



## 2026–2027 AmeriCorps State Grant Competition

### Competitive & Formula Application Cycles

#### Important Dates

	Competitive Applicants	Formula Applicants
<b>Intent to Apply Due</b>	N/A	March 6, 2026
<b>Information &amp; Technical Assistance Session</b>	February 19, 2026 2:30 pm – 4:00 pm <a href="#">Register Here</a>	March 11, 2026 2:30 pm – 4:00 pm <a href="#">Register Here</a>
<b>Application Submission Deadline</b>	March 6, 2026 by 5:00 p.m.	March 27, 2026 by 5:00 p.m.

**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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# I. Program Description

## 1. Purpose of this RFA

This Request for Applications (RFA) outlines the Commonwealth of Pennsylvania’s process for selecting subgrantees to receive **AmeriCorps State program funding** administered by PennSERVE, the Pennsylvania State Service Commission.

## 2. 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.

## 3. 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.

**Who should Apply:** Eligible Pennsylvania-based organizations seeking to operate an AmeriCorps program that directly engages members in service activities addressing community needs.

The following section outlines AmeriCorps and PennSERVE funding priorities for the 2026–2027 program year

## 4. Project Sponsors and Program Authority

AmeriCorps is a federal agency funded by the U.S. Congress under Assistance Listing Number (CFDA/ALN) 94.006. The Corporation for National and Community Service, which does business as AmeriCorps, administers national service programs under the statutory authority of the National and Community Service Act of 1990, as amended (42 U.S.C. § 12501 et seq.). Through this authority,

AmeriCorps awards funds to State Service Commissions—including PennSERVE—to support and oversee AmeriCorps programs.

PennSERVE, Pennsylvania’s State Service Commission, encourages, develops, and supports volunteerism and service across the Commonwealth. Each year, PennSERVE awards federal AmeriCorps funding to eligible organizations and provides ongoing training, monitoring, and technical assistance. Learn more at [www.dli.pa.gov/PennSERVE](http://www.dli.pa.gov/PennSERVE).

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through national service and volunteering. AmeriCorps programs engage members in evidence-based or evidence-informed service activities that address critical community needs. Learn more at [www.AmeriCorps.gov](http://www.AmeriCorps.gov).

## 5. 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**

## 6. AmeriCorps Funding Priorities

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

Faith-Based:

- **Organizations that are faith-based.**

Serve Communities:

- **Serve communities with concentrated poverty**, rural communities, and tribal communities.
- 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 who have experienced substance use and mental health challenges.
- **Focus on improving quality of life for veterans, active-duty members of the Armed Forces, and their families** through models that provide effective interventions or services or that are designed to recruit veterans, military spouses, and their older children into national service, e.g., veterans serving in mentorship roles.
- **Focus on public safety, crime prevention, and/or partnerships between law enforcement and the community.**

- **Focus on expanding outdoor recreation opportunities for future generations** by maintaining public lands; supporting wildland fire mitigation and sustainable forest management; and providing reforestation services.
- **Create workforce pathways for AmeriCorps members**, including deliberate training, such as pre-apprenticeship and apprenticeship opportunities, certifications, and hiring preferences or support;
- **Focus on strengthening families**, e.g., activities that aim to support low-income parents through parenting education, responsible parenting and healthy relationship skills.

Benefit AmeriCorps Members:

- **Enhanced member experience** by providing opportunities for skill attainment, personal growth and connection to the community they are serving in support of a lifetime of civic participation.
- **Enhance and expand services to formerly incarcerated and at-risk youth** and/or engage those youth as AmeriCorps members.

Use Evidence:

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

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.

## 7. PennSERVE Priorities

PennSERVE may also give special consideration during the review process to applicants that address one or more of the priorities outlined below. PennSERVE may adjust these priorities annually based on statewide needs, workforce trends, and available funding.

Consistent with Pennsylvania’s service and workforce goals, PennSERVE is particularly interested in programs that intentionally integrate meaningful service, mental and behavioral health supports, and career and workforce development outcomes for AmeriCorps members and the communities they serve.

Education	<ul style="list-style-type: none"> <li>• Pre-K–12 academic support and student success</li> <li>• College access, persistence, and completion</li> <li>• Adult basic education and literacy</li> <li>• Career exploration and postsecondary readiness for youth and young adults, including credential or certificate attainment aligned with high-demand or high-need fields</li> </ul>
Health	<ul style="list-style-type: none"> <li>• Mental and behavioral health supports, including prevention, early intervention, peer or near-peer support, and resource navigation</li> <li>• Access to healthy food and nutrition</li> <li>• Substance use prevention, recovery support, and harm reduction</li> </ul>
Economic Opportunity	<ul style="list-style-type: none"> <li>• Workforce development and career pathway development</li> </ul>

	<ul style="list-style-type: none"> <li>• Employment readiness, job training, and skills development</li> <li>• Improving housing stability and access for individuals and families experiencing homelessness or housing insecurity</li> </ul>
Cross-Cutting Priorities (Education, Health, and Economic Opportunity)	<ul style="list-style-type: none"> <li>• Bridging the digital divide and increasing technology access for under-connected communities</li> <li>• Empowering individuals and families—including youth and young adults—impacted by the juvenile and/or criminal justice system through diversion, re-entry, or community-based support models</li> <li>• Programs that intentionally serve rural, underserved, or historically under-resourced communities</li> </ul>
Program Design and Member Workforce Development	<ul style="list-style-type: none"> <li>• Programs that strategically embed member skill development, career exploration, and workforce readiness into program design</li> <li>• Programs that align service activities with stackable credentials, certifications, licensure pathways, or postsecondary credit</li> <li>• Programs that provide a living allowance above the minimum required by the federal AmeriCorps agency</li> </ul>
Geography	<ul style="list-style-type: none"> <li>• Programs that provide services in communities without existing AmeriCorps State programs. “Communities” may be defined as neighborhoods, cities or towns, counties, or regions.</li> </ul>

## 8. 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 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:

- **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.

Both **members and staff** are subject to these restrictions during AmeriCorps-funded time.

These lists summarize, but do not replace, prohibitions contained in 45 CFR § 2520.65 and § 2540.100.

## 9. Unallowable Activities 45 CFR 2540.100(e)

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,
  - 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.

## 10. Contact

For all questions, document submissions, or requests related to this competition, contact:

**PennSERVE**

**Email:** [PennSERVE@pa.gov](mailto:PennSERVE@pa.gov)

**Subject Line:** “2026–2027 AmeriCorps Application – [Your Organization Name]”

*Example:* 2026–2027 AmeriCorps Application – Example Community Center

## 11. 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.

## 12. Application Resources

All applicants are urged to review the [AmeriCorps Regulations and the AmeriCorps State and National Grants FY 2026 Notice of Funding Opportunity \(NOFO\)](#), [Mandatory Supplemental Guidance](#), and supporting materials [FY 2026 AmeriCorps State and National Grants | AmeriCorps](#)

**Table 1: Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	45 CFR <a href="#">§2520.20 - §2520.55</a>
Prohibited Activities	45 CFR <a href="#">§2520.65</a>

Tutoring Programs	45 CFR <a href="#">§2522.900-2522.950</a>
Matching Funds	45 CFR <a href="#">§2521.35-2521.90</a>
Member Benefits	45 CFR <a href="#">§2522.240-2522.250</a>
Calculating Cost Per Member Service Year (MSY)	45 CFR <a href="#">§2522.485</a>
Performance Measures	45 CFR <a href="#">§2522.500-2522.650</a>
Evaluation	45 CFR <a href="#">§2522.500-2522.540</a> and <a href="#">§2522.700-2522.740</a>
Selection Criteria and Selection Process	45 CFR <a href="#">§2522.400-2522.475</a>

If any inconsistencies arise between [AmeriCorps Regulations](#), [the Notice](#), the [Application Instructions](#), and this RFA, the following order of precedence applies:

1. [AmeriCorps Regulations](#) (45 CFR §§ 2520–2550) take precedence over the
2. [Notice of Federal Funding Opportunity/Notice of Federal Funding Availability \(NOFO/NOFA\)](#), which takes precedence over the
3. [Application Instructions](#), which take precedence over
4. **This Request for Applications (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, priorities, or objectives, serve the same target communities or population, operate at the same sites, or use the same program staff and AmeriCorps members.

### 1. Estimated Available Funds and Award Amounts

AmeriCorps funding is limited. Depending on Federal appropriations, AmeriCorps may prioritize funding existing grantees instead of making new awards in both competitive and Formula Funding streams. PennSERVE’s ability to make awards is dependent on both federal and state appropriations; no funding is guaranteed.

