Massachusetts Public Health AmeriCorps

AmeriCorps Competitive Grant
Funding Opportunity

PROGRAM YEAR 2023-2024

INTENT TO APPLY DUE: October 6, 2022
APPLICATION DUE: October 19, 2022

Massachusetts Service Alliance
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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 30 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. We believe in the power of volunteerism and service to improve the quality of life of all residents of the Commonwealth. We aim to maximize our impact by seeking to understand and address the changing needs of Massachusetts and allocating resources with inclusivity, equity, and justice at front of mind.

AMERICORPS IN MASSACHUSETTS

AmeriCorps is a federal program overseen by the AmeriCorps Agency (formerly known as the Corporation for National and Community Service or CNCS). For over twenty-five years AmeriCorps has mobilized a new generation of engaged citizens. This year, more than 3,500 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 who will meet local needs in education, environmental projects, public safety, disaster preparedness efforts, and other critical areas.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who will 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.

PUBLIC HEALTH AMERICORPS

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country’s most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award that they can use to pay for higher education expenses or apply to qualified student loans.

Public Health AmeriCorps will invest $400 million, over five years, from the American Rescue Plan Act workforce funding that will enable the recruitment, training, and development of a new generation of public health leaders who are ready to respond to the public health needs of the nation by providing public health service in communities.

Public Health AmeriCorps has two main goals:

- Help meet public health needs of local communities by providing needed capacity and support in state and local public health settings and advancing more equitable health outcomes for communities who are currently or historically underserved.
• Provide pathways to good, quality public health-related careers by providing exposure through onsite experience, training, and more, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

AmeriCorps members will serve primarily in state, local, Tribal, and territorial public health departments or in service to public health departments. It is strongly recommended that AmeriCorps members serve in at least teams of two. AmeriCorps has found that placing at least two members at a service site location provides economies of scale and aids in retention of members.

The AmeriCorps Agency recently released its 2022-2026 Strategic Plan which defines the Agency’s goals, objectives, and strategies to both meet and exceed the agency’s mission to improve lives and strengthen communities. Over the next 5 years, the AmeriCorps Agency will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper: partner with communities to alleviate poverty and advance racial equity; enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers; unite Americans by bringing them together in service; effectively steward federal resources; and make the AmeriCorps Agency one of the best and most equitable places to work in the federal government.

Over the next five years, the AmeriCorps Agency will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. The Agency will prioritize investment in the most critical issues of our time — public health, climate and the environment, and education and economic opportunity — within AmeriCorps’ Focus Areas and the Agency will increase its efforts to ensure AmeriCorps members and AmeriCorps Senior volunteers reflect the communities where they serve. The Agency will target its investments toward communities where the need is greatest, particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

The AmeriCorps Agency’s priorities for this funding opportunity are:

• Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including public health challenges that have been exacerbated by the pandemic, such as mental health and substance abuse.
• Programs creating pathways to good-quality public health-related careers through onsite experience and training (including pre-apprenticeship or registered apprenticeship programs, work experience and job training programs, and other workforce training and development programs),
• Organizations leading public health service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

About the Centers for Disease Control and Prevention (CDC)
Public Health AmeriCorps is a partnership between the AmeriCorps Agency and the Centers for Disease Control and Prevention (CDC) and is leveraging the expertise of both agencies, capitalizing on AmeriCorps’ experience managing public service and workforce development programs, while benefitting from CDC’s technical expertise as the country’s leading public health agency.
The CDC works to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

CDC increases the health security of our nation. As the nation’s health protection agency, CDC saves lives and protects people from health threats. To accomplish its mission, CDC conducts critical science and provides health information that protects our nation against expensive and dangerous health threats and responds when these arise.

The CDC’s role includes:

- Detecting and responding to new and emerging health threats
- Tackling the biggest health problems causing death and disability for Americans
- Putting science and advanced technology into action to prevent disease
- Promoting healthy and safe behaviors, communities and environment
- Developing leaders and training the public health workforce, including disease detectives
- Taking the health pulse of our nation

Public Health AmeriCorps members are serving across the country, helping to improve the health of communities. The program is opening the door of working in public health to a new generation, bringing new talent to conduct public health activities firsthand.

