



2027-2028 PennSERVE Request for Application AmeriCorps State Grant: Competitive

[Technical Assistance Call for New Applicants:](#)

October 28, 2026, at 1:30 pm

[Intent to Apply](#) Due: October 30, by 5:00 PM

Application Due: November 16, by 5:00 PM

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

[Find a Service Opportunity through PennSERVE | Commonwealth of Pennsylvania](#)

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I. Competitive Applicant Quick Start

Use this page as a planning checklist. The full RFA remains the controlling application guidance.

Key Item	What You Need to Know
Technical Assistance Session for New Applicants	October 28, 2026, at 1:30 pm
Intent to Apply	Due on October 30, 2026, by 5:00 p.m.
Application Deadline	November 16, 2026, by 5:00 p.m. Submit the eGrants application and all separately required documents via email by the deadline.
Minimum Program Size	Competitive operating programs must request at least 20 Volunteers and at least 10 MSY.
Where to Apply	Create and submit the application in AmeriCorps eGrants. Email separately required documents to PennSERVE@pa.gov as listed in Table 4.
Page Limits	Narrative: 11 pages, including the SF-424 Facesheet. Logic Model: 8 pages. See Section VI.C.2 for details.
How Applications Are Scored	Program Design: 50%; Organizational Capability: 25%; Cost-Effectiveness and Budget Adequacy: 25%.
Questions / Technical Assistance	Email PennSERVE@pa.gov. Subject line: "2027 AmeriCorps Application Question - [Applicant Name]."

II. Competitive Applicant Submission Guide

Use Table 4 in the RFA as your final submission checklist. Complete every item that applies to your applicant type.

Task	Applicant Action
eGrants application	Complete all required application sections, including narratives, Logic Model, performance measures, budget, review, authorization, and submission.
Separately required documents	Email or submit through the method identified in Table 4. Do not assume an eGrants upload replaces the PennSERVE submission requirement.
Recompeting applicants	In eGrants, prior funding history may require selection of “Continuation/Renewal” even though you are applying for a new three-year competitive cycle. Follow Section IX.A.
Technical issues	Contact the AmeriCorps Hotline and obtain a ticket number. Communicate unresolved issues before the application deadline.

1. PennSERVE-Required Budget Items

Before submitting an operating grant budget, confirm that you addressed required PennSERVE trainings, National Service Training Conference costs, NSCHC costs, OnCorps/reporting costs, and AmeriCorps service gear. See the Budget - Operating Grants section for details.

2. Continuation Applicants

Section X applies only to programs in Year 1 or Year 2 of a current three-year project period. New and recompeting applicants may skip that section.

3. Appendix Applicability Guide

Appendix	Who Should Use It
A - Performance Measures	All applicants required to enter performance measures in eGrants.
B/C/D - Cost Reimbursement Budget Resources	Cost Reimbursement applicants.
E - Match Waiver	Cost Reimbursement applicants requesting a waiver.
F - Fixed Amount Budget	Fixed Amount applicants.

4. FY 2027 Indirect Cost Reminder

Use the 15% de minimis rate of modified total direct costs when eligible. See Section VI.E.5 for requirements and eGrants entry instructions.

III. Program Description

A. 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.

B. 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.

C. Summary

PennSERVE announces the opportunity to apply for grant funding to operate AmeriCorps State programs in Pennsylvania. Eligible applicants include community- and faith-based organizations, government agencies, educational institutions, and other eligible organizations.

AmeriCorps State grants support organizations in engaging AmeriCorps Volunteers in evidence-based or evidence-informed service activities that address significant community needs and produce measurable results. Applicants must propose a program that addresses one or more AmeriCorps Focus Areas and meets the requirements outlined in this Request for Applications (RFA).

AmeriCorps Volunteers are individuals who engage in community service through approved national service positions. Funded organizations are responsible for recruiting, selecting, training, supervising, and supporting AmeriCorps Volunteers throughout their service. Volunteers may receive a living allowance and other benefits and, upon successful completion of service, may earn a Segal AmeriCorps Education Award that can be used for qualified higher education expenses or student loans.

D. About AmeriCorps and PennSERVE

AmeriCorps brings people together to address pressing community needs through national service and volunteering. Through AmeriCorps State and National, eligible organizations engage AmeriCorps Volunteers in evidence-based or evidence-informed interventions designed to strengthen communities and achieve measurable results.

AmeriCorps service also provides participants with opportunities to develop skills, gain experience, build community connections, and prepare for future education, employment, and civic engagement.

AmeriCorps programs may provide direct service, support appropriate capacity-building activities, and engage community volunteers as part of the program's overall service strategy. Capacity-building activities must support or enhance the program delivery model, respond to identified community needs, and result in sustained improvements in an organization's ability to provide direct services.

Programs are responsible for complying with all applicable AmeriCorps grant, financial, performance measurement, Volunteer management, and National Service Criminal History Check requirements.

In Pennsylvania, **PennSERVE**, Pennsylvania's State Service Commission within the Pennsylvania Department of Labor & Industry, administers AmeriCorps State funding and oversees AmeriCorps State programs operating solely within the Commonwealth. Organizations proposing to operate an AmeriCorps State and National program only in Pennsylvania must apply through PennSERVE. PennSERVE conducts a state-level selection process and submits selected competitive applications to AmeriCorps for consideration for federal funding.

PennSERVE provides funded programs with training, technical assistance, monitoring, and other support to promote successful program administration and compliance with state and federal requirements. PennSERVE also works with programs to strengthen service quality, improve community impact, enhance the AmeriCorps Volunteer experience, and connect national service with broader workforce and community-development priorities across Pennsylvania.

Who Should Apply: Eligible organizations seeking to operate an AmeriCorps program in Pennsylvania that directly engages AmeriCorps Volunteers in service activities addressing identified community needs.

The following sections describe AmeriCorps and PennSERVE funding priorities for the 2027–2028 program year.

E. Project Sponsors and Program Authority

AmeriCorps is a federal agency funded by the U.S. Congress under Assistance Listing Number 94.006. Awards under this funding opportunity are authorized by the National and Community Service Act of 1990, as amended, 42 U.S.C. § 12501 et seq.

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 about PennSERVE at [Find a Service Opportunity through PennSERVE | Commonwealth of Pennsylvania](#) and AmeriCorps at www.AmeriCorps.gov.