Awards will be for either for operating funds, AmeriCorps member positions (slots/MSYs), or both. Award amounts will vary. As a general practice, PennSERVE typically awards no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time. Programs must request at least 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 2025, award amounts for operating programs ranged from \$148,000 to \$3,750,000.

## 2. Project and Award Period

Both Competitive and Formula awards operate under a three-year project period, with funding awarded one year at a time based on appropriations and satisfactory performance. 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. Applications are submitted with a one-year budget. Continuation awards for future years are not guaranteed and 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 to elect not to continue funding for subsequent years.

Applicants who are funded may expect grant awards in summer 2026. The AmeriCorps Notice of Funding Opportunity establishes July 1, 2026, as the earliest possible start of the period of performance; however, programs may not begin operations, enroll AmeriCorps members, or allow members to begin service until a grant award has been issued and a project start date has been established. AmeriCorps members may not enroll or serve prior to the award date, and any member service hours performed before the designated enrollment period may not be certified. Historically, PennSERVE competitive AmeriCorps State programs have been approved to begin operations on or after July 1, while PennSERVE formula programs typically begin later in the summer, with an anticipated start date of August 20. Limited pre-award costs related to recruitment may be allowable in accordance with federal regulations and AmeriCorps policy.

### Types of Awards

Both Competitive and Formula applicants may apply for **Cost Reimbursement grants** and, if eligible, **Fixed Amount grant types**, subject to AmeriCorps eligibility criteria and PennSERVE's available funding. **New applicants may apply for Cost Reimbursement grants, Education Award Program (EAP) Fixed Amount grants, or Professional Corps grants; however, new applicants are not eligible to apply for Full-Cost Fixed Amount grants.** Professional Corps programs applying under either pathway must meet the specific requirements outlined in AmeriCorps regulations.

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

grant based on the MSY level awarded. Professional Corps programs applying for operational funding through a Fixed Amount grant must submit a budget in support of their request for operational funds.

**Full-Cost Fixed Amount Grants:** Full-Cost Fixed Amount grants are a specific type of Fixed Amount grant available to experienced programs that meet additional eligibility requirements established by AmeriCorps. These grants provide a fixed amount per Member Service Year up to the maximum cost per MSY and do not require cost reimbursement, matching funds, or expense-based financial reporting.

**New applicants are not eligible to apply for Full-Cost Fixed Amount grants.**

Table 2 summarizes key differences among the primary AmeriCorps grant types.

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

Feature	Cost Reimbursement Grants	Fixed Amount 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

*\*For FY 2026 Competitive AmeriCorps State applications, new and re-competing applicants must propose a minimum of 20 AmeriCorps members, regardless of MSY configuration. This requirement does not apply to formula applicants, continuation applicants in Years 2 or 3, or Tribal applicants.*

## III. ELIGIBILITY INFORMATION

### 1. Eligible Applicants

The following non-federal organizations are eligible to apply:

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

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](http://www.americorps.gov)).

Organizations must operate solely within Pennsylvania and cannot apply both as a prime to PennSERVE and directly to AmeriCorps for the same project.

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 encourage organizations that have not previously received AmeriCorps funding through either Competitive or Formula awards to apply, e.g., small community-based organizations, faith-based organizations, etc.

### 2. 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.

### 3. Special Requirements for AmeriCorps Programs in Pennsylvania

- Each funded program must designate at least one full-time-equivalent staff member whose primary responsibility is 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 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

### Overview of Application Submission (Competitive and Formula)

PennSERVE suggests all applicants take the CFR regulations and Terms and Conditions into consideration when developing the program design and preparing the application. These documents can be found at [Manage Your Grant | AmeriCorps](#) Full regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

### 1. 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:**

**Competitive applications are due no later than March 6, 5:00 p.m. ET.**

**Formula applications are due no later than March 27, 5:00 p.m. ET.**

All Applicants Must:

- Complete application in eGrants web-based grant management system; and,
- Submit and/ or send documents via email to [pennserve@pa.gov](mailto: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: Application/Funding Timeline**

Milestone	Competitive Applicants	Formula Applicants
<a href="#">Online Intent to Apply Due</a>	N/A	March 6, 2026
<b>PennSERVE Technical Assistance Webinars</b>	February 19, 2026 2:30 – 4:00 <a href="#">Register Here</a>	March 11, 2026 2:30 – 4:00 <a href="#">Register Here</a>
<b>Applications due in eGrants AND emailed and submitted documents due</b>	March 6, by 5:00 PM ET	March 27, by 5:00 PM ET
<b>PennSERVE Review Period &amp; Clarifications</b>	March 6 – March 20	April - May
<b>PennSERVE Submission to AmeriCorps Agency</b>	March 31, 2026	Pending release of federal formula guidance
<b>AmeriCorps Agency Review &amp; Resolution (Competitive Only)</b>	April - June 2026	Not applicable
<b>AmeriCorps / PennSERVE Funding Decisions</b>	Mid-June	Pending federal guidance
<b>Grant award issued</b>	Mid-August 2026	Late Summer 2026 (Anticipated August)
<b>Member Enrollment Start Date</b>	<b>On or after project start date listed in grant</b>	<b>On or after project start date listed in grant</b>
<b>Starting Strong Training (Required for All Newly Funded Programs)</b>	Summer 2026	Summer 2026
<b>New Program / New Staff Training</b>	Fall 2026	Fall 2026

*Formula award timelines are subject to the release of federal guidance and approval by AmeriCorps. Dates listed for formula applicants are estimates and may be adjusted.*

*PennSERVE will not accept incomplete applications or documents received after the deadline except in cases of verified technical issues communicated before the due date.*

**Resubmission from Competitive to Formula**

Applicants that apply through the Competitive cycle but are not ultimately selected for funding **may be** eligible to submit an application under the Formula cycle, subject to the availability of formula funding, the timing of Competitive funding decisions, and applicable federal guidance. PennSERVE will provide feedback following the Competitive review process **as timing permits**. Applicants may use their competitive application as the basis for a Formula submission, making updates as needed in response to reviewer comments, program changes, or additional guidance issued by PennSERVE or AmeriCorps.

## 2. 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](#).

### A. Single Audit or Form 990

Applicants expending \$1,000,000 or more in federal funds during their fiscal year must submit the most recent Single Audit per 2 CFR 200 Subpart F to [pennserve@pa.gov](mailto:pennserve@pa.gov). An applicant that does not meet the Single Audit threshold must submit their most recent 990.

### B. 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 [Applicant Operational and Financial Management Survey](#).

### C. 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.

### D. 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](mailto:pennserve@pa.gov) at the same time they submit their application.

## E. 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. Applicants requesting a reduction or waiver of the required grantee share must submit a **Match Waiver Request Form** to [PennSERVE@pa.gov](mailto:PennSERVE@pa.gov) prior to the application deadline. Requests must include justification and supporting documentation consistent with 45 CFR § 2521.70–2521.90.

Please see [Appendix F](#).

## F. Emailed Documents

Documents required to be emailed, as listed in Table 4 below, should be attached to an email to [pennserve@pa.gov](mailto: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.

## G. 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**.
- The chart should illustrate the relationship between AmeriCorps-funded staff and host-site supervisors.
- The chart should include member slots and how they fall under the program and staff/host site supervisors.
- 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"><li>• Narratives</li><li>• Logic Model</li><li>• Performance Measures</li><li>• Budget</li></ul>	n/a
Most recent Single Audit or Form 990	Email to <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a> .

Labor concurrence (if applicable as required under 45 C.F.R. §2522.100 (c))		<a href="#">Page 16</a> ; email to <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a> .	
Federally approved Indirect Cost Agreement (if applicable)		<a href="#">Appendix E</a> ; submit through eGrants	
Delinquent on federal debt explanation (if applicable)		<a href="#">See pg. 16</a> ; email to <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a> .	
Match Waiver Request (if applicable)		<a href="#">Appendix F</a> ; email to <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a> .	
Organizational Chart		To ensure compliance with the grant requirements, all applicants must submit an <b>organizational chart</b> that includes all personnel associated with the proposed AmeriCorps grant. Email PDF/Word document of the organizational chart to <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a>	
<b>Documents Required for Specific Applicants</b>	<b>New</b>	<b>Recompete</b>	<b>Further Instructions</b>
Applicant Operational and Financial Management Survey	<b>X – (Competitive Only)</b>	<b>x– (Competitive Only)</b>	<b>Competitive applicants</b> regardless of funding level are required to submit an <a href="#">Applicant Operational and Financial Management Survey</a> .
Evaluation briefs, reports, studies	X	X	<a href="#">Evidence Base, page 26-31</a> Email to <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a> .
New Applicant Organizational Capacity Survey	X		Submit the survey via the following link <a href="https://forms.office.com/g/3SCFbYj4ZQ">https://forms.office.com/g/3SCFbYj4ZQ</a>
Non-Profit Determination Letter / 501(c)3 Status verification form	X		If you are a <b>nonprofit organization</b> , you are required to submit proof of your nonprofit status as part of your application. The determination letter should be emailed to PennSERVE at <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a>
Program evaluation plan		X	Evaluation Plan, see more details in Evaluating Plan section on <a href="#">page 35</a> . For Alternative Evaluation Approach see AmeriCorps <a href="#">FY26-Alternative-Evaluation-Approach-Guidance.pdf</a>
Evaluation report		X - Recompete applicants who have previously received <b>six or more years</b> 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 <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a> .

