Massachusetts State AmeriCorps

REQUEST FOR PROPOSALS
APPLICATION STAGE I

PROGRAM YEAR 2021-2022

Application due: September 25, 2020

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 Corporation for National and Community Service (CNCS/the Corporation). For twenty-seven years AmeriCorps has mobilized a new generation of engaged citizens. This year more 3,100 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.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE FOCUS AREAS

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

**Economic Opportunity**
Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.

**Education**
Unmet educational needs within communities especially those that help children and youth achieve success in school and increase high school graduation rates. Based on last year’s application, the highest priority for funding will go to programs that have members exclusively serving in schools that received awards under the School Improvement Grants (SIG) program or are the lowest-performing, designated Turnaround Schools.

**Healthy Futures**
Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy or reducing and/or
preventing drug and opioid abuse.

**Veterans and Military Families**

Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engaging veterans in service.

**Faith-Based Organizations**

No NOFO Priority Area

**CNCS National Performance Measures**

CNCS has implemented national performances measures in order to better demonstrate impact in these areas. Programs are not required to fall into the above focus areas. However, CNCS will give priority to programs within these areas and to programs that opt into at least one national performance measure.

**Performance Measure 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 following area:

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 AmeriCorps programs must operate solely in Massachusetts, and all member service activities must take place in-state.

**Types of Grants**

MSA is accepting applications for two types of AmeriCorps grants:

**Operating Grants**

MSA funds operating grants that support fully developed plans to establish a Massachusetts AmeriCorps program or to support, expand, or replicate an existing program. Grant awards are renewed annually for a total of three years subject to annual review and availability of federal appropriations. Programs seeking funding beyond three years must reapply as a recompeting applicant. The maximum award amount a program can request for an
operating grant is $15,479 per Member Service Year (MSY). Note: For the past three program years, CNCS strongly suggested and favored a lower cost per MSY despite the published maximum rate, and in many cases negotiated a lower rate than applicants budgeted. Programs should be prepared to adjust their budgets if a different level is requested, or if the 2021 CNCS Notice of Funding Availability (NOFA) indicates the higher maximum rate from what is listed in this RFP.

In some cases, MSA may offer a returning applicant the opportunity to be considered for a fixed-amount grant. Applicants applying for a fixed amount grant are allowed to request the same cost per MSY as operating grants. Organizations that would like to be considered for a fixed amount grant must complete the full budget as part of the Stage I application process.

**Education Award Only Program (EAP) Grants**

Under the Education Award Only Program, MSA and CNCS provide an allotment of national service education awards to organizations that can support most program and participant costs through other sources while still meeting AmeriCorps program requirements. EAP grant awards are for three years subject to annual renewal based on performance review and availability of federal appropriations. The maximum award amount a program can request for an Education Award Only Program is $800 per MSY.

If an applicant submitting a Stage I is not invited to submit a full application after the community review, the organization may be considered for a planning grant. A planning grant provides up to $50,000 to support the development of a new AmeriCorps program design to agencies that do not currently receive AmeriCorps State funding from MSA.

**Program Size**

Applicants must apply for a minimum of 10 full-time members (10 Member Service Years, or MSYs) or the equivalent number of part-time members. Applications requesting fewer than 10 MSYs will not be reviewed. AmeriCorps programs should be large enough to make a significant difference in communities; therefore, MSA strongly encourages applicants to request a minimum of 15-20 MSYs regardless of whether members serve individually or in teams. A chart to calculate MSYs is included in Appendix B.

**Grant Size**

Grant requests may vary in size depending on the type and scope of a proposed program. Applicants are allowed flexibility in developing their budgets within certain limitations. The maximum cost per MSY (full-time equivalent member) is $15,479.

**Grant and Program Operating Period**

AmeriCorps funding is provided as a 12-month grant, with the option for renewing two times (three years total) before a program must reapply as new. The program may operate for fewer than 12 months but must fall within the 12-month grant period. Because notification of award is not made until June, programs must select a grant start date on or after July 1, 2021 to ensure sufficient time between grant award and program implementation. New programs are encouraged to select a grant date on or after August 1, 2021.
**Types of Awards**

MSA AmeriCorps programs receive funding from one of two sources: Competitive or Formula Awards. Programs submit a single proposal to apply for both types of awards. Regardless of Competitive or Formula funding, all AmeriCorps programs are required to follow the AmeriCorps Regulations, Terms and Conditions, and MSA's Addendum to the Terms and Conditions.

