Massachusetts State AmeriCorps

AmeriCorps Planning Grant
Funding Opportunity

PROGRAM YEAR 2021-2022

INTENT TO APPLY DUE: MAY 12, 2021
APPLICATION DUE: MAY 21, 2021

Massachusetts Service Alliance
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THE MASSACHUSETTS SERVICE ALLIANCE

The Massachusetts Service Alliance (MSA) expands volunteerism and service in Massachusetts by providing individuals and organizations with funding, training, and support, which enables them to strengthen communities and make our Commonwealth a better place to live. We are a dedicated partner of Massachusetts community-based organizations of all scopes and sizes, providing tailored resources and support for them to better leverage volunteers and service members to meet their mission. Through our direct support, organizations strengthen their capacity and are better positioned to expand their impact in Massachusetts communities; serving more and doing more. For over 25 years we have had a proven track record of bringing volunteerism and service resources to organizations from Pittsfield to New Bedford and Springfield to Lowell.

AMERICORPS IN MASSACHUSETTS

AmeriCorps is a federal program overseen by the AmeriCorps Agency (formerly known as the Corporation for National and Community Service or CNCS). For twenty-five years AmeriCorps has mobilized a new generation of engaged citizens. This year more than 2,800 individuals of all ages and backgrounds will serve through an AmeriCorps program in the Commonwealth. They will help hundreds of community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, disaster preparedness, and other critical areas.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address unmet community needs. Members are individuals who engage in community service and may receive a living allowance during their term of service. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust.

AMERICORPS FOCUS AREAS

AmeriCorps seeks to prioritize the investment of national service resources in the following areas:

- Efforts to help local communities recover from the COVID-19 pandemic. Applicants may propose programming in any AmeriCorps focus area to aid communities as they recover from the COVID-19 pandemic.
- Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.
- Economic Opportunity – a program model that increases economic opportunities for communities by preparing people for the workforce.
- Education – particularly evidence-based interventions listed on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence.
- Healthy Futures – a program model that reduces and/or prevents prescription drug and opioid abuse.
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence.
- Veterans and Military Families – a program model that positively impacts the quality of life of veterans and improves military family strength.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.
- Programs that reduce child poverty.
- Environmental stewardship.
AmeriCorps National Performance Measures
The AmeriCorps Agency has implemented national performances measures in order to better demonstrate impact in the focus areas described above. Programs are not required to fall into the above focus areas.

Performance Measure Resources and Instructions

**MSA FOCUS AREAS**

MSA is interested in programs that provide effective solutions to address community needs, offer meaningful AmeriCorps member experiences, generate community volunteers, and demonstrate significant community impact. In addition, MSA’s Board of Directors is particularly interested in seeing applications that respond to the broad impacts of the COVID-19 pandemic.

MSA is committed to maintaining geographic, demographic, and programmatic diversity within the AmeriCorps portfolio. A list of current MSA AmeriCorps programs can be found on the MSA website.

**PROGRAM REQUIREMENTS**

**Eligible Applicants**
The following entities are eligible to apply for, implement, and operate an AmeriCorps program in Massachusetts: a nonprofit organization; an institution of higher education; a state agency; a community or faith-based organization; a subdivision of the state including cities, counties, and municipalities; or a partnership of any of the above entities.

All MSA-funded AmeriCorps programs must operate solely in Massachusetts, and all member service activities must take place in-state. Organizations interested in planning and operating a program that operates across multiple states are not eligible for these funds.

**Planning Grant Description**
MSA will award grant funds under this initiative to nonprofit organizations, cities, towns, states, faith-based or any partnership thereof that does not currently receive AmeriCorps State funding from MSA, to support the development of new programming in Massachusetts. Organizations that receive funding will be required to work with MSA for the duration of the grant in developing their program design and proposal submitted for this initiative. Additionally, the grantee will be required to identify one point-person for the project.

Grantees who successfully complete their planning grant deliverables will be better prepared to apply for an implementation grant as well as operate an AmeriCorps program, once funded. The final deliverable of the one-year planning grant funding would be submission of an application for an AmeriCorps operating grant during the planning grant period.

**Grant Size**
MSA will entertain grant requests of up to $75,000. MSA encourages organizations to include the cost for a staff person who will be the primary contact during the entire planning grant period and will ideally transition to a full-time program director role, if the program is selected for AmeriCorps funding. At a minimum, MSA expects the organization to hire a full-time program director to manage the AmeriCorps program before the end of the planning grant period. The matching requirement for the planning grant is set at 24%. Match may be cash and/or in-kind.