F. AmeriCorps Focus Areas

AmeriCorps State and National programs address community needs within the following focus areas:

- **Disaster Services**
- **Economic Opportunity**
- **Education**

- **Environmental Stewardship**
- **Healthy Futures**
- **Veterans and Military Families**

G. AmeriCorps Funding Priorities

AmeriCorps' priorities for this funding opportunity are:

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 Volunteers 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 Volunteers 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, 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 Volunteers, 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 Volunteers:

- Enhance AmeriCorps Volunteer 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 or engage those youth as AmeriCorps Volunteers.

Use Evidence:

Use evidence, including relevant reports from the AmeriCorps Evidence Exchange, to scale, replicate, or adapt interventions or otherwise demonstrate evidence supporting the proposed program design and anticipated results.

To receive priority consideration, applicants must demonstrate that the priority is a significant component of the program’s focus and intended outcomes and that it represents a high-quality program design. Addressing a funding priority does not guarantee funding.

H. PennSERVE Priorities

PennSERVE may also give special consideration in the review process to applicants that meet needs in one or more of the funding priorities. PennSERVE may adjust priorities annually based on state needs and available funding.

Priority Area	PennSERVE Funding Priorities
Education	• Behavioral health and mental health • Education and youth development • Workforce development and economic opportunity • Environmental stewardship and conservation • Disaster preparedness, response, recovery, and community resilience • Services that address the needs of older adults and promote intergenerational engagement
Service-to-Workforce and Career Pathways	• Programs that intentionally connect AmeriCorps service to employment, post-secondary education, apprenticeships, advanced training, or industry-recognized credentials • Programs that prepare AmeriCorps Volunteers for careers in high-need or high-growth sectors, including healthcare, behavioral health, education, environmental stewardship, technology, advanced manufacturing, skilled trades, and other areas of Commonwealth need • Programs that incorporate workforce readiness, digital literacy, emerging technologies, artificial intelligence, or other relevant skills into the AmeriCorps Volunteer experience
AmeriCorps Volunteer Experience and Accessibility	• Programs that provide a living allowance above the minimum required by AmeriCorps • Programs that reduce financial or other barriers to participation and support recruitment, retention, well-being, and successful completion of service • Programs that provide professional development, skill-building, workforce readiness, leadership development, or career preparation opportunities
Youth Service and Talent Retention	• Programs that expand meaningful service opportunities for youth and young adults

	• Programs that connect youth service to education, employment, apprenticeships, skilled careers, leadership development, or continued civic engagement • Programs that incorporate youth voice and lived experience into program design and implementation
Geographic Access and Underserved Communities	• Programs serving rural, low-income, under-resourced, or underserved communities and populations • Programs that expand AmeriCorps service into areas of Pennsylvania with limited access to existing national service resources
Innovation and Partnerships	• Programs that develop, test, or expand innovative service models that address emerging community or workforce needs • Programs that build meaningful partnerships with employers, workforce development organizations, educational institutions, apprenticeship programs, organized labor, state or local government, philanthropic organizations, or other community partners • Programs that demonstrate potential for sustainability, replication, or expansion across communities, regions, or sectors

I. 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 Volunteers 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 a 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 item 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 Volunteers 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 Volunteers 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 Volunteers may not provide services for election or polling locations or in support of such activities.

AmeriCorps Volunteers may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their 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 **Volunteers 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.

J. Unallowable Activities

In addition to the Prohibited Activities, the following restrictions also apply to the service of AmeriCorps Volunteers:

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

K. Contact

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

PennSERVE

Email: PennSERVE@pa.gov

Subject Line: “2027-2028 AmeriCorps Application – [Your Organization Name]”

Example: 2027-2028 AmeriCorps Application – Example Community Center

L. Reallocation of Funding

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

M. Application Resources

All applicants are urged to review the [AmeriCorps Regulations](#) and the AmeriCorps State and National Grants [FY 2027 Notice of Funding Opportunity \(NOFO\)](#), [Mandatory Supplemental Guidance](#), and supporting materials ([FY 2027 AmeriCorps State and National Grants | AmeriCorps](#)).

Table 1: Requirements in the AmeriCorps Regulations

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

In the event of any inconsistency among applicable requirements or application materials, the following order of precedence applies:

1. Applicable federal statutes and AmeriCorps regulations, including 45 CFR §§ 2520–2550;
2. FY 2027 AmeriCorps State and National Notice of Funding Opportunity (NOFO);
3. FY 2027 AmeriCorps State and National Application Instructions;
4. This PennSERVE Request for Applications (RFA); and
5. PennSERVE appendices, supplemental forms, templates, and other application materials.

Following award, recipients must also comply with the applicable AmeriCorps General and Program-Specific Terms and Conditions and all other requirements incorporated into the award.

IV. 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 Volunteers.

A. 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. PennSERVE’s ability to make awards is dependent on both federal and state appropriations; no funding is guaranteed.

Awards will be for either operating funds, AmeriCorps Volunteer positions (slots/MSYs), or both. Award amounts will vary. As a general practice, PennSERVE typically awards no more than 50 volunteer positions (slots) to organizations receiving an AmeriCorps grant for the first time. Programs must request at least 20 Volunteers and 10 full-time equivalent Volunteers (10 MSY).

Program operating grant awards have two components: operating funds and AmeriCorps Volunteer positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps Volunteer positions – as determined by the scope of the projects. In 2026, award amounts for operating programs ranged from \$164,000 to \$3,750,000.

B. Project and Award Period

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.

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

Applicants who are funded may expect grant awards in mid-June 2027. The period of performance may not start before July 1, 2027. The project start date may not occur prior to the date PennSERVE awards the grant. AmeriCorps Volunteers may not enroll prior to the start date of the award. AmeriCorps Volunteers may not begin service prior to the beginning of the Volunteer enrollment period as designated in the grant award. A program may not certify any hours a Volunteer performs prior to the beginning of the Volunteer enrollment period.

Pre-Award Costs: Applicants funded under the FY 2027 Notice are approved for allowable pre-award costs incurred up to 90 days before the program start date when those costs are incurred in anticipation of the award and are necessary for efficient and timely performance. Incurring pre-award costs before a Notice of Grant Award is issued is at the applicant's risk.

C. Types of Award

Applicants may apply for the grant types for which they are eligible, subject to PennSERVE's available funding. The table below identifies the primary grant types and applicant eligibility. New applicants are not eligible for Full-Cost Fixed Amount grants. Professional Corps and Education Award Program applicants must meet the specific AmeriCorps requirements for those grant types.

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

the program recruits and retains all AmeriCorps Volunteers. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Fixed Amount Grants: These grants provide a fixed amount of funding per Volunteer 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 Volunteers supported under the grant based on the MSY level awarded. Professional Corps programs applying for operational funding through a Fixed Amount grant must submit a budget in support of their request for operational funds.