**Competitive Award**
Competitive funds are awarded by CNCS through MSA. MSA selects Full Applications to submit to CNCS for review in competition with proposals from all single- and multi-state applicants. The Corporation runs a Peer and Staff Review to make funding determinations. Programs that are not selected for a Competitive Award will be considered for Formula Awards.

**Formula Award**
Formula funds are awarded to programs 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 CNCS and the number of Formula-funded programs in continuation (year one or two of the three-year grant cycle). Full applications that are not selected for submission to the Corporation for the national competition and those not awarded Competitive funds by CNCS will be considered for Formula funding. MSA may also run a separate Formula process later in the year; however, that is not guaranteed. Any organization interested in applying for AmeriCorps funding should apply through the Stage I application process.
2021-2022 AMERICORPS GRANTS PROCESS

MSA suggests that applicants take the AmeriCorps Regulations and Terms and Conditions into consideration when planning the program 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 to MSA - The purpose of the Application is to allow applicants the opportunity to present their proposed program, its potential community impact, and their organizational capacity to manage an AmeriCorps Program. Note: This set of instructions applies to the Application Stage I only.
2. Community Review
3. MSA Staff and Board Review
4. Invitation to submit a full application - Full application proposal and process will include:
   - Editing and clarifying program details for Corporation for National and Community Service (CNCS) compliance.
   - Expanding the Application – Stage I narrative to satisfy the CNCS narrative length requirement. Technical assistance is provided by MSA staff for this process.
   - MSA Board Review of Full Applications
   - Submission of Full Applications to CNCS for competitive grants process.

MSA might opt to consider a program that didn’t make it through the competitive process for Formula funding.

Please note:

1. Submission of an application does not always result in an invitation to submit a full application.
2. An invitation to submit a full application does not guarantee submission to CNCS.
3. An invitation to submit a full application does not guarantee funding.
4. Funding for this grant is contingent on appropriation of funding from the Massachusetts State Legislature and CNCS.

Special Instructions:

1. CNCS requires that AmeriCorps programs receiving over $500,000 conduct an external/independent evaluation study of their program. All other AmeriCorps programs must conduct an internal evaluation study. First time applicants need to provide a data collection plan that describes the applicant’s data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant and how the program will use data to improve. All recompeting programs are required to provide a full evaluation plan and an evaluation report, if applicable. The evaluation plan is required with the submission of the Stage I Application, and the evaluation report should be submitted with the full application to CNCS in January 2021. 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) CNCS will consider two projects to be the same if CNCS 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**

Stage I Applications are due to MSA on **September 25, 2020** by 12:00 P.M. The review process is as follows (*some dates are still to be determined):

**August 25, 2020**  
AmeriCorps Application – Stage I RFP Released

**September 3, 2020**  
Technical Assistance Session (webinar) at 11:00 A.M. EST. Go to [https://attendee.gotowebinar.com/register/4908597448042525454](https://attendee.gotowebinar.com/register/4908597448042525454) to register.

A recording of the webinar will be available afterwards for those who cannot attend the session in person.

**September 4, 2020**  
Online Intent to Apply due (optional, strongly encouraged):  
[https://www.tfaforms.com/4847203](https://www.tfaforms.com/4847203)

**September 25, 2020**  
Submission of Application – Stage I due by 12:00 P.M. EST:  
[http://www.tfaforms.com/331606](http://www.tfaforms.com/331606)

**Early October**  
Community review of all Stage I Applications

**Late-October 2020**  
Notification of status

**November 2020**  
Draft of Full Applications due to MSA

**Early December 2020**  
Competitive/Formula Continuation Applications due

**Late December 2020**  
Full and Continuation Competitive Applications entered into eGrants

**Mid-January 2021**  
MSA submits Competitive Applications to CNCS
April-May, 2021  Notification of Competitive Award

June 2020  Notification of Formula Award

*Specific deadlines to be set with individual applicant organization*
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 Operating Grants |
|----------------------------------|---------------------|----------------------------------------------------|
| Category                         | Percentage | Sub-Categories and Weights                          |
| Program Design                   | 50%        | Theory of Change and Logic Model – 25%              |
|                                  |            | Evidence Base – 20%                                |
|                                  |            | Member Experience – 5%                              |
|                                  |            | Notice Priority – 0%                                |
| Organizational Capability        | 25%        | Organizational Background & Staffing – 10%          |
|                                  |            | Compliance & Accountability – 5%                   |
|                                  |            | Culture that values learning – 5%                  |
|                                  |            | Member Supervision – 5%                            |
|                                  |            | Evaluation Summary/Plan – 0%                       |
| Cost Effectiveness and Budget adequacy | 25%        | No narrative should be entered in the narrative section. This criteria will be assessed on the budget submitted. |