## 3. Content and Form of Application Submission

### A. 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
- Performance Measures;
- Logic Model
- Standard Form 424 Budget;
- Continuation Changes;
- Clarification responses (if requested); and,
- Authorization, assurances, and certification.

### B. 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.

#### a) *Narrative*

New and re-competing 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.

#### b) *Logic Model*

The Logic Model may not exceed eight pages, as printed from eGrants from the "Review" tab.

## C. 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.**

### 4. System Requirements

#### A. 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 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. Allow at least 10 days for new SAM registrations to process.

#### B. 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.**

### C. 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.

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.

## 5. Funding Restrictions

### A. 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 (For Continuation Grantees Only)	675	n/a	\$15,504
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568
Abbreviated-time (For Continuation Grantees Only)	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.

**B. 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 2026-2027, the maximum cost per MSY for cost-reimbursement grants is \$25,000.** AmeriCorps is keeping the maximum cost per MSY at the same amount as FY25 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.

**C. Costs Associated with Evidence Building Activities**

e.g. performance data collection and management, foundational research, program evaluation, etc.

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

**D. 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.

**Cost Reimbursement Match Requirements**

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 re-competing, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds, in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (private, state/local, or federal) for your **entire match**. 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 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.

## E. 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](mailto:IndirectCostRate@americorps.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

## 6. 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.
- **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.

## 7. Technical Assistance

### Technical Assistance

PennSERVE will provide multiple opportunities for applicants to receive support during the application process.

### Live Technical Assistance Webinars

PennSERVE will host two live technical assistance sessions for applicants:

- [Competitive Applicant TA Webinar](#): *February 19, 2026 – 2:30 pm – 4:00 pm*
- [Formula Applicant TA Webinar](#): *March 11, 2026 – 2:30 pm – 4:00 pm*

Each session will provide an overview of the application requirements, key documents, common pitfalls, and time for questions.

Applicants may submit questions at any time to [pennserve@pa.gov](mailto:pennserve@pa.gov). Please use the subject line: **“2026 AmeriCorps Application Question – <Applicant Name>.”**

Questions will be answered on a rolling basis.

If applicants cannot locate needed information in the AmeriCorps agency resources or this Request for Applications, they are encouraged to contact PennSERVE using the email address above.

## V. APPLICATION REVIEW INFORMATION

### New and Recompeting Program Operating Grant Applicants Criteria

Each applicant—Formula or Competitive—must describe a project that uses AmeriCorps members effectively to address a significant community need. Applications must include a well-designed, evidence-informed plan with clear justification for the requested funds.

All applications will be assessed using the selection criteria below. Reviewers will rate proposals based on the quality and clarity of the program design, organizational capability, and budget. Applicants should not assume that all sub-criteria carry equal weight.

Prior to issuance, and annually thereafter, awards will be subject to review by one or more AmeriCorps senior officials, or their designees, according to the process described in [Executive Order 14332](#), “Improving Oversight of Federal Grantmaking.”

**Table 7: Basic Selection Criteria (New and Recompeting Program Operating Grant Applicants)**  
(Applies to both Competitive and Formula Applicants)

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Community and Logic Model	20
Evidence Tier	12
Evidence Quality	8
Notice Priority	4
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	15
Member Supervision	10
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>
Member Recruitment	8
Member Retention	9
Data Collection	8

#### 1. Executive Summary, 0 percent,

All applicants—Formula and Competitive—must complete the required Executive Summary template without modification. Applicants should fill in the blanks using the exact language provided.

“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.”

## 2. Program Design, 50 percent:

### A. Community Logic Model, 20 points:

(Applies to all Competitive and Formula applicants)

- In narrative form, applicant will provide a detailed summary of the community problem, and an explanation of how the applicant’s intervention(s) will lead to the outcomes identified in the Logic Model.

The applicant must describe in the Logic Model

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services.
  - Setting and community condition where the intervention is delivered.
  - Number of AmeriCorps members who will deliver the intervention.
  - Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention.
- The core activities that members will deliver as part of the intervention including:
  - Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention).
  - Dosage of each activity (e.g., the number of hours per session or sessions per week).
  - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). 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.

## B. Evidence Base, 20 points

This requirement applies to **all applicants**, regardless of whether they compete in the Competitive or Formula cycle. PennSERVE uses the AmeriCorps agency's evidence definitions and tiers for all applications. 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.

### *a) 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 2025, the evidence tiers of competing applicants recommended for AmeriCorps State and National funding were as follows: 57% Strong, 11% Moderate, 25% Preliminary, 7% Pre-Preliminary.

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.

*b) 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.

**C. AmeriCorps Agency Priority, 4 points**

- Describe whether one or more of the AmeriCorps funding priorities is a significant part of the program focus and intended outcomes. Refer to A.2. for list of Funding Priorities.

**D. Member Experience, 6 points**

- Describe how AmeriCorps members will be provided opportunities for skill attainment, personal growth and connection to the community they are serving in support of a lifetime of civic participation

**3. Organizational Capability, 25 percent**

**A. Organizational Background and Staffing, 15 points**

- Describe the roles, responsibilities, and structure of the staff that will implement and provide oversight of the program, including but not limited to demonstrating the organization has sufficient policies, procedures, and controls to effectively implement a federal grant.

**B. Member Supervision, 10 points**

- Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service. That could include but is not limited to structure for member supervision: cadence and format of supervisor/member check-ins, member and

supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.

#### 4. Cost Effectiveness and Budget Adequacy, 25 percent:

Budget narratives must clearly justify each cost and demonstrate efficient use of resources relative to proposed outcomes.

##### A. Member Recruitment, 8 points

- Provide a description of budget expenses to support recruitment of AmeriCorps members best suited to serve the community.

##### B. Member Retention, 9 points

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

##### C. Data Collection, 8 Points

- Provide a description of budget expenses that support data collection and evaluation, including the process for collecting and maintaining high-quality performance data from your organization and community partners, how data will be analyzed, and how this will ensure timely and accurate reporting to AmeriCorps.

#### 5. Budget – Operating Grants

- In Section I – Staff travel:
  - Include costs for at least one staff person to attend two required trainings during the 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 – 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.

## 6. Evaluation Plan, 0 percent

### **Required for recompeting applicants:**

- Applicants—both Competitive and Formula—that have previously received three or more years of funding for the same project (i.e., applicants entering their second three-year project period) are required to submit an Evaluation Plan as part of their application. Evaluation plans must be submitted using the following form <https://forms.office.com/g/chp7Mt03xS>
- Recompeting applicants must prepare their Evaluation Plan using the following form <https://forms.office.com/g/chp7Mt03xS>. The Evaluation Plan will not be scored and will not be reviewed until after funding decisions are made.

***All applicants must enter “N/A” in the “Evaluation Summary or Plan” field within the eGrants narrative. Any other text entered in this field will not be reviewed.***

## 7. Amendment Justification, 0 percent:

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

## 8. Clarification Information, 0 percent:

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

## 9. Continuation Changes, 0 percent:

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

## 10. Review and Selection Process

The grant selection process includes the following steps:

- Determining whether the application meets basic requirements (deadlines, eligibility, completeness).
- Applying the selection criteria described in this RFA.
- Assessing the strength of the evidence base and proposed intervention(s).
- Evaluating alignment with AmeriCorps and PennSERVE priorities and requirements.

**For Formula Applicants:**

PennSERVE staff will conduct a full review using the criteria in this RFA and will make funding recommendations to the PennSERVE Advisory Board.

**For Competitive Applicants:**

PennSERVE staff will review and score applications using the same criteria.

Applications selected for national competition will then be submitted to the AmeriCorps agency for federal review. The AmeriCorps agency may request clarifications, revisions, or additional documentation as part of its Competitive review process.