The program also supports President Biden’s Executive Order (13996) on Establishing the COVID-19 Pandemic Testing Board and Ensuring a Sustainable Public Health Workforce for COVID-19 and Other Biological Threats – specifically Section 4. Establishing a Public Health Workforce Program, in which AmeriCorps was named.

While many of today’s needs are related to the COVID-19 response, the program will also help communities address broader the public health needs of vulnerable communities that have been exposed and exacerbated by the pandemic. The program will build on expertise, best practices, and lessons learned from existing CDC, AmeriCorps, and other public health programs.

Examples of roles that AmeriCorps member activities include:
  - Community outreach
  - Health education
  - Mental health education and awareness, emotional regulation skill building
  - Health and social services navigation
  - Crisis response (e.g. COVID, Opioids, suicide, mental health)
  - Capacity building

Desired Skills
Public Health AmeriCorps members should possess:

- a desire and ability to work with a diverse group of people, particularly those living in low-income and economically distressed neighborhoods;
- a willingness to learn and serve others;
- an ability to work independently and in a team environment successfully; and
- strong organizational, writing, and oral communication skills, and high attention to detail.

Public Health AmeriCorps National Performance Measures
The AmeriCorps Agency expects applicants to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.
All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. All applications must include Public Health AmeriCorps determined performance measures. Please click here for the performance measures.

**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 from organizations and programs responding to the impacts of the pandemic.

In our grantmaking process, MSA will prioritize organizations and initiatives that represent historically marginalized and/or Black, Indigenous, People of Color (BIPOC) communities in regions of the state that have traditionally received fewer resources.

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; public health departments; tribal organizations; local governments; 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 within the state.

**Other Eligibility Requirements**

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a Federal crime may not receive assistance described in this Notice.

Applications that propose to engage in activities that are prohibited under AmeriCorps’ statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability
- that has been assessed;
- for which all judicial and administrative remedies have been exhausted or have lapsed; and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability;
that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation that a federal agency has considered for suspension or debarment and determined that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. §501 (c)(4) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.
Types of Grants

MA offers three types of AmeriCorps grants:

1) Cost Reimbursement 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. The maximum award amount a program can request for an operating grant is $28,800 per Member Service Year (MSY).

2) Fixed-amount Grants
   Most grants are cost reimbursement grants; however, in some cases, MSA may offer applicants the opportunity to be considered for a full-cost fixed-amount grant, which allows an applicant to draw down funds based on member service hours. Applicants applying for a fixed amount grant are allowed to request up to the same cost per MSY as operating grants ($28,800). For fixed grant applicants, a budget worksheet is required only for applicants that have not previously been awarded a fixed grant from MSA or that have had a break in funding of one program year or more since their last fixed grant award from MSA. Fixed grant applicants who are not required to submit a budget worksheet, must indicate the number of MSYs and living allowance amount elsewhere in the application narrative. The information that would be entered into eGrants will not include this level of detail. This is for MSA's informational purposes only and will not be used in any type of monitoring activity.

   Note: PHA applicants are not currently eligible for fixed-amount grants.

3) AmeriCorps Planning Grants
   If an applicant submitting an application for Competitive funding is not invited to move in the grants process after the community review, the organization may be considered for an AmeriCorps planning grant. A planning grant provides the resources to support the development of a new AmeriCorps program design to agencies that do not currently receive AmeriCorps State funding from MSA.

   Note: These funds are awarded under a separate Request for Proposals and interested organizations should contact MSA to access these application materials.

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) an applicant may request through this application is $28,800.