*Special note re: matching funds for 2021-2022 planning grants:* The AmeriCorps Agency has provided a match waiver for grants operating during this program year and, as a result, planning grant applicants are not
required to meet a particular match percentage. Applicants are still encouraged to access other resources to support the development of an AmeriCorps program, as these additional resources will be required in the future.

Grant Period
AmeriCorps planning grant funding is provided as a 12-month grant; however, organizations may request a shorter planning period depending on their ideal timeline for program implementation. Because notification of award is not made until June, applicants must select a grant start date on or after August 1, 2021 to ensure sufficient time between grant award and the start of the planning process.

Reporting Requirements
AmeriCorps planning grant recipients must complete a closeout of the grant, including a narrative report and a final financial reporting. In addition, to access grant funds, organizations must complete a monthly reimbursement request form and provide documentation of expenses.

Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management System (SAM)
Applications entered into eGrants, the electronic grants management system utilized by AmeriCorps, must include a DUNS number and an Employer Identification Number. While this initial application is not submitted through eGrants, all successful applications will need to be entered into eGrants, so MSA recommends that applicants being the process of obtaining a DUNS number soon after submitting this application.

The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: DUNS Request Service. AmeriCorps recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants must register with the System for Award Management (SAM) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. MSA suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to MSA.

Applicants that do not comply with these requirements may not be eligible to receive an award.
MSA suggests that applicants take the AmeriCorps Regulations and Terms and Conditions into consideration when developing the program design and preparing the application. These documents are available at the links below: Click here for AmeriCorps Regulations Click here for AmeriCorps Terms and Conditions.

MSA uses a multi-step application process. This process includes:

1. Submitting an Application - The purpose of the application is to allow applicants the opportunity to present their ideas for a proposed program, its potential community impact, and their organizational capacity to carry out a planning process to develop an AmeriCorps program.
2. MSA Staff and Board Review
3. Invitation to submit a planning grant application, includes:
   - Editing and clarifying program details for AmeriCorps compliance.
   - Entering the application into eGrants, the electronic grants management system used by AmeriCorps.
   - Technical assistance is provided by MSA staff during this portion of the process.
4. MSA Board Review of Planning Grant Applications for Formula Funding & submission to AmeriCorps for grant award

Formula funds are awarded to organizations by MSA. Formula funds are given to MSA based on the federal allocation for AmeriCorps and Massachusetts’ population. The amount of funds MSA has available to award each year to new and re-applying programs depends on the allocation from AmeriCorps Agency and the number of formula-funded programs in continuation years (year one or two of the three-year grant cycle) to whom three-year funding commitments have already been made.

Please note:

1. Submission of an application does not guarantee submission to AmeriCorps for funding.
2. Funding for this grant is contingent on appropriation of funding from the Massachusetts State Legislature and the AmeriCorps Agency.

Special Instructions:

1. The AmeriCorps Agency requires that AmeriCorps programs receiving over $500,000 conduct an independent evaluation of their program. All other AmeriCorps programs must conduct an internal evaluation. First-time applicants need to provide only data collection plan and all recompeting programs are required to provide the full evaluation plan. Please visit http://www.nationalservice.gov/resources/evaluation/planning-evaluation for more information.
2. For organizations that are proposing a tutoring program, AmeriCorps Regulations define the minimum requirements that a member must meet in order to qualify as a tutor. See 45 C.F.R. §§2522.900-2522.930 for more information.
3. Under the Serve America Act, State Competitive and National Direct applicants are considered in the same review process. Therefore, organizations applying for both state and national direct funding must demonstrate that the two applications are not supporting the same project.
   a) Two projects to be the same if AmeriCorps cannot identify a meaningful difference between the two projects based on a comparison of the following characteristics, among others:
      i) The objectives and priorities of the projects;
      ii) The nature of the services provided;
      iii) The program staff, participants, and volunteers involved;
      iv) The geographic locations in which the services are provided;
      v) The populations served; and
      vi) The proposed community partnerships.

MSA has the ability to further define these characteristics to ensure diversity among AmeriCorps programs in
Massachusetts.