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

1. Which Grant Type May I Apply For?

Grant Type	New	Recompete	Note
Cost Reimbursement	Yes	Yes	Detailed line-item budget and match required.
Full-Cost Fixed Amount	No	Yes*	Eligibility requirements apply; no specific match requirement.
Education Award Program (EAP)	Yes	Yes	Fixed amount structure; confirm current federal eligibility and funding limits.
Professional Corps	Yes*	Yes*	Special regulatory and funding requirements apply. Professional Corps applicants must demonstrate that the community in which AmeriCorps Volunteers will serve has an inadequate number of relevant professionals.

**Subject to applicable AmeriCorps eligibility requirements and PennSERVE available funding. See this section and the FY 2027 AmeriCorps Notice for complete requirements.*

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

Feature	Cost Reimbursement Grants	Fixed Amount Grants (eligibility varies by grant type)
Maximum Federal Funding Levels	\$26,800/MSY	Full Cost Fixed \$26,800/MSY Professional Corps \$1,000 / MSY
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 10 MSY	Minimum 10 MSY
Threshold for Volunteers	20 Volunteer Minimum	20 Volunteer Minimum
Types of Volunteer Slots Available	All slot types	All slot types
Type of Budget Submitted	Detailed Line-Item Budget	Simple Volunteer Slot-Based Budget
How / Where to Submit and Further Instructions	Documentation of expenses incurred	Volunteer enrollment and retention

V. ELIGIBILITY INFORMATION

A. Eligible Applicants

The following non-federal organizations are eligible to apply:

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

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award.

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

Organizations **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 to apply, e.g., small community-based organizations, faith-based organizations, etc.

New applicants are eligible to apply for cost reimbursement, Education Award Program (EAP), and Professional Corps grants, but are not eligible to apply for Full-Cost Fixed Amount grants.

B. Threshold Issues

COMPETITIVE OPERATING PROGRAM MINIMUM: Request at least 20 Volunteer positions

Specific types of applicants must meet the following requirements:

- If service activities require special Volunteer qualifications 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 rated as insufficient evidence will be removed from funding consideration. Insufficient evidence means the applicant is assessed in the Pre-Preliminary evidence tier and provides inadequate responses to the Evidence Quality review standards.

C. Special Requirements for AmeriCorps Programs in Pennsylvania

APPLICANT NOTE: Review these Pennsylvania-specific requirements before finalizing your staffing plan and budget. Several requirements create direct budget or implementation obligations.

- 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 Volunteers may be asked, or offered the opportunity, to participate in disaster services as needed.
- Every AmeriCorps Volunteer is required to wear gear that displays the AmeriCorps logo while engaging in service activities as an AmeriCorps Volunteer.
- 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.
- **AmeriCorps Week:** Funded programs must budget for staff and AmeriCorps Volunteers to attend a PennSERVE AmeriCorps Week event in March 2028. Assume the event will be held in Harrisburg, PA, and include applicable travel, meals, and lodging costs.

VI. APPLICATION SUBMISSION INFORMATION

Overview of Application Submission

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.

A. Deadlines and Funding Timeline

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

Applications are due no later than November 16, 2026, by 5:00 p.m. ET.

All Applicants Must:

- Complete application in eGrants web-based grant management system; and,
- Send documents via email to pennserve@pa.gov as listed in Table 4.

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

Table 3: Fall / Competitive Application/Funding Timeline

Milestone	Date
Technical Assistance Call for New Applicants	October 28, 2026, at 1:30 pm
Online Intent to Apply Due	October 30, 2026
Applications due in eGrants AND emailed and submitted documents due	November 16, 2026, by 5:00 PM
PennSERVE Initial Review Period	November 17- Dec 4, 2026
PennSERVE Clarification Period	December 7 – 14, 2026
PennSERVE Board Approval	January 7, 2027
PennSERVE Submission to AmeriCorps Agency for review	January 13, 2027
AmeriCorps Agency Review & Resolution	February–March 2027
PennSERVE Preliminary Selection / Funding Notification	Mid-April 2027
Grant award issued	Mid-June 2027
Volunteer Enrollment Start Date	On or after project start date listed in grant
Starting Strong Training (<i>Required for All Newly Funded Programs</i>)	Summer 2027
New Program / New Staff Training	TBD

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 who are not selected for funding during the Fall/Competitive cycle may revise their application and submit it during the Spring/Formula cycle. PennSERVE will provide feedback following the Competitive review process. Applicants may use their Competitive application as the basis for their Formula submission, making updates as needed in response to reviewer comments or program changes.

B. Required Documents

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

1. Single Audit or Audited Financial Statements

Applicants that expended \$1,000,000 or more in total federal awards during their most recently completed fiscal year must submit their most recent Single Audit or program-specific audit, as applicable, in accordance with 2 CFR 200 Subpart F.

Applicants that do not meet the Single Audit threshold must submit their most recent audited financial statements. If audited financial statements are unavailable, applicants should submit their most recent IRS Form 990.

All documentation must be submitted to pennserve@pa.gov.

2. Labor Union Concurrence

If a program applicant:

- proposes to serve as the placement site for AmeriCorps Volunteers; and
- has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps Volunteers; 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 Volunteers 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 Volunteers will not be placed in positions that were recently occupied by paid staff; and
- no AmeriCorps Volunteer 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.

3. Delinquent on Federal Debt

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

4. 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 prior to the application deadline. Requests must include justification and supporting documentation consistent with 45 CFR § 2521.70–2521.90. [Please see Appendix E.](#)

5. Emailed Documents

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

6. 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 partial 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 Volunteer 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.

FINAL SUBMISSION CHECKLIST: Use Table 4 to confirm what must be submitted in eGrants, by email, or through a separate online form. Complete all items that apply to your applicant type.

Table 4: Application Components and Required Documents

Documents Required for All Applicants (New, Recompete, and Continuation)	Further Instructions
<u>Complete application</u> in eGrants: • Narratives • Logic Model • Performance Measures • Budget	n/a
Most recent Single Audit or Audited Financial Statements (if neither, please submit a 990)	Email to pennserve@pa.gov .