Grant and Program Operating Period

AmeriCorps funding is provided as a 12-month grant. For the FY2023 round of Public Health AmeriCorps funding, applicants should note that awards are being granted for a 2-year funding cycle (versus the standard 3-year cycle for other AmeriCorps programs). Continuation awards for subsequent years are not guaranteed;
they depend upon availability of appropriations and satisfactory performance. A program may operate for fewer than 12 months but must fall within a 12-month grant period. Because notification of the grant awards are not made until July, programs must select a grant start date on or after August 1, 2023, to ensure sufficient time for the grant to be awarded by AmeriCorps before program implementation.

*Note:* AmeriCorps applicants were able to propose a July 1st start date in previous years. At this time, the Agency still hasn’t announced the earliest possible grant start date for 2023-24 program year. MSA anticipates that July 15th or August 1st may be the earliest grant start dates the applicants would be able to propose.

**Cost Sharing or Matching**

There is no cost share or matching requirement per the Interagency Agreement with the Centers for Disease Control and Prevention (CDC), which has provided the funding for this program.

**Unique Entity Identifier and System for Award Management System (SAM)**

Applications entered into eGrants, the electronic grants management system utilized by the AmeriCorps Agency, have historically been required to include a DUNS number and an Employer Identification Number. As of April 4, 2022, the federal government stopped using the DUNS number to identify organizations and will instead now use a Unique Entity Identifier (UEI), which is generated through the System for Award Management (SAM). SAM registration must be renewed annually, and current to receive an AmeriCorps grant. MSA advises organizations that are considering applying for a Public Health AmeriCorps Grant to begin the process of obtaining a Unique Entity Identifier (UEI) in SAM.gov as soon as possible. We understand that there are delays resulting from this transition, so we encourage applicants not to wait until submitting your Competitive application to MSA.

All successful Public Health AmeriCorps applications that are selected to move on in the process will then be entered into eGrants where a UEI is required for submission. If an organization already has a SAM.gov registration, then a UEI has already been assigned. Find more information on this transition [here](https://bit.ly/3i3kWVo), including background on the change, the process to obtain a new UEI, and where to view your organization’s UEI if you already have an active SAM.gov registration. Please note that a UEI does not replace an Employer Identification Number.

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

Applicants that do not comply with these requirements may not be eligible to receive an award.

**2023-2024 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 General Terms and Conditions and [here](#) for AmeriCorps State and National Terms and Conditions.

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

1. Submitting an application by specified deadline in this RFP
2. Community Review
3. MSA Staff and Board Review
4. Working with MSA staff on refining the MSA approved application, which will include:
   - Editing and clarifying program details for AmeriCorps compliance.
   - Adapting the initially submitted narrative to satisfy the AmeriCorps narrative length requirement.
• Adapting the initially submitted budget narrative to ensure the budget is compliant with the Agency’s requirements.
• Incorporating any other feedback from the community and MSA staff review.
• MSA Board Review and approval of Full Applications
• Entering the application into eGrants, the electronic grants management system used by AmeriCorps. Technical assistance is provided by MSA staff for this process.
• Submission of Full Applications to AmeriCorps Agency

Please note:
1. Submission of an application does not always result in an invitation to submit a full application to the Agency.
2. An invitation to submit a full application does not guarantee submission to AmeriCorps.
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 the AmeriCorps Agency.

Special Instructions:
1. The AmeriCorps Agency requires that AmeriCorps programs receiving over $500,000 conduct an external impact evaluation of their program. All other AmeriCorps programs must conduct an evaluation study, which may be done internally or by an external evaluator. First time applicants need to provide a data collection plan that describes: 1) the applicant’s data collection system; 2) how it is sufficient to collect high quality performance measurement data during the first three years of the grant; and 3) 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 application, and the evaluation report should be submitted with the full application to the AmeriCorps agency in January 2023. Please visit https://www.americorps.gov/grantees-sponsors/evaluation-resources for more information. Even though the evaluation plan is required for recompeting programs, it will not be scored during this phase of the grants process. MSA staff will provide further assistance with necessary evaluation plan revisions for applicants who will move on to the next phase.

   Note: Evaluation Plans are not required for new programs.

2. 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.