**Timeline**

Applications are due to MSA on **May 21, 2021 by 12:00 P.M. EST**. The review process is as follows (some dates are still to be determined):

- **April 21, 2021**: AmeriCorps Planning Grant application RFP Released
- **May 12, 2021**: Online Intent to Apply Due (optional, strongly encouraged) Intent to Apply: [https://www.tfaforms.com/4847203](https://www.tfaforms.com/4847203)
- **May 21, 2021**: Submission of Planning Grant Application due to MSA by 12:00 P.M. EST Planning Grant Application: [https://www.tfaforms.com/4607074](https://www.tfaforms.com/4607074)
- **Late May**: Community/Staff Review of all applications
- **Late May**: Notification of status
- **Late May/Early June**: Applications entered in to eGrants
- **July 2021**: Notification of Formula Award

Following this current application round, MSA will accept AmeriCorps Planning Grant applications on a quarterly basis during the year. Please visit the [AmeriCorps funding page](https://www.tfaforms.com/4607074) of MSA’s website for updates and a schedule of these deadlines.

**Technical Assistance**

Organizations may reach out to MSA with any questions regarding these application instructions.

**Selection Criteria**

The grant review process includes the following steps:

1. Determining whether your application complies with the requirements, such as submission deadlines and eligibility requirements,
2. Scoring your proposal against the basic selection criteria articulated in the AmeriCorps Regulations, and
3. Ensuring innovation and geographic, demographic, and programmatic diversity across the Massachusetts AmeriCorps State portfolio.

| MSA Selection Criteria: Categories, Sub-Categories and Respective Weights for Planning Grants |
|---------------------------------|---------------------------------|---------------------------------|
| **Category**                    | **Percentage**                 | **Sub-Categories and Weights** |
| Program Design                  | 80%                            | Rationale and Approach – 80%   |
| Organizational Capability       | 20%                            | Organizational Background & Staffing – 20% |
General Submission Information for the Planning Grant Application

Your application will be submitted online. Please make sure to complete/submit each of the following components. Please note that all attachments will be uploaded as part of your application.

Online Application

1. Executive Summary
2. Program Narrative (character limits by section)
3. Uploaded: Budget
4. Uploaded: Authorization, Assurances and Certifications
5. Additional Required Information:
   a. Uploaded: Organizational Chart
   b. Uploaded: Most recent audit (A-133, if applicable)
   c. Uploaded: Proof of eligibility
      i. 501(c)3 letter or MA Certificate of Tax Exemption (ST-2 or ST-4)

Submission Requirements

The application must be submitted via MSA’s online application, available by clicking here.

The application narrative cannot exceed the character limits in each section. The proposal must follow the order outlined in the instructions.

Applications must be received by MSA by 12:00 P.M. EST on Friday, May 21, 2021 via MSA’s online application. Submission through other means is not acceptable. MSA reserves the right to waive this requirement if an applicant can demonstrate extenuating circumstances.

Note:

- Any application that fails to meet all Planning Grant submission requirements will not be reviewed.
- Please do not submit supplemental materials such as brochures, newsletters, etc. These materials will not be reviewed.
Planning Grant Application Instructions

Executive Summary
Please fill in the blanks of these sentences to complete the executive summary (no character limit).

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, tribal, and federal funds] in public funding and $[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

I. Program Narrative (Please adhere to character limits of each section.)
Each application must clearly describe a plan for developing a project that will effectively deploy AmeriCorps members to solve a significant community problem.

A. Rationale and Approach (10,000 character limit)
1. Describe the need you intend to address with your AmeriCorps program.
2. Clearly describe a plan to design an AmeriCorps program to use AmeriCorps members to address an identified community issue.
3. Provide a detailed timeline for planning activities.
4. Describe how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.

B. Organizational Capability (7,000 character limit)
1. Discuss the organization’s experience, staffing, and management structure and how that will support the plan to develop the proposed program.
2. Describe the applicant’s prior experience in the proposed area of programming and in the community that the proposed program would serve.
3. Detail the applicant’s prior experience managing federal grants.

II. Budget – Planning Grants
A. Planning Grants: Follow the instructions in Appendix A to prepare your budget request using the budget worksheet provided. As you prepare your budget, please consider the following:
   • All of the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency,” or other undefined budget amounts.
   • 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 being budgeted.
   • Do not include fractional amounts (cents).
   • Refer to the AmeriCorps Regulations and relevant Office of Management and Budget (OMB) Circulars on allowable costs for further guidance.
   • The full Regulations are available online at https://www.whitehouse.gov/omb/information-for-agencies/circulars/.

