelled. All entry information will be lost, and no entry will be shown.
- **Once a rate is saved it cannot be modified.**
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

17) **Order of Rates** - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and AmeriCorps with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, and audits.

If you have any questions or concerns, please contact your Portfolio Manager or Competition contact person from the applicable Notice.

Appendix F: Match Waiver Request

1. Reason for Requesting a Waiver. Please identify at least one (but more if applicable) of the bold regulatory criteria listed below that has affected your organization's ability to meet its match requirement.

a. Initial difficulties in the development of local funding sources during the first three years of operations. [To meet this criterion, please provide a bulleted list of the names of prospective funders who denied requests for funding this year and the amounts of the requests to each funder and/or any specific constraints resulting in limited local funding availability or capacity (such as deep poverty or other economic circumstances).]; **or**

b. An economic downturn, the occurrence of a natural disaster, or similar events in the service area that severely restrict or reduce sources of local funding support. [To meet this criterion, please include information on an economic downturn, the type or types of natural disaster or similar event(s) in your service area and how the event(s) that impacted the ability to secure match funding.]; **or**

c. The unexpected discontinuation of local support from one or more sources that a project has relied on for a period of years. [To meet this criterion, please provide a bulleted list of the names of previous funders who denied requests for funding this year or reduced the amount of funds usually given each year (based on the requested amount) and/or any specific constraints that led to a discontinuation or reduction of local support.]; **or**

d. Organizational revenue less than \$500,000 (as shown on IRS Form 990 or other financial document). [To meet this criterion, be prepared to provide recent financial statements]

2) What is the current match percentage, and what is the desired new match percentage.

3) Bulleted list of proposed activities on the Grantee Share of the budget that would not happen if the waiver is granted. That is, what activities will not be undertaken, given that the overall grant budget will be smaller with less match?

4) Program year or years for which you are requesting a match waiver.

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Organization Name.

6.AmeriCorps Grant Number, or Application ID if applying for a new grant.

7.Authorized Representative Name [If this request is for subgrantee please include state commission contact info as well]

8.Email Address and Phone Number of Authorized Representative.

9.Date of Request.

Name of individual submitting request: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

PennSERVE Use Only:

Date received: Click or tap here to enter text.

All criteria met: (Y☐/N☐)

Action taken (include dates): Click or tap here to enter text.

- ☐Returned to applicant for additional information
- ☐ Submitted to AmeriCorps agency for review
- ☐ Rejected by PennSERVE
- ☐ Approved by AmeriCorps agency
- ☐ Rejected by AmeriCorps agency

Comments:Click or tap here to enter text.

Appendix G: Applicant-Determined Performance Measure

As stated in the [Performance Measure Instructions](#), applicants are required to create at least one aligned performance measure (an output paired with an outcome) connected to their primary intervention. Applicants are required to use National Performance Measures if they fit their program's Theory of Change. Programs that do not fit within the National Performance Measures may create an applicant-determined measure. This supplement provides more information on when and how to create applicant-determined performance measures in AmeriCorps' web-based grants management system, eGrants.

Applicants should only create applicant-determined measures after reviewing the [Application Instructions](#) and the [Performance Measure Instructions](#) to ensure understanding of the performance measure requirements and selection rules.

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.

Applicant-Determined Performance Measure Rules

Applicant-determined performance measures must follow all of the requirements listed in the [Performance Measure Instructions](#). The following elements also apply specifically to applicant-determined performance measures.

Applicant-determined performance measures can be:

- An output and outcome pairing
- An outcome paired with a National Performance Measure output

Applicant-determined performance measures cannot:

- Be an output paired with a National Performance Measure outcome
- Duplicate already established National Performance Measures

There are some objectives for which the creation of applicant-determined outputs is not allowed:

- Capacity Building and Leverage (in the Capacity Building focus area)
- Find Opportunity (in the Economic Opportunity focus area)
- Teacher Corps (in the Education focus area)
- Green Jobs (in the Environmental Stewardship focus area)
- Access & Attract (in the Veterans and Military Families focus area)

Entering Information into eGrants

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Click on Performance Measure on the left hand navigation to take you to the home screen of the Performance Measures Module. Click on the link to enter Performance Measures.

Start New

- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures**
- Program Information
- Documents
- Budget Section 1
- Budget Section 2
- Budget Section 3
- Funding/Demographics
- Operating Sites
- Review
- Authorize and Submit

Performance Measures

Select all grant characteristics that apply to your program. Then click on the link at the bottom of the page to enter your performance measures.

Grant Characteristics	Description
Click here to enter Performance Measures	

Click Begin.

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

Screen Instructions

Welcome to the Performance Measures Module. Please click on the "Begin" button to start the process of creating performance measures. Applicants will complete the following tasks in the specified order:

- Selecting objectives and interventions.
- Selecting primary and secondary focus areas and interventions.
- Allocating MSYs/Members to each objective.
- Creating one or more performance measure.
- Creating a data collection plan and setting performance targets.