**Competitive Applicants Not Selected:**

Organizations whose applications are not selected for submission to AmeriCorps for the Competitive cycle may submit during the Formula cycle.

**Final Award Decisions:**

- **Formula awards** are determined by PennSERVE following Advisory Board approval.
- **Competitive awards** are determined by the AmeriCorps agency.

PennSERVE may request revisions, conduct supplemental reviews, or request documentation at any stage to ensure compliance with state and federal requirements.

Applicants should not assume that reviewers—state or federal—are familiar with their program, even if reapplying. Provide sufficient detail for standalone evaluation.

## VI. eGrants Application Detailed Submission Instructions – New and Reapply

(Applies to both Competitive and Formula applicants submitting a New or Reapplying application)

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);
- Select the correct NOFA (notice of funds available):
  - **FY 2026 AmeriCorps State and Territory Commission (new and continuations);**
- Select **Pennsylvania** as the state to which you are applying.

Once your application shell is created, eGrants will generate an application ID. You must complete all required sections listed below.

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.

All required fields must be completed even if marked optional by the system.

## 1. Applicant Info

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

### Selecting New vs. Continuation/Renewal in eGrants

Use the following guidance when selecting the application type:

**Select *Continuation/Renewal* if:**

- You are a current PennSERVE AmeriCorps State grantee (Formula or Competitive) in Year 1 or Year 2 of your three-year project period and are applying for Year 2 or Year 3; OR
- You are in the final year (Year 3) of your PennSERVE project period and are recompeting for a new three-year cycle for the same project; OR
- You have received an AmeriCorps Competitive State & National grant (direct from the AmeriCorps agency) for this same project within the last five years.

**Select *New* if:**

- You are applying for AmeriCorps State funding for the first time; OR
- You previously received Formula funding, but your earlier project period has ended and does not appear as a continuation option in eGrants; OR
- You are a former PennSERVE or Competitive grantee whose last funding for this project was more than five years ago; OR
- You are a current planning grantee applying for an implementation grant.

**Note:** A prior Formula award does generate continuation status only if the program is still within PennSERVE's current three-year project period. Otherwise, the applicant must select New.

In the Application Info Section enter:

- **Service Location(s):** List the areas served by your proposed program, including city or county and the two-letter state abbreviation (**PA**).

- **Project Period:** Enter the requested project period start and end dates as **August 20, 2026 – August 19, 2027**.  
*If you are proposing a different project period, contact PennSERVE in advance for approval.*  
**State Application Identifier:** Enter N/A.
- **State Executive Order 12372 Review:** This field is pre-filled as “No, this program is not subject to Executive Order 12372.”  
**Federal Debt Status:** Indicate **Yes** or **No** to confirm whether your organization is delinquent on any federal debt. If **Yes**, provide a brief explanation.

## 2. Narratives

Complete all narrative sections as directed in this RFA. In eGrants, applicants must enter text for the following required narratives:

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

eGrants also contains fields titled **Evaluation Summary or Plan, Clarification Summary, Amendment Justification, and Continuation Changes**. **All new and re-competing applicants must enter “N/A” in these fields**. These fields may be used later in the process for clarification requests, post-award amendments, or continuation submissions.

Reviewers will assess applicant narratives using the criteria outlined in this RFA. Applicants are encouraged to address each bullet or sub-criterion that applies to their program design.

## 3. Logic Model

To enter your Logic Model, select “**Logic Model**” from the left-side navigation menu in eGrants.

Click “**Edit**” in the first blank row to open the pop-up entry screen. Complete all fields that apply to your program’s intervention. When finished, click “**Save and Close**.”

Applicants may add additional rows by selecting “**Add a New Row**.” However, the Logic Model must not exceed the **eight-page limit as printed from eGrants**.

To revise an existing row, select “**Edit**.” To remove a row, select “**Delete**.”

## 4. Performance Measures

All applicants—new, re-competing, and continuation—must submit performance measures as part of their application.

Refer to [Appendix A](#) detailed instructions on entering performance measures in eGrants and consult the **National Performance Measure Instructions**. Performance measures must align with the program’s Logic Model and reflect significant program activities.

## 5. Program Information

In the Program Information section, applicants must select all applicable items that accurately reflect their proposed program design.

### **AmeriCorps Funding Priorities**

Select only the priority areas that represent a **substantial and intentional** focus of the proposed program and its intended outcomes.

### **Grant Characteristics**

Select only those characteristics that represent a **significant component** of the proposed program model.

## 6. Documents

Applicants must submit all required documents listed in this RFA, which may include:

- Labor concurrence (if required)
- Federally approved indirect cost rate agreement (if applicable)
- Explanation of federal debt delinquency (if applicable)
- Additional documents listed in [table 4 Required Application Documents](#)

After submitting required documents to PennSERVE, applicants must update the document status in eGrants from the default **“Not Sent”** to the appropriate designation:

**“Sent,” “Not Applicable,” or “Already on File at CNCS.”**

## 7. Budget Instructions

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will evaluate your budget under the **Cost-Effectiveness and Budget Adequacy** criterion.

Applicants should:

- Provide full calculations for all line items
- Follow the detailed budget instructions in [Appendix B](#)
- Use the **Budget Analysis Checklist** ([Appendix C](#)) before submission
- (Optional) Use PennSERVE’s external budget template:  
[PennSERVE Template CostReimbursementBudget 2026.xlsx](#)

Budget Preparation Requirements:

- 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 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](#).

## 8. 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.

***Applicants must ensure entries represent only the AmeriCorps program, not the broader organization.***

## 9. 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

(For Programs in Year 1 or Year 2 of a Three-Year Project Period)

These instructions apply **only** to programs currently in their **first or second year** of PennSERVE's three-year AmeriCorps State project period (Formula or Competitive).

Programs completing the **final year (Year 3)** of their project period must follow the **New/Recompeting** instructions in Section VI.

### 1. How to Submit a Continuation Request

1. Log into eGrants.
2. Select Continuation/Renewal on your home page.
3. eGrants will display a list of grants eligible for continuation.
4. Select the correct grant.  
Do not start a new application—your continuation request must originate from the existing grant shell.
5. The system will copy forward your most recently awarded application.
6. Update sections as directed below, then click Submit.

Your continuation request includes the following components:

- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures
- Program Information
- Documents
- Budget
- Funding/Demographics

- Review
- Authorize and Submit

## 2. 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).

## 3. 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 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.

### *a) Allowed Changes in a Continuation Application*

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 in **Monitoring structures or staffing**
- **Budget revisions**, including position changes or cost reallocations

The Continuation Changes field is limited to **six pages** (as printed from eGrants).

### **If no changes are requested:**

Enter **“N/A”** in Continuation Changes.

### *b) Not Allowed in a Continuation Application*

#### **(Common applicant errors)**

#### **Do NOT:**

- Rewrite or update your original program design narrative
- Modify your logic model within the narrative section
- Insert evaluation updates or old performance data
- Replace past performance measures with new ones solely for convenience
- Add new interventions unrelated to the original approved design

**These changes require a recompete competition, not a continuation.**

### c) *Evaluation Plan (Formula + Competitive)*

Continuation applicants **do not submit or revise evaluation plans** in eGrants.

Evaluation Plans are reviewed only when a program **recompetes** (Year 3 → New/Recompete application).

If you require a change to an already-approved plan:

Do **not** edit the Evaluation Summary field in eGrants. Instead, email a revised plan (with track changes) to: [PennSERVE@pa.gov](mailto:PennSERVE@pa.gov)

PennSERVE will coordinate with the AmeriCorps agency.

## 4. Logic Model

Continuation applicants do not need to enter content into the Logic Model fields. **Applicants should Confirm the Logic Model carried forward correctly before submission.**

**If the Logic Model did not carry over you may need to reenter the data in the continuation application.**

## 5. Performance Measures

You must revise performance measures only if:

- Your program scope or activities changed
- You added or removed grant-funded activities
- You requested additional slots or MSYs
- Your measures no longer align with the current [Performance Measure Instructions](#)

When revising:

- Edit the existing measures using **View/Edit, or**
- Add new measures if required
- Explain all updates in the **Continuation Changes** narrative
- Provide justification for major increases or decreases in targets

See [Appendix A](#) for instructions for entering performance measures and see the [National Performance Measure Instructions](#).