Your proposed budget should only reflect costs associated with the one-year planning process and should be sufficient to allow you to perform the tasks described in your proposal narrative.
Relevant OMB Circulars by Organization/Agency Type

<table>
<thead>
<tr>
<th></th>
<th>Educational Institutions</th>
<th>Nonprofit Organizations</th>
<th>State &amp; Local Governments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audits</td>
<td>2 CFR Part 500</td>
<td>2 CFR Part 500</td>
<td>2 CFR Part 500</td>
</tr>
</tbody>
</table>

Note: Before you complete the Budget section, please review 45 C.F.R. §§ 2521.35 – 2521.90 for match requirements.

III. Authorization, Assurances, and Certifications
Read the authorization, assurances, and certifications carefully. Complete each section of the Assurances and Certifications. See Appendix C and Appendix D. Be sure to check your application to make sure that there are no errors before submission. You are required to upload a copy of these documents, as well as the information described below (Additional Required Documentation) as part of your original application.

IV. Additional Required Documentation
In addition to your narrative, budget, logic model, and performance measures, you are required to upload a copy of the information described below as part of your original application.

- Organizational Chart
- Most recent Audit (A-133, if applicable)
- Proof of 501(c) 3 status
APPENDIX A: Planning Budget Instructions

Note: Planning grant applicants may not engage AmeriCorps members; therefore, any costs associated with members are not allowable.

How to Begin
Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, e.g., Two (2) staff traveling @ $350/trip for 2 trips = $1400; or Salary $60,000 @ 20% devoted to grant activities = $12,000.

Definitions
- **Total Amount**: Total of budget line, sum of grant plus matching funds.
- **CNCS Share**: Amount of funding requested from AmeriCorps.
- **Grantee Share**: Amount of funding proposed as match from the applicant organization.

Overview of Key Statutory and Regulatory Budget Requirements
- Equipment costs must not exceed 10% of the total AmeriCorps share.
- Administrative costs must not exceed 5% of the total AmeriCorps funds requested.
- You may match with cash or in-kind contributions. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

Note: Most federal funds are not authorized to be used as match for another federal grant. While the AmeriCorps Agency’s legislation permits the use of non-AmeriCorps federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency’s funds as match for this national service program grant is permitted by the other agency and that this permission is granted in writing.

In the budget worksheet, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local, and federal funds, and the source and total amounts of in-kind support. All acronyms should be defined the first time they are used to reference non-AmeriCorps programs and sources.

Grantees are required to meet an overall matching rate that increases over time (see chart below). These matching requirements may be waived in limited circumstances (described in chart below at “Minimum Overall Share (Alternative)”). See 45 C.F.R. §§ 2521.35 – 2521.90 for the regulatory match and waiver requirements.

<table>
<thead>
<tr>
<th></th>
<th>Years 1-3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Overall Share</td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
<tr>
<td>Minimum Overall Share (Alternative)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>29%</td>
<td>31%</td>
<td>33%</td>
<td>35%</td>
</tr>
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**Special note re: matching funds for 2021-2022 planning grants**: AmeriCorps the Agency has provided a match waiver for grants operating during this program year and, as a result, planning grant applicants are not required to meet a particular match percentage. Applicants are still encouraged to access other resources to
support the development of an AmeriCorps program, as these additional resources will be required in the future.

**Consistency of Treatment**
For any cost to be allowable under a grant award based on an application for AmeriCorps funding, the cost must be accorded consistent treatment using policies and procedures that apply uniformly to both the federal grant funded activities and to all other activities of the applicant.

**Budget Categories**

**Budget Section I. Program Operating Costs**
Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-J, as follows:

**A. Personnel Expenses**
List each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the narrative must be listed in the budget as either Corporation or Grantee share.

**B. Personnel Fringe Benefits**
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, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list each component. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item.

**C. 1. Staff Travel**
Describe the purpose for which program operating staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, \textit{per diem}, and other travel related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily \textit{per diem}, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate. Only domestic travel is allowable.

\textit{For example:} 2 staff to attend National Conference on Service and Volunteering. $300 airfare + $50 ground transportation + ($150 hotel x 3 nights) + ($35 per diem x 3 days) = $905 x 2 staff = $1,810.

**C. 2. Member Travel**
This section is not applicable as planning grants do not involve AmeriCorps members. As a result, planning grantee applicants may not budget funds in this category.