You should not assume that reviewers are familiar with your grant program, even if you are recompeting. Be sure to provide sufficient information in your application for a reviewer who is unfamiliar with your program.
AMERICORPS STATE APPLICATION INSTRUCTIONS

General Submission Information
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: 1 Performance Measurement Worksheet AND 1 Logic Model Worksheet
4. Uploaded: Budget
5. Uploaded: Authorization, Assurances and Certifications
6. 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 Stage I Application narrative must be submitted via MSA’s online application, available by clicking https://www.tfaforms.com/331606. 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, September 25, 2020 via MSA’s online application. Other submission methods are not acceptable.

NOTE:
• Any application that fails to meet all Stage I Application submission requirements will not be reviewed.
• Any application that does not request the minimum number of MSYs will not be reviewed.
• Please do not submit supplemental materials such as brochures, newsletters, etc. These materials will not be reviewed.
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] will have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] that will be engaged in [what the leveraged volunteers will be doing].

This program will focus on the CNCS focus area of [Focus Area(s)]. * The CNCS investment of $[amount of request] 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.

*IIf the program is not focused on CNCS’ focus area, omit this sentence.

I. Program Narrative (Please adhere to character limits of each section.)

Your narrative should cover the three-year program period for which you are requesting funds and should include:

A. Program Design

The following sections include elements that will contribute to your successful response to the criteria as articulated in the AmeriCorps Regulations. Although they are closely based on the criteria articulated in the AmeriCorps Regulations, they are not to be confused with the criteria themselves. The criteria can be found in AmeriCorps Regulations, 45 C.F.R. §§ 2522.420 – 2522.448. We strongly suggest that you review the Regulations as you plan your program design. Do not assume all sub-criteria are of equal value.

1. Theory of Change and Logic Model (8,000 character limit)

   a) Problem/Need: Describe the community needs the AmeriCorps members will be addressing. Provide information about the extent/severity of the need in the community or communities) where your proposed AmeriCorps members will serve and cite specific, relevant data such as unemployment rate as well as the poverty rate. Please be sure to use most recent and relevant data available to support the need and properly cite your sources.

      i) Describe how this need aligns with your organization’s mission.

      ii) If you are also applying for National Direct funding to support operating sites in Massachusetts, provide detail demonstrating that the proposed state program is not the same project as the National Direct.

   b) Intervention: Describe the proposed intervention/member activities including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
i) The proposed intervention must align with the identified community need.
c) Describe how the proposed intervention/member activities will lead to the outcomes identified in your theory of change.
d) Explain how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
e) Ensure all elements of the logic model are aligned.

The logic model shall depict:

- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services.
  - Number of AmeriCorps members that will deliver the intervention.
- The core activities that define the intervention or program model that members will implement or deliver including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week), as relevant.
- The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

The logic model must be no more than three pages in length.

Programs should include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program’s theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart that incorporates each intervention.

2. Evidence Base (5,000 character limit)

Applicants should provide and describe evidence from research and evaluation studies that their proposed intervention will lead to the outcomes identified in their theory of change. Applicants must (1) summarize the study design and key findings of any outcome or impact evaluation studies conducted about their program and/or (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. When describing evidence from other programs’ evaluations or research,
applicants should be sure to describe how the intervention studied matches the proposed program’s design (e.g., how the program studied matches the proposed program in population(s) served, intervention activities, training and qualifications for those delivering the intervention, etc.). Applicants should provide citations for the studies they describe, as applicable. The CNCS Evidence Exchange is one resource to find studies of AmeriCorps programs that may be relevant to your proposed design: https://www.nationalservice.gov/impact-our-nation/evidence-exchange

If the application makes it through the next stage of the grants process, CNCS will assess an applicant’s evidence base in two parts. First, the applicant will be assigned to an evidence tier. Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design will be assessed and scored.