## 6. 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.

## 7. Documents

Submit any new or updated required documents listed in [table 4](#), including:

- Labor concurrence (if applicable)
- Updated indirect cost rate agreement (if applicable)
- Explanation of federal debt delinquency (if applicable)

Update the status in eGrants to:

**Sent, Not Applicable, or Already on File at CNCS**

## 8. 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)

Provide detailed match information:

- Funding source name
- Secured or proposed
- Cash or in-kind
- Source type (Private, State/Local, or Federal)
- Total dollar amount

**Total must exactly match the budget narrative.**

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\\_2026.xlsx](#)

## 9. 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.

## 10. 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 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."

## 11. AWARD ADMINISTRATION INFORMATION

### A. Award Notice

PennSERVE anticipates issuing preliminary funding notifications to both **Formula and Competitive** applicants in **late Spring/Summer 2026**. This notification is not a Notice of Grant Award (NGA) and does **not** authorize applicants to begin grant-funded activities.

Grantees may **not obligate or expend federal funds** until:

1. The AmeriCorps agency issues an official **Notice of Grant Award**, and
2. The project period start date identified in the award has arrived.

*Both Formula and Competitive applicants must comply with these requirements.*

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

These application instructions, along with the applicant’s submitted and approved application, form part of the legally binding agreement under the grant. All funded programs—Formula and Competitive—are subject to:

- The National and Community Service Act (NCSA) of 1990, as amended
- Applicable AmeriCorps regulations at 45 CFR §§ 2520–2550
- The AmeriCorps General and Program-Specific Terms and Conditions
- All requirements included in this RFA and its appendices

### **Commonwealth of Pennsylvania Subgrantee Agreement**

All PennSERVE-funded grantees must complete the Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement.

Together, this subgrantee agreement, the approved eGrants application, and the language in this RFA constitute the grantee’s contract with the Commonwealth.

### **Uniform Guidance Requirements**

All awards under this RFA are subject to the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements** found at:

- **2 CFR Part 200**, as amended
- **2 CFR Part 2205** (AmeriCorps agency-specific regulations)

These requirements apply to **both Formula and Competitive** grants, including cost allowability, procurement, internal controls, and audit thresholds.

### **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](#).

Failure to respond promptly may lead to:

- Temporary manual hold on funds
- Reimbursement-only status
- Additional monitoring
- Other conditions as deemed appropriate

This requirement applies to **all** PennSERVE-funded programs.

### **AmeriCorps Terms and Conditions**

All grants must follow the FY 2026 AmeriCorps General Terms and Conditions, and the FY 2026 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 are available at the **AmeriCorps “Manage Your Grant”** website.

### Required AmeriCorps Grantee Trainings

All grantees are required to complete AmeriCorps-issued trainings to ensure proper award management and compliance. These include:

- **Funds Management Training for AmeriCorps Grantees** – covers federal financial management standards, drawdown procedures, and cash management requirements.
- **Fraud Awareness Training for AmeriCorps Grantees** – outlines how to recognize, prevent, and report fraud, waste, and abuse.
- **Internal Control Training for Grant Recipients** – explains required internal control systems and risk mitigation practices under 2 CFR § 200.303.
- **National Service Criminal History Check (NSCHC) Training** – required for all grantees conducting criminal history checks under AmeriCorps regulations (45 CFR §§ 2540.200–2540.207); this training must be completed **before conducting any checks** and **renewed annually**.

Grantees must ensure that all staff responsible for fiscal, program, or member management complete these trainings annually and maintain documentation of completion for monitoring, risk assessment, and audit purposes.

### 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.

All programs must comply with the NSCHC requirements under [45 CFR 2540.200– 2540.207](#). This includes:

- Maintaining NSCHC-compliant processes
- Ensuring all checks are initiated and completed **before** individuals begin service or work
- Ensuring all covered individuals complete the NSCHC eCourse annually
- Submitting annual NSCHC training certifications to PennSERVE

Programs should reference the AmeriCorps NSCHC resources for guidance and FAQs.

## 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

All PennSERVE grantees—Formula and Competitive 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. 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.

## E. Appendices

### **Purpose and Order of Precedence**

The appendices provide supplemental forms, templates, and reference materials needed to complete the PennSERVE AmeriCorps application process. They are an integral part of this Request for Applications (RFA) and should be reviewed and used as instructed.

In the event of any inconsistency among these documents, the following order of precedence applies:

1. Federal statutes and regulations (e.g., the National and Community Service Act of 1990, as amended; 45 CFR Chapter XII and XXV; and 2 CFR Part 200, as amended October 2024);
2. AmeriCorps General and Program-Specific Terms and Conditions;
3. This PennSERVE RFA; and
4. Appendices and supplemental forms.

# Appendix A: eGrants Performance Measure Instructions

***These instructions apply to all PennSERVE AmeriCorps State applicants (Competitive and Formula; Cost Reimbursement and Fixed Amount) who are required to enter performance measures in eGrants.***

## **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 (an output paired with an outcome) 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.

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](#).

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. Applicants must ensure that at least one aligned performance measure (output paired with outcome) corresponds directly to the program’s primary intervention and measures community impact, not AmeriCorps member development. 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.

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.

### **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 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.)

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.

### **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. Outcomes must measure a meaningful change that can be reasonably observed and documented within a single grant year.

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.”

### **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.

# Appendix B: Cost Reimbursement Grant Budget Instructions

These instructions apply to **all Competitive and Formula AmeriCorps State applicants requesting a Cost Reimbursement grant**. Fixed Amount applicants should follow the budget instructions in Appendix H and I of this RFA.

To assist with budget preparation outside of eGrants, PennSERVE has developed a budget template: [PennSERVE Template CostReimbursementBudget 2026.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,” “AmeriCorps Agency 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 PennSERVE trainings during the 2026-2027 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.

Also, include costs for at least one staff member to attend the **National Service Training Conference**. Include costs for applicable travel, meals, and lodging. Assume cost of airfare, hotel, ground transportation and food.

Please itemize costs. For example: Two staff will attend the **National Service Training Conference**. 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.

### 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 recompetete 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 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 (AmeriCorps Agency 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.

#### 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 AmeriCorps Agency 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 AmeriCorps Agency 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 AmeriCorps Agency 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 AmeriCorps Agency 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 AmeriCorps Agency 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 AmeriCorps Agency 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**

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 AmeriCorps Agency 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 AmeriCorps Agency 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 AmeriCorps Agency 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:

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
<b>Total Source of Funds</b>		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

**Applicability:** This checklist applies to **all Competitive and Formula AmeriCorps State applicants requesting Cost Reimbursement grants.**

Use this checklist to confirm that your budget narrative is complete, compliant, and aligned with AmeriCorps and PennSERVE requirements.

## Section I. Program Operating Costs

### In Compliance? Question

- Yes \_\_\_ No \_\_\_ Do costs charged under the personnel line item directly relate to the operation of the AmeriCorps project (e.g., staff who recruit, train, place, or supervise members and manage the project)?
- Yes \_\_\_ No \_\_\_ Are staff who are indirectly involved in the management or operation of the applicant organization funded through the administrative cost section (Section III) of the budget (e.g., central management and support functions)?
- Yes \_\_\_ No \_\_\_ Are staff fundraising expenses excluded from both the AmeriCorps agency share and the grantee share (match)? (Development officers and fundraising staff are not allowable.)
- Yes \_\_\_ No \_\_\_ Are all positions in the budget fully described in the budget narrative?
- Yes \_\_\_ No \_\_\_ Are the types of fringe benefits and associated costs for each staff position clearly described (e.g., FICA, workers' compensation, retirement, SUTA, health and life insurance, IRA, 401(k))? If fringe exceeds 30 percent, is it itemized separately?
- Yes \_\_\_ No \_\_\_ Are holidays, leave, and other similar vacation benefits excluded from fringe rates and instead absorbed into personnel expenses (salary) line items?
- Yes \_\_\_ No \_\_\_ Is the purpose for all staff and member travel clearly identified?
- Yes \_\_\_ No \_\_\_ Have you budgeted funds for staff travel to required PennSERVE-sponsored meetings/trainings?
- Yes \_\_\_ No \_\_\_ Have you budgeted funds for at least one staff person to attend the National Service Training Conference (or its current AmeriCorps-designated national training event)?
- Yes \_\_\_ No \_\_\_ Are relocation expenses for AmeriCorps members excluded from the AmeriCorps agency share of the budget?
- Yes \_\_\_ No \_\_\_ Are funds for the purchase of equipment (as defined in the RFA) limited to no more than 10 percent of the total AmeriCorps agency funds requested?
- Yes \_\_\_ No \_\_\_ Are all single equipment items over \$10,000 per unit specifically listed and justified in the budget narrative?

**In Compliance? Question**

Yes \_\_\_ No \_\_\_ Are all single supply items over \$1,000 per unit specifically listed and explained in the budget narrative?