**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 $5,000 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% of the total AmeriCorps 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.

**E. Supplies**
Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the
F. Contractual and Consultant Services
Include costs for consultants related to the project’s operations, except training or evaluation consultants, who will be listed in Sections G. and H., below.

G. 1. Staff Training
Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate.

G. 2. Member Training
This section is not applicable as planning grants do not involve AmeriCorps members. As a result, planning grantee applicants may not budget funds in this category.

H. Evaluation
Include costs for project evaluation activities including additional staff time or subcontracts you did not budget under Section I. A. (Personnel Expenses), use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. 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 Operating Costs
Allowable costs in this budget category should include when applicable:

- AmeriCorps planning grantees are exempted from National Service Criminal History Check (NSCHC) requirements, so applicants are not required to budget funds in this category; however, organizations may wish to budget some funding in this category to cover the cost of NSCHCs for any staff on the planning grant who will eventually be involved in operating the AmeriCorps program developed as a result of the planning grant. For reference, the following rules must be followed when an organization transitions to an operational grant to run an AmeriCorps program:
  - Criminal history checks are required for all members and all employees who receive payment from the grant (federal or non-federal share, in-kind included). This includes performing the state check(s) and the National Sex Offender Registry check using Truescreen and using Fieldprint for performing the FBI check. Truescreen and Fieldprint are the two designated vendors for 2021-2022 program year for member and staff background checks.
- 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. (For national office space, rental may be unallowable; applicants should refer to relevant OMB Circulars.)
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff and are not part of the organizations indirect cost/administrative cost allocation pool.

Budget Section II. Member Costs
This section is not applicable to planning grant applicants and must be left blank.

Budget Section III. Administrative/Indirect Costs
1. 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. For organizations that have an established indirect cost rate for federal awards, administrative costs are 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 Circulars A-21, A-87, and A-122.

**Administrative costs include:**

- Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by the Corporation as project costs.
- Costs for internal evaluation, including overall organization’s management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement).
- Costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.
- Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- Administrative costs may also include that portion of salaries and benefits of the project’s director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in AmeriCorps regulations [45 CFR 2541.220(b)].

**Administrative costs do not include the following allowable expenses directly related to a project (including their operations and objectives), such as:**

- Allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training, and travel.
- Costs for staff (including salary, benefits, training, and travel) who recruit, train, place, or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
- Costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement.
- Costs, excluding those already covered in an organization’s indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate, and implement AmeriCorps guidance and policies directly relating to a project.
- Space, facility, and communications costs allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization’s indirect costs rate.
- Other allowable costs, excluding those costs that are already covered by an organization’s indirect cost rate, specifically approved by the AmeriCorps as directly attributable to a project.

2. **Options for Calculating Administrative/Indirect Costs**

Applicants choose one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation’s share of administrative costs is limited by statute to 5% of the total AmeriCorps funds expended under this grant.

a) **Corporation Fixed Percentage Method**

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section III.A.) you may charge, for administrative costs, a fixed 5% of the total of the AmeriCorps funds expended. In order to charge this fixed 5%, the grantee match for
administrative costs may not exceed 10% of all direct cost expenditures. Applicants using this method may calculate these figures in the following way:

- **Corporation Share**: Multiply the sum of the AmeriCorps funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. Enter this amount as the Corporation share for Section III A. *(See note below re: State Commission 2% Set-Aside)*
- **Grantee Share**: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III. A.
- **Sum**: Enter the sum of the Corporation and grantee shares under Total Amount.

**b) Federally Approved Indirect Cost Rate Method**

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum 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 rate. Supply your approved IDC rate (percentage) and, importantly, the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field. Applicants who are choosing to use a federally approved indirect cost rate amount in their budget will need to submit the current approved indirect cost rate agreement with their full application later in the process.

Applicants using this method may calculate these figures in the following way:

- **Total**: Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee’s 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.
- **Corporation Share**: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
- **Grantee Share**: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

**REQUIRED: State Commission 2% Set-Aside**

Regardless of the method used to calculate administrative costs, the Massachusetts Service Alliance will set aside a portion of the Corporation share to use in administering its subgrantees including both operating programs and planning grants. This amount must not exceed a two-fifth share of the maximum 5% Corporation share (i.e., allocating 2% as set aside for administering subgrantees and the remaining 3% for other administrative costs). When using this option, the subgrantee’s portion must not exceed the remaining 3% portion of the maximum Corporation share. Both the commission and subgrantee portions of the Corporation share of administrative costs should be requested in the subgrantee’s budget.