Add New Performance Measures

Begin

Edit Objectives/MSYs/Members

Edit Objectives/MSYs/Members

Delete or Edit Performance Measures Created

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Members
There are currently no performance measure created for this application.								

Add New Performance Measures

Next

On the Objective tab, find the focus area(s) that applies to the program. If none apply, then select Other Community Priorities. Under the focus area, select the objective(s) of the program

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activity. If none of the objectives in the focus area apply, select “Other [Focus Area]” if available.

Home Page Objective MSY/Members Performance Measure Data Collection Summary

Screen Instructions
On this screen you will select all objectives for your project.
You must choose a primary focus area.

Economic Opportunity

Objectives

- Employment
- Financial Literacy
- Housing**

Interventions

- ☐ Housing Placement/Assistance
- ☐ Housing Unit Development
- ☐ Housing Unit Repair
- ☐ Other

Other Economic Opportunity

* Select Primary Focus Area --Select Primary Focus Area-- * Select Primary Intervention --Select Primary Intervention--
Select Secondary Focus Area --Select Secondary Focus Area-- Select Secondary Intervention --Select Secondary Intervention--

Check the box of the intervention(s) that are part of the program design. If none of the interventions apply, check the box next to “Other.”

Home Page Objective MSY/Members Performance Measure Data Collection Summary

Screen Instructions
On this screen you will select all objectives for your project.
You must choose a primary focus area.

Economic Opportunity

Objectives

- Employment
- Financial Literacy
- Housing**

Interventions

- ☒ Housing Placement/Assistance
- ☐ Housing Unit Development
- ☐ Housing Unit Repair
- ☐ Other

Other Economic Opportunity

* Select Primary Focus Area --Select Primary Focus Area-- * Select Primary Intervention --Select Primary Intervention--
Select Secondary Focus Area --Select Secondary Focus Area-- Select Secondary Intervention --Select Secondary Intervention--

Save Back Next

Select the Primary Focus Area and Primary Intervention. Options in the dropdown populate based on the selections made on this tab. If applicable, select the Secondary Focus Area and

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Secondary Intervention. Applicants are not required to select a Secondary Focus Area or Secondary Intervention. Click Next.

Screen Instructions

On this screen you will select all objectives for your project.

You must choose a primary focus area.

Economic Opportunity

Objectives

- Employment
- Financial Literacy
- Housing**
 - Interventions**
 - ☒ Housing Placement/Assistance
 - ☐ Housing Unit Development
 - ☐ Housing Unit Repair
 - ☐ Other
- Other Economic Opportunity

* Select Primary Focus Area: Economic Opportunity

Select Primary Intervention: Housing: Housing Placement/Assistance

Select Secondary Focus Area: --Select Secondary Focus Area--

Select Secondary Intervention: --Select Secondary Intervention--

Save Back Next

On the MSY/Members tab, enter the number of total MSY for the project, as well as the number of MSY and members for each objective. Click Next.

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

Summary

Program: AmeriCorps

Focus Areas: Economic Opportunity

Objectives: Housing

Resource Allocation

* Enter Total MSYs for the project: 10.00

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

Focus Area	Objective	MSY	% of total MSY	Members
Economic Opportunity	Housing	10.00	100.00	10
	Sub Total:	10.00	100.00	10
	GRAND TOTAL:	10.0	100.0	10

Save Back Next

On the Performance Measure tab, select the objective for the performance measure. Options in the dropdown populate based on information entered on the Objective tab. Enter the title of the performance measure and the problem statement. Check the box of the intervention for this performance measure. The options are based on information entered on the Objective tab. If you selected “Other” on the Objective tab, check the box next to the empty field and enter the name of your intervention. Please note: do not add an applicant-determined intervention that duplicates an intervention already available in the system.

[Home Page](#)
[Objective](#)
[MSY/Members](#)
[Performance Measure](#)
[Data Collection](#)
[Summary](#)

Summary of Performance Measures

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Members	Complete	Delete	Edit
There are currently no Performance measures created for this application.											

Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure.

Begin by selecting an objective for your aligned performance measure.

Provide a short, descriptive title for your aligned performance measure.

Provide a brief description of the problem your program will address in this performance measure.

Performance Measures

* Objective ? Housing

* Title ? Performance Measure Title

* Problem Statement ? Problem Statement

* Selected Interventions ? Housing

☒ Housing Placement/Assistance

In the Outputs section, select which output to measure. Options in the Outputs section are based on the selected Objective. Only pick one output per performance measure.

[Home Page](#)
[Objective](#)
[MSY/Members](#)
[Performance Measure](#)
[Data Collection](#)
[Summary](#)

Summary of Performance Measures

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Members	Complete	Delete	Edit
There are currently no Performance measures created for this application.											