Yes \_\_\_ No \_\_\_ Is the cost of at least one item that members will wear daily with the AmeriCorps logo included for all AmeriCorps members, or (if not) does the narrative explain how those items will be provided with non-AmeriCorps funds?

Yes \_\_\_ No \_\_\_ Is the AmeriCorps agency share only being charged for member service gear that includes the AmeriCorps logo (except for safety gear, which may be charged regardless of logo)?

Yes \_\_\_ No \_\_\_ Is a daily rate noted in all sections of the budget narrative where consultants are proposed?

Yes \_\_\_ No \_\_\_ Have you budgeted **\$16.80 per member slot** for use of the OnCorps member management system, or, if PennSERVE has approved a separate timekeeping system, **\$300** for financial and progress reporting (noting that this cost is subject to change)?

Yes \_\_\_ No \_\_\_ Does the budget reflect adequate costs for project evaluation activities, consistent with the evaluation requirements in this RFA?

Yes \_\_\_ No \_\_\_ Have you budgeted for the cost of NSOPW, FBI, and state checks in the AmeriCorps agency share and/or match for all covered positions under the National Service Criminal History Check (NSCHC) regulations (45 C.F.R. §§ 2540.200–2540.207)? If not, have you explained how these costs will be covered?

Yes \_\_\_ No \_\_\_ Are all items in the budget narrative itemized with clear calculations and justification of purpose?

**Section II. Member Costs**

**In Compliance? Question**

Yes \_\_\_ No \_\_\_ Are living allowance amounts within the minimum and maximum ranges in Table 5 (Minimum and Maximum Living Allowance) for the applicable service terms? (*Note: Programs that existed prior to Sept. 21, 1993 may offer a lower-than-minimum living allowance but may not exceed the maximum.*)

Yes \_\_\_ No \_\_\_ Are living allowances **not** paid on an hourly basis, but instead distributed in equal increments (e.g., weekly or biweekly) over the term of service, regardless of hours in a given pay period?

Yes \_\_\_ No \_\_\_ Is FICA calculated correctly at 7.65 percent of the total living allowance for all members receiving a living allowance, unless exempted by the IRS (with the exemption noted in the budget narrative)?

**In  
Compliance? Question**

Yes \_\_\_ No \_\_\_ Is the workers' compensation calculation correct, and does it provide required workers' compensation coverage for all AmeriCorps members serving in Pennsylvania?

Yes \_\_\_ No \_\_\_ Is health care coverage budgeted/provided for all full-time AmeriCorps members who do not have adequate coverage, consistent with AmeriCorps requirements, and not charged with AmeriCorps funds for less-than-full-time members except as allowed (e.g., sustained full-time capacity such as summer)?

Yes \_\_\_ No \_\_\_ Is unemployment insurance **not** budgeted for AmeriCorps members (consistent with Pennsylvania requirements)?

**Section III. Administrative/Indirect Costs**

**In Compliance? Question**

Yes \_\_\_ No \_\_\_ N/A \_\_\_ If the applicant does **not** have a federally approved indirect cost rate and is using the **AmeriCorps fixed percentage method**, does the **AmeriCorps agency share** of administrative costs not exceed 5 percent of total AmeriCorps agency funds budgeted (calculated as Sections I + II AmeriCorps agency share × 0.0526)?

Yes \_\_\_ No \_\_\_ N/A \_\_\_ Under the AmeriCorps fixed percentage method, does the grantee share of administrative costs not exceed 10 percent of total direct costs (Sections I + II, AmeriCorps agency + grantee share)?

Yes \_\_\_ No \_\_\_ N/A \_\_\_ If the applicant has a current federally approved indirect cost rate, does the **AmeriCorps agency share** of administrative/indirect costs not exceed 5 percent of total AmeriCorps agency funds budgeted?

Yes \_\_\_ No \_\_\_ N/A \_\_\_ If the applicant uses a federally approved indirect cost rate, has documentation been submitted to PennSERVE and the rate type, rate percentage, rate claimed, cost basis, and calculation been clearly specified in the budget?

Yes \_\_\_ No \_\_\_ N/A \_\_\_ If the applicant is using the **15% de minimis rate of Modified Total Direct Costs (MTDC)**, does the AmeriCorps agency share of administrative/indirect costs still not exceed 5 percent of total AmeriCorps agency funds budgeted (Sections I + II × 0.0526)?

**Match**

**In  
Compliance? Question**

Yes \_\_\_ No \_\_\_ Is the overall match being met at the required level based on the year of AmeriCorps funding (see Match Requirements in Section IV.E.4)?

**In  
Compliance? Question**

Yes \_\_\_ No \_\_\_ For all matching funds (proposed and secured), are the **source(s)** (private, state, local, federal), **type** (cash or in-kind), and **amount** clearly identified in the budget narrative and in the "Source of Funds" field in eGrants?

Yes \_\_\_ No \_\_\_ Does the total match amount described in the budget narrative exactly equal the total match amount entered in the "Source of Funds" field and in the budget summary?

## Appendix D: eGrants Budget Worksheet

**Applicability:** This worksheet is provided as an **offline planning tool** for all Competitive and Formula AmeriCorps State **Cost Reimbursement** applicants. The structure aligns with the eGrants budget screens. To assist with budget preparation outside of eGrants, PennSERVE has developed a budget template: [PennSERVE Template CostReimbursementBudget\\_2026.xlsx](#)

### Section I. Program Operating Costs

#### A. Personnel Expenses

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

#### B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals				

#### C.1. Staff Travel

Purpose	Calculation	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals				

**C. 2. Member Travel**

Purpose	Calculation	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals				

**D. Equipment**

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

**E. Supplies**

Purpose	Calculation	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals				

**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals					

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals					

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals					

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals					

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	AmeriCorps Agency Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	AmeriCorps Agency Share	Grantee Share

**Section II. Member Costs**

**A. Living Allowance**

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	AmeriCorps Agency 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	AmeriCorps Agency Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	AmeriCorps Agency Share	Grantee Share
Subtotal Sections I + II:			

**Section III. Administrative/Indirect Costs**

**A. Corporation-fixed Percentage Rate**

Purpose	Calculation	Total Amount	AmeriCorps Agency 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	AmeriCorps Agency Share	Grantee Share

Total Sections I + II + III:	Total Amount	AmeriCorps Agency Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	AmeriCorps Agency 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

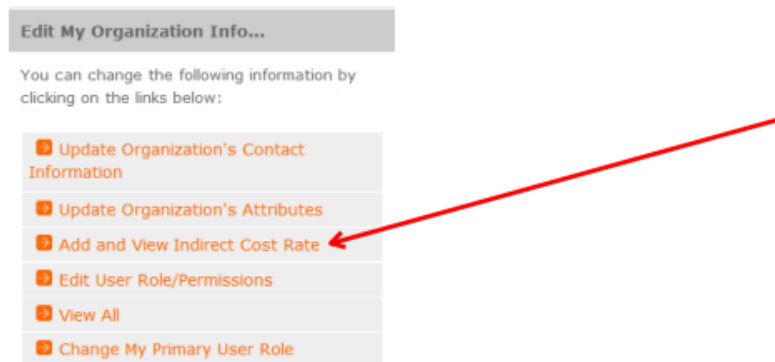
## eGrants Indirect Cost Rate (IDCR) User Instructions

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.



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.

The screenshot shows the 'Indirect Cost Rate Record' form. It includes the following fields:

- 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) with a 'No Expiration' checkbox
- Extended?: (Please Select)
- Rate Status: (Please Select)
- Rate Percent: ( ) ( ) %
- Rate Base: (text input)
- Treatment of Fringe Benefits: (text input)
- Treatment of Paid Absences: (text input)

The form has 'cancel' and 'save & close' buttons at the top and bottom.

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.

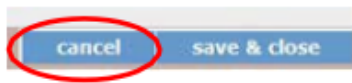
14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.

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 were 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.

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.

Applicants must ensure that at least one aligned performance measure (an output paired with an outcome) corresponds directly to the program's primary intervention, as identified in eGrants.