   • Same Project: Two projects will be considered the same if they: address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, or utilize the same sites.
     o Existing grantees must get approval from agency staff to be considered a new project.
     o Current and previous grantees need to get approval from agency staff to be considered a new project. AmeriCorps will consider a project to be new if there is a meaningful difference between it and previous projects in a comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (§ 2522.340).

MSA has the ability to further define these characteristics to ensure diversity among AmeriCorps programs in Massachusetts.
Timeline
Applications are due to MSA on October 19, 2022, by 12:00 P.M. EST. The review process is as follows (some dates are still to be determined):

- **September 21, 2022**: AmeriCorps Application – RFP Released
- **September 28, 2022**: Technical Assistance Session – click [here](https://www.tfaforms.com/5014758) to register for the live session. A recording of the session will be shared on MSA’s AmeriCorps grants website after the session.
- **October 6, 2022**: Online Intent to Apply Due (optional, strongly encouraged)
  
  Intent to Apply: [https://www.tfaforms.com/5014755](https://www.tfaforms.com/5014755)

- **October 19, 2022**: Application due to MSA by 12:00 P.M. EST: [https://www.tfaforms.com/5014763](https://www.tfaforms.com/5014763)
- **Early November**: Community review of all Applications
- **Mid November**: Notification of status
- **November 2022**: Draft of Full Applications due to MSA
- **Mid-December 2022**: Applications entered in to eGrants
- **January 4, 2023**: MSA submits PHA Applications to AmeriCorps Agency
- **April-May 2023**: Notification of Competitive Award
- **Mid-July 2023**: Competitive Awards Issued by AmeriCorps Agency

*Specific deadlines to be set with individual applicant organization*

Technical Assistance
Applicants are encouraged to attend the technical assistance session on Wednesday, September 28, 2022, at 1:00 PM EST before preparing their application. Click [here](https://www.tfaforms.com/5014758) to register. The recording of this session will be posted on MSA’s website following the session. Organizations may also reach out to MSA staff with questions regarding their application.

**Note**: After the RFP has been released, MSA can only answer questions of technical nature and cannot provide guidance pertaining to any aspects of the program design, member roles and/or the specific program activities. All questions related to the application process should be sent to AmeriCorps Questions at [ACQuestions@Mass-Service.org](mailto:ACQuestions@Mass-Service.org).
**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                                | 90%              | Theory of Change and Logic Model – 60%          |
|                                               |                  | Evidence Base – 20%                             |
|                                               |                  | Member Experience – 10%                         |
|                                               |                  | Notice Priority – 0%                            |
| Cost Effectiveness and Budget adequacy       | 10%              | No narrative should be entered in the narrative |
|                                               |                  | section. These criteria will be assessed on the |
|                                               |                  | budget submitted.                               |

You should not assume that reviewers are familiar with your grant program, even if you are re-competing. Be sure to provide sufficient information in your application for a reviewer who is unfamiliar with your program.
General Application 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: Evaluation Plan Template
   b. Uploaded: Organizational Chart
   c. Uploaded: Most recent audit (A-133, if applicable)
   d. Uploaded: Proof of eligibility
      i. 501(c)3 letter or MA Certificate of Tax Exemption (ST-2 or ST-4)

Submission Requirements
The application must be submitted via MSA’s online application, available here.

The application narrative may not exceed the character limits in each section and the proposal should follow the order outlined in the instructions.

Applications must be received by MSA by 12:00 P.M. EST on Wednesday, October 19, 2022, via MSA’s online application. Submission through other means is not acceptable. MSA reserves the right to waive this requirement if an applicant can demonstrate extenuating circumstances.

Note:
- Any application that fails to meet all 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 [service activities 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 [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

The AmeriCorps investment will be matched with $[amount of projected match], $[amount of local, state, and Federal Funds] in public funding and $[amount of non-governmental funds] in private funding.