In 2019, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 20%, Moderate 15%%, Preliminary 30%, and Pre-Preliminary 35%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

3. **Notice Priority (300 character limit)**
   Describe how the program fits within one or more of the [AmeriCorps funding priorities](https://www.nationalservice.gov/impact-our-nation/evidence-exchange) described in the Funding Priorities section. The AmeriCorps funding priorities are set by CNCS and, as a result, they may change with the NOFO release.

4. **Member Experience (2,000 character limit)**
   a) Describe how AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
   b) Describe how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
   c) Describe what opportunities AmeriCorps members will have to establish connections with each other and the broader National Service network and to build esprit de corps.
   d) Explain how your program will recruit AmeriCorps members from the communities in which the programs operate.

B. **Organizational Capability**

1. **Organizational Background and Staffing (4,000 character limit)**
   a) Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
   b) Describe the organization’s prior experience administering AmeriCorps grants or other federal funds.
c) Please describe how the organization has sufficiently engaged community members and partner organizations in planning and implementing the program’s intervention. Please limit your response to focus only on the staff and structures involved in implementing the proposed program.

2. **Compliance and Accountability (3,000 character limit)**
   a) How will the organization ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the grantee and, if applicable, subgrantee and service site locations?
   b) How will the organization prevent and detect compliance issues?
   c) How will the organization hold itself and, if applicable, subgrantees and service site locations accountable if instances of risk or noncompliance are identified?

3. **Culture That Values Learning (2,000 character limit)**
   a) Describe how the applicants board, management, and staff collect and use information, including performance data, for learning and decision making.

4. **Member Supervision (2,500 character limit)**
   a) Describe a member supervision plan that ensures members will receive adequate support and guidance throughout their terms of service, including planned frequency and structure (such as 1:1 or group), being sure to identify who will supervise the AmeriCorps members.
   b) Explain how program staff will monitor service sites regularly throughout the year to ensure that members are engaged in appropriate service and to manage the site partner relationship.
   c) For scattered site models:
      i) Explain how site staff will be oriented and trained to supervise members.
      ii) Describe how they will ensure that members are appropriately supervised at sites and not engaged in prohibited activities (only engaged in allowable and appropriate activities).
      iii) How the staff will ensure that members will wear the AmeriCorps logo daily.
      iv) Describe the process used by program staff throughout the year to manage member service at scattered sites (i.e., regular meetings, phone calls, checks-ins during the year; monthly site visits). How will program staff manage relationships with site partners? How will the communities where members serve know that they are AmeriCorps members?

C. **Cost Effectiveness and Budget Adequacy**
   This criteria will be assessed based on the submitted budget. No narrative is required.
   1. Budget must be submitted without mathematical errors and proposed costs must be allowable, reasonable, and allocable to the award.
   2. Budget must be submitted with adequate information to assess how each line item
is calculated
3. Budget is in compliance with budget instructions.
4. Match must be submitted with adequate information to support the amount written in the budget.
5. The cost must be per MSY is equal to or less than the maximum cost per MSY.

D. Evaluation Summary or Plan (Current Grantees Recompeting for Funding Only)

1. Evaluation Summary or Plan (4,000-character limit)
   a) For Applicants recompeting for the first time: Please describe your evaluation plan or evaluation summary (if applicable). See note below on what it must include.
   b) Evaluation plans must include the following:
      i) A brief description of the theory of change, or why the proposed intervention is expected to produce the proposed results
      ii) A short description of the focus of the study and how studying this topic will be useful to your program and contribute useful learning
      iii) A proposed research/study design for the evaluation. For instance, will it be conducted internally or by an external evaluator? What kind of design will be used (e.g., process, outcome, quasi-experimental, or experimental study)?
      iv) Research questions (or hypotheses) to be addressed by the study, including any outcomes studies as relevant. See here for more on potential research questions.
      v) A description of the main components of the study, including data sources, data collection tools or methods to be used, proposed sample size(s) and/or number of locations to be studied.
      vi) A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant. Timelines should include tasks (as relevant) such as: planning and refinement of tools; selecting and onboarding an evaluator or training staff or others to collect data; recruitment of participant; data collection; data analyses; draft of report; and finalization of report for submission.
      vii) Qualification needed for the evaluator, if applicable
      viii) The estimated budget

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: http://www.nationalservice.gov/resources/evaluation/planning-evaluation

The evaluation requirements differ depending on the amount of your grant, as described in 45 CFR § 2522.710:
• If you are a State and/or National Grantee (other than an Education Award Program grantee), and your average annual CNCS program grant is $500,000 or more, you must arrange for an external evaluation of your program, and you must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

• If you are a State and/or National Grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program Grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

• A program will be considered a recompeting application if it satisfies the CNCS definition of “same project” and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan or completed report.