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:

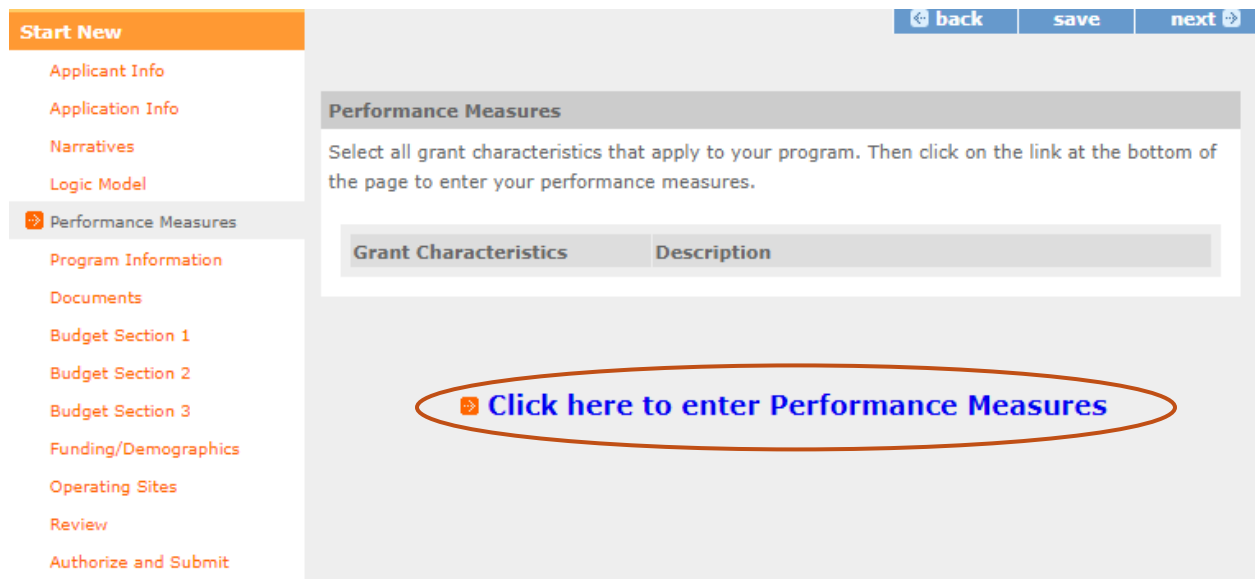
- Capacity Building and Leverage (in the Capacity Building focus area)

- 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)

Applicant-determined outputs and outcomes must be specific, measurable, and designed to capture a meaningful change that can reasonably be observed and documented within a single grant year.

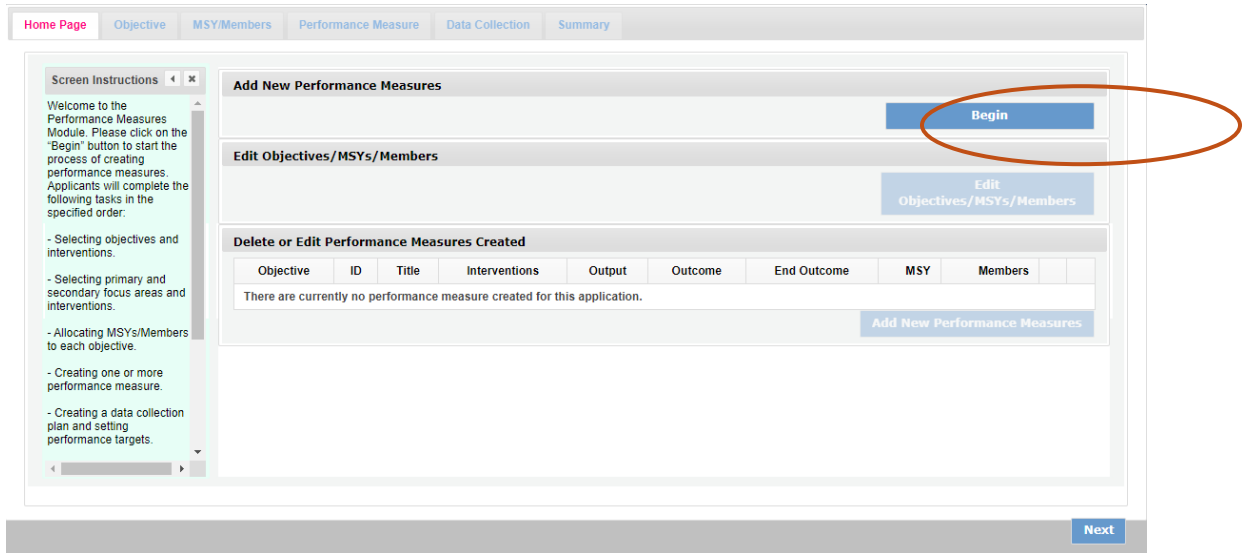
### Entering Information into eGrants

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.



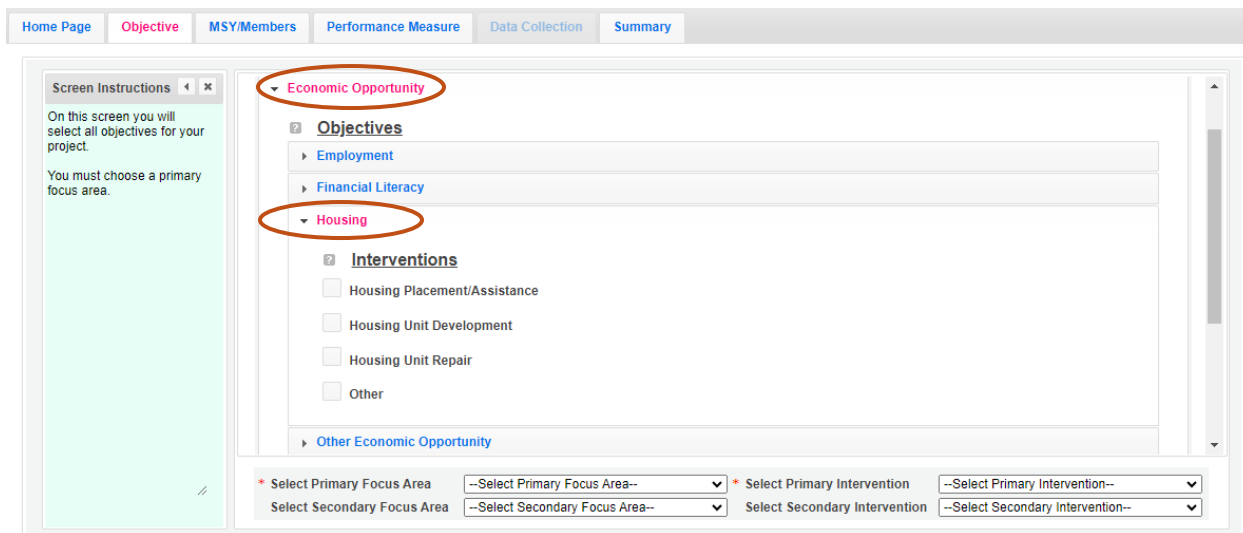
**FIGURE 1: THE LINK TO BEGIN THE PERFORMANCE MEASURES MODULE IN eGRANTS.**

Click Begin.



**FIGURE 2: THE HOME PAGE TAB OF THE PERFORMANCE MEASURES MODULE FEATURING THE BEGIN BUTTON.**

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



**FIGURE 3: THE OBJECTIVE TAB OF THE PERFORMANCE MEASURES MODULE WITH THE ECONOMIC OPPORTUNITY FOCUS AREA AND HOUSING OBJECTIVE FIELD EXPANDED.**

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

**FIGURE 4: THE OBJECTIVE TAB WITH THE HOUSING PLACEMENT/ASSISTANCE INTERVENTION CHECKED.**

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

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 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

**FIGURE 5: THE OBJECTIVE TAB WITH THE PRIMARY FOCUS AREA AND PRIMARY INTERVENTION SELECTED.**

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.

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

**Screen Instructions**

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

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic

**Summary**

Program: AmeriCorps

Focus Areas: Economic Opportunity

Objectives: Housing

**Resource Allocation**

\* Enter Total MSYs for the project:

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

Focus Area	Objective	MSY	% of total MSY	Members
Economic Opportunity	Housing	<input type="text" value="10.00"/>	100.00	<input type="text" value="10"/>
Sub Total:		10.00	100.00	10
GRAND TOTAL:		10.0	100.0	10

Save Back Next

**FIGURE 6: THE MSY/MEMBER TAB OF THE PERFORMANCE MEASURES MODULE SHOWING THE TOTAL MSY FOR THE PROJECT, MSY ALLOCATED TO THE OBJECTIVE, AND MEMBERS ALLOCATED TO THE OBJECTIVE.**

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:

\* Title:

\* Problem Statement:

\* Selected Interventions:

-

**FIGURE 7: THE PERFORMANCE MEASURES TAB OF THE PERFORMANCE MEASURES MODULE WITH OBJECTIVE, TITLE, PROBLEM STATEMENT, AND INTERVENTION ENTERED.**

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.