Documents Required for All Applicants (New, Recompete, and Continuation)			Further Instructions
Labor concurrence (<i>if applicable as required under 45 C.F.R. §2522.100 (c)</i>)			See Section VI.B.2; email to pennserve@pa.gov.
Federally approved Indirect Cost Agreement (<i>if applicable</i>)			See Section VI.E.5. Enter the applicable indirect cost rate information in eGrants; do not email rate documentation unless PennSERVE specifically requests it.
Delinquent on federal debt explanation (<i>if applicable</i>)			See Section VI.B.3; email to pennserve@pa.gov.
Match Waiver Request (<i>if applicable</i>)			Appendix E ; email to pennserve@pa.gov.
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. Email PDF/Word document of the organizational chart to pennserve@pa.gov
Documents Required for Specific Applicants	New	Recompete	Further Instructions
Evaluation briefs, reports, studies	X	X	If submitting evidence documents to support the requested evidence tier; required evaluation report separately applies when applicable. See Section VII.D (Evidence Base); email to pennserve@pa.gov .
New Applicant Organizational Capacity Survey	X		Submit the survey via the following link https://forms.office.com/g/JJHeaXJPG7
Non-Profit Determination Letter / 501(c)3 Status verification form	X		If you are a nonprofit organization , you are required to submit proof of your nonprofit status as part of your application. The determination letter should be emailed to PennSERVE at pennserve@pa.gov
Evaluation Plan Summary Form		X	Required for applicants that have previously received three or more years of competitive funding for the same project. Use the Evaluation Plan Summary Form on the AmeriCorps Notice webpage, including the Alternative Evaluation Approach section if applicable. Email to pennserve@pa.gov .

Documents Required for All Applicants (New, Recompete, and Continuation)			Further Instructions
Evaluation report		X - applicants previously received six or more years of competitive funding for the same project	Required for applicants that have previously received six or more years of competitive funding for the same project. Submit in Microsoft Word. Include a title page with the AmeriCorps grant number, project name, date of completion, evaluator name(s), evaluator organization name, and evaluator type (internal or external). Email to pennserve@pa.gov.

C. Content and Form of Application Submission

1. Application Content

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

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

2. Page Limits

Component	Limit	Counts Toward 11-Page Narrative Limit?
SF-424 + Narrative	11 pages total	Yes
Logic Model	8 pages	No - separate limit
Budget, Performance Measures, Required Additional Documents	As applicable	No

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

Narrative

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

The application sections that count towards the page limit include:

- SF 424 Facesheet;
- Executive Summary; and,
- Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy narratives.

The application page limit does not include:

- Evaluation Summary/Plan;
- Clarification Summary;
- Continuation Changes;
- Budget, Performance Measures; and,
- Any required additional documents.

Logic Model

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

Additional Documents

See Section VI.B and Table 4 for information on additional documents.

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

D. System Requirements

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

All applicants **must** register with the System for Award Management (SAM) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. Use the [SAM Quick Guide for Grantees for more information.](#)

Applicants must use their SAM-registered legal name and physical address on all grant applications to PennSERVE and AmeriCorps agency. The legal applicant’s name and physical 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, 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.

2. PA Vendor ID

Pennsylvania requires that all grant applicants have a Pennsylvania Vendor Number. All applicants must be registered as vendors to apply, to be awarded funds, or to be paid. Vendor numbers may be obtained at no cost by calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or online at [Vendor Registration | Office of the Budget | Commonwealth of Pennsylvania](#) (click on "Non-Procurement Vendor"). It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, **no grant will be awarded without a Pennsylvania vendor number**.

3. Electronic Application Submission in eGrants

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

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

Contact the AmeriCorps Hotline at (800) 942-2677 or via <https://questions.americorps.gov/app/ask> if a problem arises when creating an account or preparing or submitting the application.

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

E. Funding Restrictions

1. Volunteer Living Allowance

The proposed budget must include a living allowance for full-time AmeriCorps Volunteers between \$20,954 (minimum) and \$41,908 (maximum) per AmeriCorps Volunteer, except as noted below.

Programs are not required to provide a living allowance for AmeriCorps Volunteers serving in less-than-full-time terms of service. If a program chooses to provide a living allowance to a less-than-full-time AmeriCorps Volunteer, it must follow the maximum limits in the table below. PennSERVE encourages programs to provide a living allowance for all AmeriCorps Volunteers, regardless of service term. A living allowance is not considered a salary or wage and may not be paid hourly.

Fixed Amount grant applicants must provide AmeriCorps Volunteers a living allowance that follows the minimum and maximum amounts in the table below, as applicable, and should indicate that amount in the Allowance Rate field of the application. Education Award Program grantees are not required to provide a living allowance. Professional Corps requirements are described below.

Table 5: Minimum and Maximum Living Allowance

Slot Types	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,954	\$41,908
Three-quarter-time	1,200	n/a	\$29,336
Half-time	900	n/a	\$20,954
Quarter-time	450	n/a	\$10,896
Minimum-time	300	n/a	\$8,801

Exceptions to the Living Allowance Requirements

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

- **Professional Corps Grantees** must provide AmeriCorps Volunteers a living allowance or salary. Organizations must pay AmeriCorps Volunteers the minimum and can exceed the maximum. Professional Corps AmeriCorps Volunteer salaries and benefits including childcare cannot be included in the federal share budget request to AmeriCorps.

2. Maximum Cost per Volunteer Service Year (MSY)

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award an AmeriCorps Volunteer may earn. One MSY is equivalent to a full-time AmeriCorps position of at least 1,700 service hours. For FY 2027 Competitive cost-reimbursement grants, the maximum cost per MSY is \$26,800.

3. Costs Associated with Evidence Building Activities

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

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

4. Match Requirements

Fixed Amount Grants

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

Cost Reimbursement Match Requirements

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash 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 Volunteer Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, 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.

5. Indirect Costs

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

User Instructions

Application budgets may include indirect costs. Applicants with a federally approved indirect cost rate must use that rate. Applicants without a federally negotiated indirect cost rate may use a 15 percent de minimis rate of modified total direct costs or may claim certain costs directly. All methods must be applied consistently across Federal awards.

No more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National Grants under section 121(d) of the National and Community Service Act of 1990, as amended and AmeriCorps' regulations at 45 CFR 2521.95 and 2540.110. <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2521/subject-group-ECFR30615c285e05d4c/section-2521.95><https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540/subpart-A/section-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. Use the AmeriCorps eGrants Indirect Cost Rate (IDCR) User Instructions. However, under Section 121(d) of the National and Community Service Act of 1990 and the AmeriCorps agency's regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

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

F. Recommendations

The narrative sections of the application are your opportunity to convince reviewers that your project meets the selection criteria as outlined in the RFA. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the RFA.
- **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do, and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from AmeriCorps in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is unfamiliar with your project read and critique the project narrative.