Note: When submitting a full application to CNCS, most programs will need to add other details to their evaluation plans (e.g., an analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data; more detail on sampling and data collection tools; and strengths and limitations of the proposed design) than what they submit here. MSA will be available to provide additional guidance in the next phase regarding additional CNCS evaluation plan requirements.

II. Performance Measures (required of operating grant applicants only)

Create an aligned Performance Measurement Logic Model Worksheet (Appendix A-1) and performance measure using the performance measurement worksheet (Appendix A-2). All performance measures must reflect significant program activities whose outputs and outcomes are consistent with the applicant’s core theory of change.

Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s).

All performance measures, including output-only measures, must be associated with one or more interventions (service activities).

CNCS has implemented national performances measures in order to better demonstrate impact in identified focus areas (Capacity Building, Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families).
Programs within the Education priority area are required to utilize national measures. Programs within other priority areas are not required to utilize national measures, but CNCS has indicated that priority will be given to programs that opt into at least one national measure.

Utilization of national measures will not be evaluated as part of the application review, but it will be a criterion used in evaluating full applications. MSA will provide technical assistance on performance measures to programs invited to submit a full application.


You may also find the Performance Measurement Toolkit on the Corporation’s website to be helpful in creating your performance measures. This information may be accessed at http://www.nationalservice.gov/resources/performance-measurement/americorps


III. Budget

Your proposed budget should only reflect costs associated with the first year of the three-year grant cycle and should be sufficient to allow you to perform the tasks described in your proposal narrative. Organizations that would like to be considered for a fixed amount grant must complete the full budget as part of the Stage I application process.

- Operating Grants: Follow the instructions in Appendix B to prepare your detailed budget in the same order as the Budget Worksheet in Appendix C.
- Education Award Only Program Grants: Follow the instructions in Appendix D to prepare your budget in the Budget Worksheet in Appendix E.

For operating grants, 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 www.ecfr.gov.

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.

**IV. Authorization, Assurances, and Certifications**

Read the authorization, assurances, and certifications carefully. Complete each section of the Assurances and Certifications. See Appendix F and Appendix G. 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.

**V. 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
APPENDICES

APPENDIX A: Performance Measurement

Required of Operating Grant Applicants Only

Applicants must complete a logic model (A-1) and one or more performance measures templates (A-2) with this application. Applicants may find the Performance Measurement Toolkit on the Corporation’s website to be helpful when creating your performance measures. This is available at http://www.nationalservice.gov/resources/performance-measurement/americorps Please note that performance measures are also subject to change prior to the final draft which is submitted to CNCS.

Please use the following chart to guide you when completing your performance measures.

<table>
<thead>
<tr>
<th>Item</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>The primary service activities that AmeriCorps members will undertake to produce the specific outputs and achieve outcomes.</td>
</tr>
<tr>
<td>Inputs</td>
<td>The resources your program will use to produce outputs and achieve outcomes. Examples include staff, AmeriCorp members, volunteers, facilities, equipment, training curricula, and funding.</td>
</tr>
<tr>
<td>Intervention</td>
<td>The program model, including design and dosage, that addresses the community need.</td>
</tr>
<tr>
<td>Long-term Outcomes</td>
<td>The measurable impact on the stated community need as a result of the service activities that will occur beyond the three-year grant cycle.</td>
</tr>
<tr>
<td>Mid-term Outcomes</td>
<td>The measurable intermediate change that will occur as a result of the service activities, usually measurable over the course of the grant cycles (2-3 years).</td>
</tr>
<tr>
<td>Short-term Outcomes</td>
<td>The measurable intermediate change that will occur as a result of the service activities, measurable at the end of the program year.</td>
</tr>
<tr>
<td>Outputs</td>
<td>The measurable evidence of the services activities delivered by your program including projects completed by your AmeriCorps members.</td>
</tr>
<tr>
<td>Output/Outcome Instrument</td>
<td>The instruments that will be used to collect data for each output, intermediate outcome, and end outcome. For example: Twenty educational outreach sessions will be measured by training agendas, sign-in sheets, and pre- and post-tests.</td>
</tr>
<tr>
<td>Output/Outcome Target</td>
<td>The target number you expect to reach for each measure.</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>A description of the specific unmet need, problem, or issue in the community that your AmeriCorps program will address (e.g. low literacy levels, lack of affordable housing, watershed pollution).</td>
</tr>
</tbody>
</table>
### APPENDIX A-1: Logic Model Worksheet (cannot exceed three pages)