Screen Instructions

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure.

Begin by selecting an objective for your aligned performance measure.

Provide a short, descriptive title for your aligned performance measure.

Provide a brief description of the problem your program will address in this performance measure.

Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other intervention" on the

Housing Placement/Assistance

* Outputs

Housing

☐ O1A: Number of individuals served
 ☐ O4: Number of housing units developed or repaired
 ☐

Add User Output

* Outcomes

Housing

No records found.

Save

Delete PM in Progress

Back

Next

If you select a National Performance Measure output, the Outcomes section will populate with either the options for a National Performance Measure outcome that aligns with the selected National Performance Measure output or a space for an applicant-determined outcome. It is allowable to have a National Performance Measure output paired with an applicant-determined outcome.

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* Outputs
?

Housing

☒ O1A: Number of individuals served
☐ O4: Number of housing units developed or repaired

Add User Output

* Outcomes
?

Housing

☐ O11: Number of individuals transitioned into safe, healthy, affordable housing
☐

Add User Outcome

To create the applicant-determined outcome, check the box next to the empty field, then enter the name of the outcome.

* Outputs
?

Housing

☒ O1A: Number of individuals served
☐ O4: Number of housing units developed or repaired

Add User Output

* Outcomes
?

Housing

☐ O11: Number of individuals transitioned into safe, healthy, affordable housing
☒

Add User Outcome

If you create an applicant-determined output, only an applicant-determined outcome will be available. It is allowable to have an applicant-determined output paired with an applicant-

determined outcome. It is not allowable to have an applicant-determined output paired with a National Performance Measure outcome.

The screenshot shows two sections: '* Outputs' and '* Outcomes', both under the 'Housing' category. In the '* Outputs' section, there are two radio buttons. The first is labeled 'O1A: Number of individuals served'. The second is labeled 'O4: Number of housing units developed or repaired' and is selected with a blue dot. Below the second radio button is an empty text input field. To the right of this field is a button labeled 'Add User Output'. In the '* Outcomes' section, there is a checkbox that is not checked, followed by an empty text input field. To the right of this field is a button labeled 'Add User Outcome'.

To create an applicant-determined output, click the radial next to the empty field, then enter the name of the output. To create an applicant-determined outcome, check the box next to the empty field, then enter the name of the outcome. Remember: do not duplicate any National Performance Measures in the applicant-determined measure fields.

This screenshot shows the same interface as the previous one, but with applicant-determined measures entered. In the '* Outputs' section, the radio button for 'O4: Number of housing units developed or repaired' is still selected, but the text input field below it now contains 'Applicant-Made Output'. The 'Add User Output' button is still present. In the '* Outcomes' section, the checkbox is now checked, and the text input field below it contains 'Applicant-Made Outcome'. The 'Add User Outcome' button is still present.

Enter the number of MSY and Members associated with this Performance Measure. Click Next.

The screenshot shows a web form for entering performance measure data. On the left, a sidebar contains the label '* Outcomes' with a question mark icon. The main content area has a section titled 'Housing' with a dropdown arrow. Under 'Housing', there is a checkbox labeled 'Applicant-Made Outcome' which is checked. To the right of this checkbox is a text input field containing 'Applicant-Made Outcome'. Below this input field is a button labeled 'Add User Outcome'. Above the 'Housing' section, there are two radio button options: 'O1A: Number of individuals served' and 'O4: Number of housing units developed or repaired'. The 'O4' option is selected. To the right of these radio buttons is a text input field containing 'Applicant-Made Output'. Below this input field is a button labeled 'Add User Output'. At the bottom of the form, there are two input fields: '* Enter # of MSYs' with the value '10' and '* Enter # of Members' with the value '10'. On the right side of the form, there is a vertical scrollbar. At the bottom right of the form, there are three buttons: 'Delete PM in Progress', 'Back', and 'Next'.

On the Data Collection tab, enter the description of the intervention. Click on the arrow to expand the data collection section. For applicant-determined measures, the only method available is “Other.” Enter the instrument description and target number of outputs and the unit of the outputs.

Applicant-determined measures do not have system-set units of measure so the applicant will need to enter the appropriate unit. The unit of measure should describe the beneficiary population you intend to count.

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

Screen Instructions

On this tab, you will provide additional information about your interventions, instruments and plan for data collection. Remember that targets must be numbers, not percentages. Do not enter percentages or member hours as units of measure.

* Description of Interventions

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.

Intervention Description

Expand each output and outcome and enter data collection information.

▼ Output: Applicant-Made Output

* Select Method ? Other Add New Method

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 it will be administered, and details about its reliability and validity if applicable.