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

G. Technical Assistance

[Live Technical Assistance Webinar](#)

PennSERVE will host a live technical assistance session for Competitive applicants on October 28th at 1:30.

This 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. Please use the subject line: **“2027 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.

VII. APPLICATION REVIEW INFORMATION

APPLICANT WRITING TIP: Organize your narrative in the same order as the scoring criteria below and use clear headings for each criterion.

A. New and Recompeting Program Operating Grant Applicants Criteria

Each applicant must describe a project that uses AmeriCorps Volunteers 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.

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

Each applicant must describe a project that will use AmeriCorps Volunteers effectively to solve a significant community problem. Applications must have a well-designed plan with clear justification for the requested funds. Reviewers will assess the quality of applications using the selection criteria below. Prior to issuance, and annually thereafter, awards will be subject to review by one or more AmeriCorps senior officials, or their designees, according to Executive Order 14332, “Improving Oversight of Federal Grantmaking.” Do not assume all sub-criteria are of equal value.

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
Community and Logic Model	20
Evidence Tier	12
Evidence Quality	8
Notice Priority	4
AmeriCorps Volunteer Experience	6
Organizational Capability	25
Organizational Background and Staffing	15
AmeriCorps Volunteer Supervision	10
Cost-Effectiveness and Budget Adequacy	25
AmeriCorps Volunteer Recruitment	7
AmeriCorps Volunteer Retention	10
Data Collection	8

B. Executive Summary, 0 percent,

All applicants 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 Volunteers in [the locations the AmeriCorps Volunteers will serve, e.g. – City, State or State(s)]. AmeriCorps Volunteers will [service activities the AmeriCorps Volunteers will do]. At the end of the first program year, the AmeriCorps Volunteers will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps Volunteers will leverage [number of leveraged community volunteers, if applicable] who will be engaged in [what the leveraged community 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.”

C. Program Design, 50 percent:

1. Community and Logic Model, 20 points:

In narrative form, applicant will provide a detailed summary of the community problem, including:

1. The community problem, including relevant data to establish the scope and impact of the problem;
2. The primary activities related to the program’s intervention

3. How those activities will address the community problem to produce outcomes described in the Logic Model.

In the logic model, the applicant will describe:

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which Volunteers will provide services.
 - Setting and community condition where the intervention is delivered.
 - Number of AmeriCorps Volunteers who will deliver the intervention.
 - Characteristics of AmeriCorps Volunteers, including specific knowledge, skills, and abilities required to implement the intervention.
- The core activities that Volunteers will deliver as part of the intervention including:
 - Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention).
 - Dosage of each activity (e.g., the number of hours per session or sessions per week).
 - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention. If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators.
- Programs should include short, medium, or long-term outcomes. Applicants are not required to measure all components of their Logic Model. The applicant's performance measures should be consistent with the program's Logic Model and should represent significant program activities.
- Applicants with multiple interventions should include the above information for each intervention in the logic model.

D. Evidence Base, 20 points

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 (Section III.G, AmeriCorps Funding Priorities.), and how the evidence supports the proposed program.

1. 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. Applicants should not be deterred from applying due to their current evidence level. In 2026, the evidence tiers of competing applicants recommended for AmeriCorps State and National funding were: 51% Strong, 10% Moderate, 16% Preliminary, and 23% 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 or other research studies that inform their program design.

Applicants should provide citations for the studies they describe.

2. 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 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 Volunteers 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 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 Volunteers in at least one key outcome of interest.

3. Notice 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 the AmeriCorps Funding Priorities section of this RFA.

4. AmeriCorps Volunteer Experience, 6 points

Describe how AmeriCorps Volunteers 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.

E. Organizational Capability, 25 percent

1. 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 that the organization has sufficient policies, procedures, and controls to effectively implement a federal grant.

2. AmeriCorps Volunteer Supervision, 10 points

Describe how AmeriCorps Volunteers will receive sufficient guidance and support from their supervisor to provide effective service. This may include the cadence and format of supervisor/AmeriCorps Volunteer check-ins, opportunities to assess strengths and opportunities for growth, and an AmeriCorps Volunteer training plan. Applicants should identify best or evidence-based practices for successful AmeriCorps Volunteer supervision.

F. Cost Effectiveness and Budget Adequacy, 25 percent:

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

1. AmeriCorps Volunteer Recruitment, 7 points

Provide a description of budget expenses to support recruitment of AmeriCorps Volunteers best suited to serve the community. Applicants should identify best or evidence-based practices for successful AmeriCorps Volunteer recruitment.

2. AmeriCorps Volunteer Retention, 10 points

Provide a description of budget expenses to support retention of AmeriCorps Volunteers, e.g., additional AmeriCorps Volunteer benefits such as paying above the minimum living allowance, supporting workforce pathways, certifications, coaching, resume building, community and network building, AmeriCorps Volunteer recognition, and alumni programming. Applicants should identify best or evidence-based practices for successful AmeriCorps Volunteer retention.

3. 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.

G. Budget - Operating Grants: PennSERVE Required Budget Items

Before submitting your budget, confirm that you have addressed each PennSERVE-required item below, including required trainings, National Service Training, NSCHC costs, OnCorps/reporting costs, and AmeriCorps service gear.

- 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 Volunteers and covered staff. Include costs for the National Sex Offender Public Website (NSOPW), state check(s) 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 Volunteer management system. Cost is \$16.80 per Volunteer slot (not MSY) per year. For instance, a program with 20 half-time Volunteer slots and 10 MSY will pay \$336 (20 Volunteers x \$16.80 per Volunteer). 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 Volunteers with adequate AmeriCorps service gear. Volunteers must display the AmeriCorps logo while in service and Volunteers should be dressed

uniformly during large service projects (wearing AmeriCorps tees, AmeriCorps hooded sweatshirts, etc.)

- In Section I – Staff Travel, include costs for at least one staff person to attend a PennSERVE AmeriCorps Week event in March 2028. Assume the event will be held in Harrisburg, PA. Include applicable travel, meals, and lodging.
- In Section I – If opting into the Volunteer assistance program (optional), visit <https://www.statecommissions.org/ameri-corps-Volunteer-assistance-program> to access pricing.

H. Evaluation Plan Summary, 0 percent

Required for recompeting applicants:

- Applicants that have previously received three or more years of competitive funding for the same project must submit an Evaluation Plan Summary Form using the template provided on the AmeriCorps Notice webpage. The form includes an Alternative Evaluation Approach (AEA) request section, if applicable.
- The Evaluation Plan Summary Form must be submitted to PennSERVE as outlined in Table 4. The form will not be scored and will not be assessed, except that an AEA request, if applicable, may be reviewed after funding decisions.