<table>
<thead>
<tr>
<th>Project Resources</th>
<th>Core Project Components</th>
<th>Evidence of Project Implementation and Participation</th>
<th>Evidence of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>INPUTS</td>
<td>ACTIVITIES</td>
<td>OUTPUTS</td>
<td>OUTCOMES</td>
</tr>
<tr>
<td>Resources that are necessary to deliver the program activities, including the number of locations/sites and number/type of AmeriCorps members.</td>
<td>The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.</td>
<td>Direct products from program activities.</td>
<td>Changes in knowledge, skills, attitudes, and opinions (measurable during the grant year).</td>
</tr>
</tbody>
</table>
# APPENDIX A-2: Performance Measurement Worksheet

<table>
<thead>
<tr>
<th><strong>Problem Statement</strong> <em>(brief 1-2 sentence statement)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Described Intervention</strong> <em>(small paragraph describing type of intervention, design and dosage of intervention – intensity, frequency, duration)</em></th>
</tr>
</thead>
</table>

## OUTPUT:

<table>
<thead>
<tr>
<th><strong>Output</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Output</strong></td>
</tr>
</tbody>
</table>

**Insert National Performance Measure Number/Title Here**  **OR**  **Insert Applicant Determined Measure Title Here**

<table>
<thead>
<tr>
<th><strong>Output Target</strong> <em>(enter number of beneficiaries – do not use percentages)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Output Measured By</strong> <em>(unit of measure or population, i.e. children, miles, etc.)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Output Instrument</strong> <em>(enter data collection tool and method, define the minimum dosage necessary to be counted as successful)</em></th>
</tr>
</thead>
</table>

## OUTCOME:

<table>
<thead>
<tr>
<th><strong>Outcome</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome</strong></td>
</tr>
</tbody>
</table>

**Insert National Performance Measure Number/Title Here**  **OR**  **Insert Applicant Determined Measure Title Here**

<table>
<thead>
<tr>
<th><strong>Outcome Target</strong> <em>(enter number of beneficiaries – do not use percentages)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Outcome Measured By</strong> <em>(unit of measure or population, i.e. children, miles, etc.)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Outcome Instrument</strong> <em>(enter data collection tool and method, define the minimum dosage necessary to be counted as successful)</em></th>
</tr>
</thead>
</table>
APPENDIX B: Budget Instructions

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 program = $12,000.

Overview of Key Statutory and Regulatory Budget Requirements
- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation 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 Corporation’s legislation permits the use of non-Corporation 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.
- 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-Corporation 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.

Consistency of Treatment

<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>
</tbody>
</table>

Consistency of Treatment
For any cost to be allowable under a grant award based on an application for AmeriCorps program 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.

Calculating the Corporation Cost per Member Service Year (MSY) – For operating grant applicants only
An important factor in consideration of the proposed budget is the Corporation cost per MSY. One Member Service Year is equivalent to 1,700 hours of service. You may calculate your Corporation cost per MSY by dividing the Corporation’s share of budgeted grant costs by the number of Member Service Years you are requesting in your grant. You do not include childcare or the cost of the education award a member may earn through serving with your program. The maximum cost per MSY that MSA will currently allow is $15,479. If this figure is changed by CNCS, MSA will allow and/or require a similar adjustment during the full application process.