* Enter Instrument Description

Instrument Description

* Enter Target Number 60 * Unit of Measure Units

► Outcome: Applicant-Made Outcome

Save Delete PM in Progress Mark Complete Back Next

For National Performance Measures, there are options for methods to measure the output based on the definitions in the Performance Measure Instructions. The unit of measure is also system-set so that it aligns with the National Performance Measure selected; it cannot be edited.

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

Screen Instructions

On this tab, you will provide additional information about your interventions, instruments and plan for data collection. Remember that targets must be numbers, not percentages. Do not enter percentages or member hours as units of measure.

* Description of Interventions

Intervention Description

Expand each output and outcome and enter data collection information.

▼ Output: O1A: Number of individuals served

* Select Method ? Tracking System Add New Method

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 it will be administered, and details about its reliability and validity if applicable.

* Enter Instrument Description

Instrument Description

* Enter Target Number 60 * Unit of Measure Individuals

► Outcome: Applicant-Made Outcome

Save Delete PM in Progress Mark Complete Back Next

Enter the data collection method for the applicant-made outcome as well. Similar to the applicant-made output, the only method is “Other,” and the applicant must state the unit of measure. In most cases, the unit of measure should be the same for the output and outcome(s) in an aligned performance measure. Once the measure is finished, click Mark Complete.

The screenshot displays the 'Data Collection' tab of a web application. The top navigation bar includes links for 'Home Page', 'Objective', 'MSY/Members', 'Performance Measure', 'Data Collection' (active), and 'Summary'. The main content area is divided into a sidebar and a central panel. The sidebar contains 'Screen Instructions' which advise providing information about interventions, instruments, and data collection plans, noting that targets must be numbers, not percentages. The central panel, titled 'Description of Interventions', contains an 'Intervention Description' text box and a section for 'Output: Applicant-Made Output'. Under this, the 'Outcome: Applicant-Made Outcome' section is expanded, showing a 'Select Method' dropdown menu with 'Other' selected, an 'Add New Method' button, and a text box for 'Enter Instrument Description'. Below this, the 'Enter Target Number' field contains '48', and the 'Unit of Measure' dropdown is set to 'Units'. Red circles highlight the 'Other' method and the 'Units' dropdown. At the bottom of the page, there are buttons for 'Save', 'Delete PM in Progress', 'Mark Complete', 'Back', and 'Next'.

The system will return the applicant to the Performance Measure tab. All created performance measures are noted at the top of the Performance Measure tab. All applicant-determined outputs begin with OUTPT and all applicant-determined outcomes begin with OUTCM.

If you would like to create another performance measure, repeat the process. Applicants are required to create at least one aligned performance measure (an output paired with an outcome) connected to their primary intervention. Applicants are not expected to have performance measures for every program activity.

When the applicant has finished designing the performance measures, click Next at the bottom of the page.

Home Page

Objective

MSY/Members

Performance Measure

Data Collection

Summary

Summary of Performance Measures

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Members	Complete	Delete	Edit
Housing	1	Performance Measure Title	Housing Placement/Assistance	OUTPT8	OUTCM7		10.00	10	Yes	<div>Delete</div>	<div>Edit</div>

The Summary tab provides a summary of the data entered in the Performance Measure Module. When ready, click Validate Performance Measures.

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

Screen Instructions

This page provides a summary of all the information you have entered in this module.

To print the entire summary, click "Print PDF for all Performance Measures".

To print one performance measure, expand the measure and click "Print This Measure".

Click "Edit Performance Measures" 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.

Summary

MSYs by Focus Area

MSYs by Objective

% of MSY NPM VS Applicant VS Not in ANY

100%

100%

100%

MSYs and Members Count by Objective

Objective	No of MSYs	No of Members
Housing	10.00	10
Total	10.0	10

[Print PDF for all Performance Measures](#)

Performance Measure Title

Focus Area: Objective: Title:

No of MSYs: No of Members:

Problem Statement:

[Back](#)
[Validate Performance Measures](#)

If there are no errors with the Performance Measure Module, a notification will appear stating "Success: All Performance Measures are valid."

Home Page
Objective
MSY/Members
Performance Measure
Data Collection
Summary

Screen Instructions
This page provides a summary of all the information you have entered in this module.

To print the entire summary, click "Print PDF for all Performance Measures".

To print one performance measure, expand the measure and click "Print This Measure".

Click "Edit Performance Measures" 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.

Summary

MSYs by Focus Area
MSYs by Objective
% of MSY NPM VS Applicant VS Not in ANY
MSYs and Members Count by Objective

100%

100%

100%

Objective	No of MSYs	No of Members
Housing	10.00	10
Total	10.0	10

Print PDF for all Performance Measures

Performance Measure Title

Focus Area:

Economic Opportunity

Objective:

Housing

Title:

Performance Measure Title

Back
Validate Performance Measures
?

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Appendix H: 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		_____

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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

Appendix I: 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