Applicants should calculate the Commission 2% Set-Aside in the following way:

- \((\text{Section I} + \text{Section II} \times 0.0526) \times 0.40\) = Commission Share
- \((\text{Section I} + \text{Section II} \times 0.0526) \times 0.60\) = Grantee Share

**Source of Match**

Within this box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non-Corporation acronyms the first time they are used.

**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% for the first three years, and the increasing minimums in years thereafter, are maintained. These matching requirements may be waived in limited circumstances. See 45 C.F.R. §§ 2521.35 – 2521.95 for the specific regulatory match and waiver requirements.

**Special note re: matching funds for 2021-2022 planning grants:** AmeriCorps the Agency has provided a match waiver for grants operating during this program year and, as a result, planning grant applicants are not required to meet a particular match percentage. Applicants are still encouraged to access other resources to support the development of an AmeriCorps program, as these additional resources will be required in the future.
### APPENDIX B: Budget Analysis Checklist

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

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section I. Program Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes___ No ____</td>
<td>Costs charged under the personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members’ time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>Positions in the budget are described in the narrative?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>The types of fringe benefits to be covered in the costs of benefit(s) for each staff position are described? 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?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>The purpose for all staff and member travel is clearly identified?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>You have budgeted funds for staff travel to CNCS sponsored meetings in the budget narrative under Staff Travel?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>All single equipment items over $5000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>Justification/explanation of equipment items is included in the budget narrative?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>All single supply items over $1000 per unit are specifically listed?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>Does the budget reflect adequate budgeted costs for project evaluation?</td>
</tr>
<tr>
<td>Yes___ No ____</td>
<td>Are all items in the budget narrative itemized and justified?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section II. Member Costs <em>(not allowable for planning grant applicants)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section III. Administrative/Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 3% of the total federal funds budgeted? To determine the federal administrative share that the applicant may access, multiply the sum of Section I and Section II CNCS funds by 0.0316.</td>
<td></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.</td>
<td></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>Is Commission 2% Set Aside included? To determine the Commission Set Aside, multiple the sum of Section I and Section II CNCS funds by 0.0526 and 0.40.</td>
<td></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>For all matching funds, the source(s), the type of contribution (cash or in-kind), the amount (or an estimate), and the intended purpose are clearly identified in the narrative and in the Source of Match box?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Match</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>Does the budget meet the minimum overall match required? (Waived for 2021-2022 grant year)</td>
<td></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>For all matching funds, the source (private, state and local, and federal), the type of contribution (cash or in-kind), and the amount (or an estimate) of match are clearly identified in the narrative and in the Source of Match box?</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C: Assurances and Certifications
(Authorize and submit section)

Instructions
By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify
Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance
The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions
The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Assurance requirement for subgrant agreements
You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Assurance inclusion in subgrant agreements
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g) Assurance of subgrant principals
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-assurance in subgrant agreements
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard
Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
Assurances
As the duly authorized representative of the applicant, I certify, (to the best of my knowledge) and belief, that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with all rules regarding prohibited activities, including those stated in applicable NOFA or NOFO, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.

6. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

7. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.

9. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.


11. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a)
As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized lobbyist, I certify, to the best of my knowledge and belief, that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for
influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Compliance with the Lobbying Disclosure Act of 1995
As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the undersigned nor any of its operating sites is an organization described in Section (501)c(4) of the Internal Revenue Code of 1986, 26 U.S.C. § 501(c)(4) that engages in lobbying activities.

Assurances and Certifications

Sign this form and include in the application.

SIGNATURE: By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: __________________________  Program Name: __________________________

Authorized Representative (name): __________________________

Signature: __________________________

Date: __________________________

CERTIFICATION signature: NOTE: Sign this form and include in the application.

Before you start: Before completing Certification, please read the Certification Instructions.