<table>
<thead>
<tr>
<th>Member Positions</th>
<th>Calculation</th>
<th>Total MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Full Time (1700 hours)</td>
<td>_____ members x 1.000</td>
<td>=</td>
</tr>
<tr>
<td>_____ Reduced Full Time (1200 hours)</td>
<td>_____ members x 0.700</td>
<td>=</td>
</tr>
<tr>
<td>_____ Half Time (900 hours)</td>
<td>_____ members x 0.500</td>
<td>=</td>
</tr>
<tr>
<td>_____ Reduced Half Time (675 hours)</td>
<td>_____ members x 0.3810</td>
<td>=</td>
</tr>
<tr>
<td>_____ Quarter time (450 hours)</td>
<td>_____ members x 0.2646</td>
<td>=</td>
</tr>
<tr>
<td>_____ Minimum time (300 hours)</td>
<td>_____ members x 0.2117</td>
<td>=</td>
</tr>
<tr>
<td><strong>TOTAL MSYs Requested</strong></td>
<td></td>
<td><strong>=</strong></td>
</tr>
</tbody>
</table>

Budget Section I. Program Operating Cost
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 separately. 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, per diem, and other travel related
expenses multiplied by the number of trips/staff. Where applicable, identify the current
standard reimbursement rate(s) of the organization for mileage, daily per diem, and
similar supporting information. The standard mileage reimbursement should not exceed
the federal mileage rate. Only domestic travel is allowable.

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

D. Equipment
Equipment is defined as tangible, non-expendable personal property having a useful life
of more than one year AND an acquisition cost of $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 Corporation 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 federal share if it
includes the AmeriCorps logo. Grantees may add the AmeriCorps logo to their own local
program uniform items using federal funds. All safety gear may be charged to the federal
share, regardless of whether it includes the AmeriCorps logo. All other service gear must
be purchased with non-CNCS funds.

F. Contractual and Consultant Services
Include costs for consultants related to the project’s operations, except training or
evaluation consultants, who will be listed in Sections G. and H., below.

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

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring strategies, CPR, or ecosystems and the environment. 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.

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:

- Criminal history background checks for all members and all employees who receive payment from the grant (federal or non-federal share). This includes performing the state check and the National Sex Offender 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.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

Budget Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.”

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced half-time, quarter-time, minimum-time) and the amount of living allowance they will receive. Please refer to the chart below for minimum and maximum living allowance figures. Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

The chart below will help you to determine the number of MSYs you are requesting and
the maximum CNCS funds your program may request.

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Minimum Number of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Living Allowance</th>
<th>MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1700</td>
<td>$14,279</td>
<td>$28,558</td>
<td>1.000</td>
</tr>
<tr>
<td>Reduced Full Time</td>
<td>1200</td>
<td>N/A</td>
<td>$20,159</td>
<td>.700</td>
</tr>
<tr>
<td>Half Time</td>
<td>900</td>
<td>N/A</td>
<td>$15,119</td>
<td>.500</td>
</tr>
<tr>
<td>Reduced Half Time</td>
<td>675</td>
<td>N/A</td>
<td>$11,339</td>
<td>.3810</td>
</tr>
<tr>
<td>Quarter Time</td>
<td>450</td>
<td>N/A</td>
<td>$7,559</td>
<td>.2646</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>300</td>
<td>N/A</td>
<td>$5,040</td>
<td>.2116</td>
</tr>
</tbody>
</table>

**B. Member Support Costs**

Consistent with the laws of Massachusetts, you must provide members with the benefits described below.

- **FICA:** All projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance, unless exempted by the IRS with accompanying documentation. In this case, this fact should be noted in the narrative and the applicant must be able to provide documentation to MSA with the full application. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker’s Compensation**

- **Health Care:** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of six weeks or more (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.

- **Unemployment Insurance and Other Member Support Costs:** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the Grant unless mandated by state law.

Note: Members are not eligible for unemployment and paid family and medical leave (PFML) benefits in Massachusetts; therefore, applicants may not include unemployment insurance and PFML costs for members.