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.

I. Amendment Justification, 0 percent:

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

J. Clarification Information, 0 percent:

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

K. Continuation Changes, 0 percent:

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

VIII. 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.

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.

Applicants Not Selected:

Organizations whose applications are not selected during the Fall/Competitive cycle may resubmit during the Spring/Formula cycle. PennSERVE will share reviewer feedback in order to support applicants in strengthening their proposal prior to Spring submission.

Final Award Decisions:

Awards are determined by the AmeriCorps agency. Prior to submission to 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 recompeting. Provide sufficient detail for standalone evaluation.

IX. eGrants Application Detailed Submission Instructions – New and Recompete

New applicants need to establish an eGrants account by accessing the [eGrants website](https://egrants.cns.gov/espan/main/login.jsp) <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

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

- Start a new grant application;
- Select a program area (AmeriCorps);
- Select the correct NOFA (notice of funds available):
 - **FY 2027 AmeriCorps State and Territory Commission (New and Cont); Prime**
- Select **Pennsylvania** as the state to which you are applying.”
Application ID 27AC285428 – PA Competitive AmeriCorps Program
- **Please note:** Due date for application may be listed as January 13, 2027 – this deadline is for PennSERVE to submit the final application package to AmeriCorps.
The PennSERVE Deadline is November 16, 2026 by 5:00 PM.

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.

A. 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

RECOMPETING APPLICANTS: Even though you are applying for a new three-year competitive cycle, eGrants may require you to select “Continuation/Renewal” based on your prior funding history. Follow the rules below.

Use the following guidance when selecting the application type:

Select *Continuation/Renewal* if:

- You are a current PennSERVE AmeriCorps State grantee 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 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

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, 2027 – August 19, 2028**.
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.

B. 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 recompeting 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.

C. 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**.”

D. Performance Measures

All applicants—new, recompeting, 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 available at:** <https://www.americorps.gov/partner/funding-opportunities> for more detail. [FY 2027 AmeriCorps State and National Grants | AmeriCorps](#)

Performance measures must align with the program’s Logic Model and reflect significant program activities.

E. 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.

F. 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 AmeriCorps/CNCS.” If eGrants displays the legacy label “CNCS,” use the label exactly as it appears in the system.

G. 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

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. Part 200](#)) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$1,000,000 in federal funds. The Uniform Guidance is [online](#).

H. Funding/Demographics

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

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as AmeriCorps federal share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the AmeriCorps or grantee share amounts in the budget.
- Number of Volunteers Generated by AmeriCorps Volunteers. Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps Volunteers will generate.

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

I. Review, Authorize, and Submit

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

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

- Submit.

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

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

Note: Everyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing the [eGrants webpage](#) and selecting "Don't have an eGrants account? Create an account."

CONTINUATION APPLICANTS ONLY: This section applies to programs in Year 1 or Year 2 of a current three-year PennSERVE project period. New and recompeting applicants may skip this section and proceed to Award Administration Information.

X. 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.

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

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

A. Applicant Info and Application Info

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

B. Narratives – Continuation Applicants

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification 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.

1. 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.

2. Changes 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 recompetete competition, not a continuation.

3. Evaluation Plan Reminder

Continuation applicants do not submit an Evaluation Plan Summary Form as part of the continuation application unless specifically directed by PennSERVE or AmeriCorps.

Evaluation requirements are addressed when a program recompetes for funding. Contact PennSERVE before making changes to an already-approved evaluation approach.

If a change to an already-approved evaluation approach is needed, do not edit the Evaluation Summary field in eGrants. Contact PennSERVE for instructions.

PennSERVE will coordinate with the AmeriCorps agency.

C. 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.

D. 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 at www.americorps.gov for more detail. <http://www.americorps.gov/>

E. Program Information

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

AmeriCorps Funding Priorities

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

Grant Characteristics

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

F. Documents

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

G. Budget Instructions

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required AmeriCorps increases, such as an increase to the Volunteer living allowance, into your budget.

Please ensure you are including all required PennSERVE budget items. **Continuation applicants may request an increase in slots or MSY over their awarded FY 2026 amounts. Continuation applicants may not request an increase in funding over their awarded FY 2026 amount.**

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.

H. Funding/Demographics

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

See [Appendix E](#) 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 Volunteers:** Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps Volunteers will generate.

I. Review, Authorize, and Submit

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

- Review;
- Authorize;
- Assurances;
- Certifications;
- Verify; and,
- Submit.

Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. **An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization.** A copy of the

governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. When you verify the application eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed 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."

XI. AWARD ADMINISTRATION INFORMATION

A. Award Notice

PennSERVE anticipates issuing preliminary funding notifications to applicants in **late Spring/Summer 2027**. This notification is not a Notice of Grant Award (NGA) and does **not** authorize applicants to begin grant-funded activities.

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

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

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 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 include 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 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 2027 AmeriCorps General Terms and Conditions, and the FY 2027 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 Volunteer 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 undergo the NSCHC required checks
- 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 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 or the AmeriCorps agency; and
- Any additional reporting or monitoring as required by PennSERVE 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 is accurate;
- Data is complete;
- Data is collected consistently;
- Errors are corrected;
- Data is accurately reviewed before 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 and other Resources

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 applicable requirements or application materials, the following order of precedence applies:

1. Applicable federal statutes and AmeriCorps regulations, including 45 CFR §§ 2520-2550;
2. FY 2027 AmeriCorps State and National Notice of Funding Opportunity (NOFO);
3. FY 2027 AmeriCorps State and National Application Instructions;
4. This PennSERVE Request for Applications (RFA); and
5. PennSERVE appendices, supplemental forms, templates, and other application materials.

Following award, recipients must also comply with the applicable AmeriCorps General and Program-Specific Terms and Conditions and all other requirements incorporated into the award.

F. Appendix Applicability Guide

Appendix	Who Should Use It
A - Performance Measures	All applicants required to enter performance measures in eGrants.
B - Cost Reimbursement Budget Instructions	Cost Reimbursement applicants.
C - Budget Analysis Checklist	Cost Reimbursement applicants; use before submission.
D - Frequently Miscategorized Budget Items	Cost Reimbursement applicants; review before submission.
E - Match Waiver Request	Cost Reimbursement applicants requesting a match waiver.
F - Fixed Amount Budget Instructions	Fixed Amount applicants.