The screenshot displays the 'Performance Measure' tab in a web application. At the top, a navigation bar includes 'Home Page', 'Objective', 'MSY/Members', 'Performance Measure' (highlighted), 'Data Collection', and 'Summary'. Below this is a 'Summary of Performance Measures' table with columns: Objective, ID, Title, Interventions, Output, Outcome, End Outcome, MSY, Members, Complete, Delete, and Edit. A message states: 'There are currently no Performance measures created for this application.'

The main content area is divided into sections. On the left, 'Screen Instructions' provide guidance on creating performance measures. The central area shows a dropdown menu for 'Housing Placement/Assistance'. Below this, the 'Outputs' section is expanded to show 'Housing' with two radio button options: 'O1A: Number of individuals served' and 'O4: Number of housing units developed or repaired'. An 'Add User Output' button is present. The 'Outcomes' section below it is also expanded to 'Housing' and shows 'No records found.'

At the bottom, a 'Save' button is on the left, and 'Delete PM in Progress', 'Back', and 'Next' buttons are on the right.

**FIGURE 8: THE PERFORMANCE MEASURES TAB SHOWING THE AVAILABLE OUTPUTS ASSOCIATED WITH THE SELECTED OBJECTIVE.**

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.

The screenshot displays two sections: "Outputs" and "Outcomes", both under the "Housing" category. In the "Outputs" section, three radio buttons are shown. The first, labeled "O1A: Number of individuals served", is selected. The second, "O4: Number of housing units developed or repaired", is unselected. Below it is an empty text input field. An "Add User Output" button is at the bottom right. In the "Outcomes" section, two checkboxes are shown. The first, labeled "O11: Number of individuals transitioned into safe, healthy, affordable housing", is unselected. Below it is an empty text input field. An "Add User Outcome" button is at the bottom right.

**FIGURE 9: THE PERFORMANCE MEASURES TAB SHOWING THE AVAILABLE OUTCOMES ASSOCIATED WITH THE SELECTED NATIONAL PERFORMANCE MEASURE OUTPUT.**

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

This screenshot is similar to Figure 9 but shows a change in the "Outcomes" section. The checkbox next to the empty text input field is now checked, and the text "Applicant-Made Outcome" has been entered into the field. The "Add User Outcome" button remains at the bottom right.

**FIGURE 10: THE PERFORMANCE MEASURES TAB SHOWING AN EXAMPLE OF A NATIONAL PERFORMANCE MEASURE OUTPUT PAIRED WITH AN APPLICANT-DETERMINED 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 a 'Housing' category. In the '\* Outputs' section, there are three radio buttons. The first is 'O1A: Number of individuals served', the second is 'O4: Number of housing units developed or repaired', and the third is an empty text field with a blue dot selected. Below these is an 'Add User Output' button. In the '\* Outcomes' section, there is one checkbox next to an empty text field, with an 'Add User Outcome' button below it.

**FIGURE 11: THE PERFORMANCE MEASURES TAB SHOWING THAT ONLY APPLICANT-DETERMINED OUTCOMES ARE AVAILABLE IF CREATING AN APPLICANT-DETERMINED OUTPUT.**

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 Figure 11 but with data entered. In the '\* Outputs' section, the radio button next to the empty field is selected, and the text 'Applicant-Made Output' is entered in the field. In the '\* Outcomes' section, the checkbox is checked, and the text 'Applicant-Made Outcome' is entered in the field. Both sections still have their respective 'Add User Output' and 'Add User Outcome' buttons.

**FIGURE 12: THE PERFORMANCE MEASURES TAB SHOWING AN EXAMPLE OF AN APPLICANT-DETERMINED OUTPUT PAIRED WITH AN APPLICANT-DETERMINED OUTCOME.**

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

The screenshot displays a web interface for configuring performance measures. At the top, there are three radio button options: 'O1A: Number of individuals served', 'O4: Number of housing units developed or repaired', and 'Applicant-Made Output' (which is selected). Below these is a text input field containing 'Applicant-Made Output' and an 'Add User Output' button. A section titled '\* Outcomes' with a dropdown arrow is expanded to show 'Housing', which contains a checked checkbox and a text input field with 'Applicant-Made Outcome', along with an 'Add User Outcome' button. At the bottom, there are two input fields: '\* Enter # of MSYs' with the value '10' and '\* Enter # of Members' with the value '10'. A navigation bar at the bottom right includes buttons for 'Delete PM in Progress', 'Back', and 'Next'.

**FIGURE 13: THE PERFORMANCE MEASURES TAB SHOWING THE MSY AND MEMBERS ASSOCIATED WITH THE PERFORMANCE MEASURE.**

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**  **\* Unit of Measure** Units

► Outcome: Applicant-Made Outcome

Save
Delete PM in Progress
Mark Complete
Back
Next

**FIGURE 14: THE DATA COLLECTION TAB OF THE PERFORMANCE MEASURES MODULE WITH THE METHOD SELECTED AND THE UNIT OF MEASURE ENTERED FOR AN APPLICANT-DETERMINED OUTPUT.**

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**  **\* Unit of Measure** Individuals

► Outcome: Applicant-Made Outcome

Save
Delete PM in Progress
Mark Complete
Back
Next

**FIGURE 15: THE DATA COLLECTION TAB CONTAINING OTHER OPTIONS FOR THE METHOD AND THE SYSTEM-SET UNIT OF MEASURE FOR A NATIONAL PERFORMANCE MEASURE.**

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 navigation bar at the top includes 'Home Page', 'Objective', 'MSY/Members', 'Performance Measure', 'Data Collection' (highlighted), and 'Summary'. The main content area is titled 'Description of Interventions' and features an 'Intervention Description' text box. Below this, there are sections for 'Output: Applicant-Made Output' and 'Outcome: Applicant-Made Outcome'. The 'Outcome' section includes a 'Select Method' dropdown menu with 'Other' selected, an 'Enter Instrument Description' text box, and an 'Enter Target Number' field with '48' entered. The 'Unit of Measure' dropdown menu is also set to 'Units'. A 'Screen Instructions' panel on the left provides guidance on data collection. At the bottom, there are buttons for 'Save', 'Delete PM in Progress', 'Mark Complete', 'Back', and 'Next'.

**FIGURE 16: THE DATA COLLECTION TAB WITH THE METHOD SELECTED AND THE UNIT OF MEASURE ENTERED FOR AN APPLICANT-DETERMINED OUTCOME.**

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.

Formula applicants are not permitted to use sampling methodologies for performance measure data collection unless explicitly approved by AmeriCorps.

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	Delete	Edit

**FIGURE 17: THE PERFORMANCE MEASURE TAB LISTS THE COMPLETED APPLICANT-DETERMINED PERFORMANCE MEASURE.**

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

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

Focus Area:	Economic Opportunity	Objective:	Housing	Title:	Performance Measure Title
No of MSYs:	10.00	No of Members:	10		

Problem Statement:

Back **Validate Performance Measures**

**FIGURE 18: THE SUMMARY TAB OF THE PERFORMANCE MEASURE MODULE SHOWING THE SUMMARY OF THE APPLICANT-DETERMINED PERFORMANCE MEASURE AND THE VALIDATE PERFORMANCE MEASURES BUTTON.**

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.

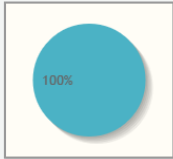
Click "Edit Data Collection" to return to the Data Collection tab.

Click "Validate Performance Measures" to validate this module prior to submitting your application.

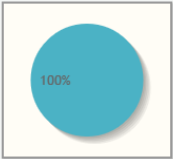
**Summary**

• Success: All Performance Measures are valid. Please exit the performance measures section and go back to the main application

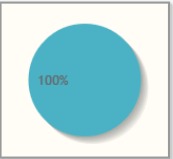
MSYs by Focus Area



MSYs by Objective



% of MSY NPM VS Applicant VS Not in ANY



MSYs and Members Count by Objective

Objective	No of MSYs	No of Members
Housing	10.00	10
<b>Total</b>	<b>10.0</b>	<b>10</b>

[Print PDF for all Performance Measures](#)

▼ **Performance Measure Title**

Focus Area:  Objective:  Title:

Back
Validate Performance Measures ?

**FIGURE 19: THE SUMMARY TAB STATING THE PERFORMANCE MEASURE IS VALID.**

# 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)	= _____
	<b>Total MSY</b>	_____

**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 “AmeriCorps Agency Share” columns. Leave the “Grantee Share” blank. See example below (applies to a Full-Cost Fixed Amount grant):

Purpose	Calculation	Total Amount	AmeriCorps Agency 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	AmeriCorps Agency Share	Grantee Share
Program Grant Request				
Subtotal				

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	AmeriCorps Agency Share	Grantee Share

## Source of Funds

Match	Description