**Budget Section III. Administrative/Indirect Costs**

**1. Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation 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 Corporation 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 Corporation 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 Corporation 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 Corporation 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 Corporation 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 Corporation 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.
- **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 the Corporation. 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:

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

**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.
APPENDIX C: 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 to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?</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>You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo?</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>Have you provided budgeted costs for criminal history checks of all members and grant- funded staff that are covered in positions per 45 CFR 2522.205? Have you budgeted costs for FBI fingerprinting and check costs for all members and grant-funded staff with recurring access to vulnerable populations?</td>
</tr>
<tr>
<td>Yes__ No ____</td>
<td>Are all items in the budget narrative itemized and justified?</td>
</tr>
</tbody>
</table>
## Section II. Member Costs
(not allowable for planning grant applicants)

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance indicated in the budget instructions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ___ No ___</td>
<td>Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement. Projects are not required to provide less-than-full-time members living allowances, but if they do, they must comply with the living allowance requirements listed in the budget instructions.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. The distribution should occur in equal increments that are not based on the specified number of hours served.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Is FICA calculated correctly? All projects must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, projects must calculate FICA at 7.65% of the total amount of the living allowance.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Is the Worker's Compensation calculation correct? Massachusetts requires Worker's Compensation coverage for all AmeriCorps members.</td>
</tr>
<tr>
<td>Yes ___ No ___</td>
<td>Health care is provided for qualified full-time AmeriCorps members only? Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own. If projects already carry minimum benefits at a reasonable cost, they may use existing policies to cover members. The federal share will not cover health care costs for family members. Note: Projects may choose to provide health care to less-than-full-time members if the member is serving in a full-time capacity for six weeks or more.</td>
</tr>
</tbody>
</table>

## Section III. Administrative/Indirect Costs

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ___ No ___</td>
<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>
</tr>
</tbody>
</table>
**APPENDIX D: BUDGET INSTRUCTIONS – EDUCATION AWARD ONLY PROGRAMS**

These instructions apply only to applicants for Education Award Only Program funding.

**Member Positions**

Identify the number of Education Award members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.) **Leave all other columns blank.**

Amounts of Education Award Program grants are based on the member service years (MSYs) which are calculated as follows:

<table>
<thead>
<tr>
<th>Member Positions</th>
<th>Calculation</th>
<th>Total MSYs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hours)</td>
<td>______ members x 1.000</td>
<td>_____</td>
</tr>
<tr>
<td>Reduced Full Time (12000 hours)</td>
<td>______ members x 0.700</td>
<td>_____</td>
</tr>
<tr>
<td>Half Time (900 hours)</td>
<td>______ members x 0.500</td>
<td>_____</td>
</tr>
<tr>
<td>Reduced Half Time (675 hours)</td>
<td>______ members x 0.3810</td>
<td>_____</td>
</tr>
<tr>
<td>Quarter Time (450 hours)</td>
<td>______ members x 0.2646</td>
<td>_____</td>
</tr>
<tr>
<td>Minimum Time (300 hours)</td>
<td>______ members x 0.2117</td>
<td>_____</td>
</tr>
</tbody>
</table>
Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to $800 per member service year (MSY).

Display your calculation in the following format:
Total # of MSYs ________  x MSY amount (up to $800) ______  = Total Grant Request $_____

| Total MSYs Requested | =________ |
Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
<td>47.5 MSY x $800/MSY</td>
<td>$38,000</td>
<td>$38,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$38,000</strong></td>
<td><strong>$38,000</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

Contact MSA for more details

**APPENDIX E: BUDGET WORKSHEET – EDUCATION AWARD ONLY PROGRAMS**

Program Member Positions

<table>
<thead>
<tr>
<th></th>
<th># Members</th>
<th>Allowance Rate</th>
<th># Without Allowance</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduced Full Time (1200 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-Year Half Time (900 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduced Half-Time (675 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter Time (450 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Time (300 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Request

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX F: 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 Act.
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.

10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-7), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C 327-333), regarding labor standards for federally assisted construction sub-agreements.

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) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 116(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.


15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

19. Will comply with all the requirements of Subpart C of 45 CFR Part 2542, implementing E.O. 1259, regarding restrictions on doing business with suspended, debarred, and otherwise disqualified entities.


21. Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

22. Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;

23. Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the State in which the program operates.

24. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, application guidelines, and policies governing this program.

Certifications

Lobbying (Activities)

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, 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. § 501c(4) that engages in lobbying activities.

Assurances and Certifications

Assurance signature: NOTE: 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 G: 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 a an AmeriCorps grant award, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a 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 a 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.

Organization Name:

______________________________________________________________________

Program Name:

______________________________________________________________________

Name and Title of Authorized Representative:

______________________________________________________________________

Signature:

______________________________________________________________________

Date:

______________________________________________________________________