Appendix A: eGrants Performance Measure Instructions

These instructions apply to all PennSERVE AmeriCorps State applicants (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 shall:

- Provide information about your program's connection to AmeriCorps focus areas and objectives;
- Show MSY and Volunteer allocations;
- Create at least one aligned performance measure for 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 Volunteer allocations for your application, click the "Edit Objectives/MSYs/Volunteers" 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: [FY 2027 AmeriCorps State and National Grants | AmeriCorps](#)

Next, select all interventions that are part of your program design. Interventions are the activities that Volunteers 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 or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

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

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

MSYs/Volunteers Tab

On this tab, you shall enter information about the allocation of MSYs and Volunteers 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 shall allocate MSYs to each performance measure; however, you shall 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 Volunteer 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 Volunteers column, enter the number of Volunteers who will be assigned to each objective. Some Volunteers may perform services across more than one objective. If this is the case, allocate these Volunteers to all applicable objectives. For example, if one Volunteer performs service in both school readiness and K-12 success, allocate one Volunteer to each of these objectives. It is acceptable for the total number of Volunteers in this table to exceed total slots requested in the application due to counting Volunteers’ service across multiple objectives. If the only activity in another objective that you have selected is focused on AmeriCorps Volunteer development, enter 0 Volunteers 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 Volunteer allocations. See the National Performance Measure Instructions at [FY 2027 AmeriCorps State and National Grants | AmeriCorps](#) for more details.

Performance Measures Tab

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

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

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

Provide a short, descriptive title for your performance measure.

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

Select the intervention(s) to be delivered by Volunteers or Volunteer-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.) See the National Performance Measure Instructions at <https://www.americorps.gov/partner/funding-opportunities> for more detail.

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

text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measures output, click in the checkbox next to the empty outcome text box and enter “NA” in the outcome indicator text box. (Note: all output-only measures must consist of national performance measures outputs. Applicant-determined outputs must be paired with applicant-determined outcomes.)

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

Enter the number of MSYs and Volunteers your program will allocate to achieving the outcomes 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/Volunteers 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. Volunteers may be double counted across performance measures, but MSYs may not.

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

Data Collection Tab

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

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

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add New Method” button. To de-select a method, click the first (blank) line in the drop-down 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. For outcomes, specify how much improvement in knowledge, attitude, behavior, or condition is required to be counted as having improved and clearly explain how the instrument measures this.

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

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter

percentages or Volunteer 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. [See the National Performance Measure Instructions for more detail.](#)

Appendix B: Detailed Instructions for Cost Reimbursement Grants

These instructions apply to all AmeriCorps State applicants requesting a Cost Reimbursement grant. Fixed Amount applicants should follow the budget instructions in Appendix F of this RFA.

Preparing your Budget:

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

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

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Add the cost of the National Service Criminal History Checks (NSOPW, state check(s), and FBI check for criminal history checks for each covered position in the AmeriCorps share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$1,000,000 in federal funds as required in the Uniform Guidance. Uniform Guidance can be found online.

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 Volunteers.

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 exceed the federal mileage rate unless it is 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 2027-2028 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.
- Include cost for staff to attend an AmeriCorps Week Event in March 2028. Assume the event will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.

C. 2. Volunteer Travel

Describe the purpose for which Volunteers will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for Volunteers to travel

outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

- *Include costs for Volunteers to attend an AmeriCorps Week Event in March 2028. Assume the event will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.*

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

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 Volunteer management system. Currently, the cost is \$16.80 per Volunteer slot and is NOT based on MSY. For instance, a program with 10 MSY and 20 Volunteer slots will pay \$336 for OnCorps. This cost is subject to change.

Continuation and recompete 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. AmeriCorps Volunteer Training

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

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 Volunteers and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If 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 Volunteers 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 Volunteers. List each item and provide a justification in the budget narrative. Gifts 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. Volunteer Costs

Volunteer costs are identified as "Living Allowance" and "Volunteer Support Costs."

A. Living Allowance

The narrative should clearly identify the number of AmeriCorps Volunteers you are supporting by allowable category (full-time, three-quarter-time, half-time, quarter-time, and minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the AmeriCorps share and grantee share (match). Do not select the 2-Year Half-Time slot types.

In eGrants, enter the total number of AmeriCorps Volunteers requested in each allowable category and the average living allowance for each type of AmeriCorps Volunteer. Also enter the number of AmeriCorps Volunteers for whom you are not requesting funds for a living allowance but for whom you are requesting education awards, as applicable.

Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,954	\$41,908
Three-quarter-time	1,200	n/a	\$29,336
Half-time	900	n/a	\$20,954
Quarter-time	450	n/a	\$10,896
Minimum-time	300	n/a	\$8,801

B. Volunteer Support Costs

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

- **FICA for Volunteers.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any Volunteer receiving a living allowance, even when AmeriCorps does not supply the living allowance. In the first column next to FICA, indicate the number of Volunteers 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 Volunteers. Successful applicants are required to pay workers' compensation.
- **Health Care.** You must offer, or make available, health care benefits to full-time Volunteers in accordance with AmeriCorps requirements. Except as stated below, you may not pay for health care benefits to less-than-full-time Volunteers with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time Volunteers from other sources (i.e., non-AmeriCorps sources) but the cost cannot be included in the budget. Less-than-full-time Volunteers 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 Volunteers serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of Volunteers who will receive health care benefits. AmeriCorps will not pay dependent coverage. If health care is not budgeted for all full-time Volunteers, please confirm all full-time Volunteers will have access to coverage.
- **Unemployment Insurance and Other Volunteer Support Costs.** Include any other required Volunteer support costs here. Pennsylvania **does not** allow unemployment coverage for their AmeriCorps Volunteers.

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.

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

1. **use a federally approved indirect cost rate if they have one;**
2. **use a 15% de minimis rate of modified total direct costs; or**
3. **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 Trust Act](#) and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#).

Use the [eGrants Indirect Cost Rate \(IDCR\) User Instructions](#) to enter the organization's indirect cost rate.

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

Options for Calculating Administrative/Indirect Costs (choose A or B)

If claiming indirect costs, applicants use either a federally approved indirect cost rate or, when eligible, a 15 percent de minimis rate of modified total direct costs. Applicants may instead claim certain allowable costs directly. Regardless of the method chosen, the AmeriCorps share of administrative/indirect costs is limited to 5% of the total AmeriCorps funds expended under the grant.

Applicants using a federally approved indirect cost rate or the 15 percent de minimis rate must enter the applicable rate information in eGrants. See the [AmeriCorps eGrants Indirect Cost Rate \(IDCR\) User Instructions](#). Applicants should not submit indirect cost rate documentation by email unless specifically requested.