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

☐ Certification: Debarment, Suspension and Other Responsibility Matters
☐ Certification: Drug-Free Workplace
☐ Certification: Lobbying Activities

Legal Applicant: __________________________  Program Name: __________________________

Authorized Representative (name): __________________________

Title of Authorized Representative: __________________________

Signature: __________________________

Date: __________________________
APPENDIX D: Supplementary Certifications

As the duly authorized representative of the applicant, I certify on behalf of the applicant as follows:

1. The applicant acknowledges that a portion of any funding to the applicant will be provided by the Commonwealth of Massachusetts under the terms of an AmeriCorps grant award between the Division of Career Services in Executive Office of Labor and Workforce Development (the “Division”) of the Commonwealth of Massachusetts and Massachusetts Service Alliance, Inc. (“MSA”) and that, as required under said grant award, funding to the applicant by MSA will be subject to the terms of that grant award and the Commonwealth Terms and Conditions as issued by the Executive Office for Administration and Finance, the Office of the Controller, and the Operational Services Division of the Commonwealth of Massachusetts.

2. Without limitation of the foregoing, the applicant agrees to, and shall comply with, the following provisions if the applicant receives an AmeriCorps grant award from MSA:

3. Confidentiality. The applicant shall comply with M.G.L. c. 66A if the applicant becomes a “holder” of “personal data”. The applicant shall also protect the physical security and restrict any access to personal or other Division data in the applicant’s possession, or used by the applicant in the performance of an AmeriCorps grant award, which shall include, but is not limited to the Division’s public records, documents, files, software, equipment or systems.

4. Record-keeping and Retention, Inspection of Records. The applicant shall maintain records, books, files and other data as specified in an AmeriCorps grant award and in such detail as shall properly substantiate claims for payment under an AmeriCorps grant award, for a minimum retention period of seven (7) years beginning on the first day after the final payment under an AmeriCorps grant award, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving an AmeriCorps grant award. The Division and MSA shall have access, as well as any parties identified under Executive Order 195, during the applicant’s regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

5. Assignment. The applicant may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under an AmeriCorps grant award, with the exception that the applicant shall be authorized to assign present and prospective claims for money due to the applicant pursuant to an AmeriCorps grant award in accordance with M.G.L. c. 106, §9-318. The applicant must provide sufficient notice of assignment and supporting documentation to enable MSA to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the applicant, and these payments will be subject to intercept, offset, counterclaims or any other rights which are available to the Division or the Commonwealth of Massachusetts or MSA against the applicant.

6. Subgrant by Applicant. Any subgrant entered into by the applicant for the purposes of fulfilling the obligations under an AmeriCorps grant award must be in writing, authorized in advance by MSA and consistent with and subject to the provisions of the AmeriCorps grant award. Subgrants will not relieve or discharge the applicant from any duty, obligation, responsibility or liability arising under an AmeriCorps grant award. MSA is entitled to copies of all subgrants and shall not be bound by any provisions contained in a subgrant to which it is not a party.

7. Affirmative Action, Non-Discrimination in Hiring and Employment. The applicant shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee.

8. be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The applicant commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or
economically disadvantaged persons or persons with disabilities.

9. **Indemnification.** Unless otherwise exempted by law, the applicant shall indemnify and hold harmless the Commonwealth of Massachusetts, including the Division, MSA and their respective agents, officers and employees (collectively, the “Indemnitees”) against any and all claims, liabilities, and costs for any personal injury or property damages, patent or copyright infringement or other damages that any of the Indemnitees may sustain which arise out of or in connection with the applicant’s performance of an AmeriCorps grant award, including but not limited to the negligence, reckless or intentional conduct of the applicant, its agents, officers, employees or subcontractors. The applicant shall at no time be considered an agent or representative of the Division, the Commonwealth of Massachusetts or MSA. After prompt notification of a claim by any of the Indemnitees, the applicant shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. Neither the Commonwealth of Massachusetts, nor the Division, nor MSA shall not be liable for any costs incurred by the applicant arising under this paragraph.

10. **Waivers.** Forbearance or indulgence in any form or manner by the applicant or MSA shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

11. The applicant agrees that in the event that funding to MSA from the Division is modified or terminated so as to impair the ability of MSA to continue any funding to the applicant as awarded, MSA may upon notice to the applicant modify or terminate its funding to the applicant.

**Supplementary Certifications**

NOTE: Sign this form and include in the application.

By signing this certification page, you certify that you agree on behalf of the applicant to comply with all Certifications in Appendix D.

**Legal Applicant:** ____________________________________________

**Authorized Representative (name):** ____________________________________________

**Title of Authorized Representative:** ____________________________________________

**Signature:** ____________________________________________

**Date:** ____________________________________________