A. Federally Approved Indirect Cost Rate

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

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.

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

De Minimis Rate of 15% of Modified Total Direct Costs Organizations that 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 Volunteer living allowance and other Volunteer costs are not considered “participant support costs” subject to exclusion from the MTDC. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. 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.

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 Funds

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. 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
Total Source of Funds		537,250		

Note: the value of the Segal Education Awards that Volunteers earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time Volunteers 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.

MATCH REQUIREMENTS

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

- 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% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35 2521.90 for the specific regulations. Match schedule is below: AmeriCorps Funding Year 1, 2, 3 4, 5, 6 Grantee Share Requirements 24% 7, 8, 9 10+ 26% 28% 30%

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%

- The acceptable sources of matching funds are federal, state, local, or private sector funds in accordance with applicable AmeriCorps requirements.
- See [Appendix E](#) for instructions on requesting a match waiver.
- See the Source of Funds instructions above for entering matching fund information.

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

Appendix C: Budget Analysis Checklist

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 Volunteers 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 Volunteer travel clearly identified?
Yes ___ No ___	Have you budgeted funds for staff travel to required PennSERVE-sponsored meetings/trainings?
Yes ___ No ___	Have you budgeted applicable staff travel costs for at least one staff person to attend the PennSERVE AmeriCorps Week event in March 2028 in Harrisburg?
Yes ___ No ___	Have you budgeted applicable Volunteer travel costs for AmeriCorps Volunteers to attend the PennSERVE AmeriCorps Week event in March 2028 in Harrisburg?
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 Volunteers 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?

In Compliance?	Question
Yes ___ No ___	Are all single equipment items over \$10,000 per unit specifically listed and justified in the budget narrative?
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 Volunteers will wear daily with the AmeriCorps logo included for all AmeriCorps Volunteers, 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 Volunteer 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 Volunteer slot for use of the OnCorps Volunteer 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 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. Volunteer 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? <i>(Note: Programs that existed prior to Sept. 21, 1993 may offer a lower-than-minimum living allowance but may not exceed the maximum.)</i>
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 Volunteers 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 Volunteers serving in Pennsylvania?
Yes ___ No ___	Is health care coverage budgeted/provided for all full-time AmeriCorps Volunteers who do not have adequate coverage, consistent with AmeriCorps requirements, and not charged with AmeriCorps funds for less-than-full-time Volunteers except as allowed (e.g., sustained full-time capacity such as summer)?
Yes ___ No ___	Is unemployment insurance not budgeted for AmeriCorps Volunteers (consistent with Pennsylvania requirements)?

Section III. Administrative/Indirect Costs

In Compliance?	Question
Yes ___ No ___ N/A ___	If applicable, does the applicant have a current federally approved indirect cost rate, and is the rate being applied consistent with the approved agreement and the 5% AmeriCorps share limitation?
Yes ___ No ___ N/A ___	If using a federally approved indirect cost rate, are the rate type, approved rate, rate claimed, and applicable base entered correctly in eGrants?
Yes ___ No ___ N/A ___	If using a federally approved indirect cost rate, is current documentation retained and available upon request? Do not email the agreement unless PennSERVE specifically requests it.
Yes ___ No ___ N/A ___	If eligible to use the de minimis option, is the 15% rate applied to modified total direct costs (MTDC) and entered correctly in eGrants?
Yes ___ No ___ N/A ___	Does the AmeriCorps share of administrative/indirect costs remain within the 5% statutory limitation?

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 VI.E.4)?
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: Frequently Miscategorized Budget Items

To help ensure consistency within budgets across programs, we have provided examples of budget items that are frequently miscategorized. Please ensure that all items are categorized in the correct budget category.

Budget Category	Should Include
Other Operating Costs	• Office space rental • Utilities • Other program-related services • Computer licenses and fees for software use • Cell phone reimbursement • Payroll processing fees+ • Licensing fee for AmeriCorps curriculum • Costs associated with AmeriCorps Volunteer recruitment and outreach (e.g., career fairs fees, advertising expenses) • Timekeeping costs other than the PennSERVE-required OnCorps fee. Budget the required OnCorps fee under Contractual and Consultant Services as instructed in the RFA. • Allowable AmeriCorps Volunteer recognition costs • Retention incentives/performance awards
AmeriCorps Volunteer Support	Volunteer Assistance Program
AmeriCorps Volunteer Training	• Training materials • Training curriculum • Costs for training space • Expenses related to bringing in instructors
Staff Travel	• Commission Sponsored Training ○ National Service Trainings ○ New AmeriCorps Staff Training ○ Stronger Service Summit • All other staff training, other conferences should be listed separately.
Supplies	• Computers, tablets, cell phones+ • Gas for program owned vehicles • AmeriCorps Volunteer gear • Program materials • Postage, office supplies, business cards+ • CPR/First Aid supplies • Supplies for service day activities • Consumable goods associated with AmeriCorps Volunteer recruitment and outreach (e.g., flyers)
+ Please ensure that your organization provides a clear allocation plan if these expenses benefit more than one project within your organization.	

Appendix E: Match Waiver Request

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

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

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

5. 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 F: 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, applicants must complete the Source of Funds section to identify the additional non-AmeriCorps resources needed 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 Positions

AmeriCorps Volunteer Positions

Identify the number of AmeriCorps Volunteers requested by allowable category (full-time, three-quarter-time, half-time, quarter-time, and minimum-time) and list them under the column labeled **#Mbrs w/o Allow**. In the **Allowance Rate** field, enter the average living allowance for each type of AmeriCorps Volunteer. Enter zero in the column labeled **#Mbrs w/ Allow** and **leave all other columns blank**, consistent with the Fixed Amount budget instructions.

NOTE: Screenshot amounts are illustrative only; use Table 5 for FY 2027 living allowance requirements. The total number of AmeriCorps Volunteer service years (MSYs) will automatically calculate at the bottom of the Volunteer Positions chart in eGrants. MSYs are calculated using the allowable slot types shown below.

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

Source of Funds

- In the “Source of Funds” field that appears in the Budget Section III.
- Enter a brief description of additional funds used to support your program. Identify each source of funds separately.
- Identify whether each funding source is secured or proposed.
- Include the dollar amount, whether the source is cash or in-kind, and the source type (Private, State/Local, or Federal).
- For recompile applicants, the amount included in the Source of Funds section should match the additional public and private funding amounts reported in the Executive Summary, as applicable.
- Define all acronyms the first time they are used.