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 (90 percent):

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the Theory of Change and Logic Model incorporates the funding priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

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

The theory of change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The applicant’s proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The logic model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who 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)
• 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, types and number of activities conducted, equity gaps closed). If applicable, 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. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The Logic Model is a visual representation of the applicant’s Theory of Change. Programs should include short, medium or long-term outcomes in the Logic Model. Applicants are not required to measure all components of their Theory of Change. The applicant’s performance measures should be consistent with the program’s Theory of Change and should represent significant program activities.

In the application narrative, applicants should discuss the community need as it relates to the CDC’s Social Vulnerability Index. Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic Model content should not exceed three pages.

2. Evidence Base (5,000 character limit)
Applications 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 AmeriCorps 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, AmeriCorps will assess an applicant’s evidence base in two parts. First, the applicant will be assigned to an evidence tier (pre-preliminary, preliminary, moderate, and strong). 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 2022, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 28%, Moderate 15%, Preliminary 25%, and Pre-Preliminary 32%. As these figures indicate, AmeriCorps 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.**

Applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:
- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

Applicants that are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:
- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest

3. **Notice Priority (0 points)**
- The applicant proposed program fits within one or more of the AmeriCorps funding priorities and meets all of the requirements within that bullet/section as outlined in the **A.2 Funding Priorities section** and more fully described in the Mandatory Supplemental Information found [here](#).

4. **Member Experience (2,000 character limit)**
   a) Describe how AmeriCorps Members’ service will provide them opportunities to develop as leaders.
   b) Describe how AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future public health employers after their service term is completed.
   c) Describe the additional benefits the members will receive.
   d) 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.
   e) Describe the demographics of the community served and the plans to recruit AmeriCorps members from geographic or demographic communities in which the program operates. This could include but not limited to the following historically underserved, under-represented, and disadvantaged populations of:
      a. Communities of color
      b. LGBTQI+(Lesbian, Gay, Bisexual, Transgender, Queer, Questioning or Intersex) communities
      c. Individuals with varying degrees of English language proficiency
      d. Individuals with different abilities
      e. Veterans and military family members as volunteers
      f. Describe how the applicant’s organization and/or program has a diversity, equity, and inclusion council or similar mechanism that seeks to diversify its staff and board and create a supportive and safe environment as well as ensure that its programming is culturally and community appropriate
B. Cost Effectiveness and Budget Adequacy (10 percent)
These 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 per MSY is equal to or less than the maximum cost per MSY (see Operating Grants section of proposal for details).

C. Evaluation Plan (Recompeting for Funding Only / Not Required for New Applicants)
1. Evaluation Plan (15,000 character limit)
Even though the evaluation plan is not weighted in the scoring all applicants must address this application component.

If the applicant has previously received three or more years of competitive funding for the same project being proposed*, the applicant must submit an evaluation plan as an attachment. Applicants who have received six or more years of competitive funding for the same project being proposed will have to submit an evaluation report as an attachment in the next stage of the process.

Applicants should use the evaluation plan template found here available on the AmeriCorps Agency’s funding opportunity webpage to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45 CFR 2522.700-710) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps.

For more information about evaluation plans visit the AmeriCorps Knowledge Network’s Evaluation Resources: https://www.americorps.gov/grantees-sponsors/evaluation-resources

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 AmeriCorps program grant is $500,000 or more, you must arrange for an external impact evaluation of your program (which means hiring an independent evaluator to conduct a randomized control trial or quasi-experimental study), and you must submit the evaluation report with any subsequent application to AmeriCorps for competitive funds as required in §2522.730 of this subpart.
- If you are a State and/or National Grantee whose average annual AmeriCorps 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, which can be about implementation or outcomes and does not require a comparison group, and you must submit the evaluation report with any subsequent application to AmeriCorps for competitive funds as required in §2522.730 of this subpart.
- A program will be considered a recompeting application if it satisfies the AmeriCorps definition of “same project” (see below) 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.

* Two projects will be considered the same if they: address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, or utilize the same sites.
II. Performance Measures
Complete 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 they 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).

AmeriCorps has implemented national performances measures in order to better demonstrate impact in identified focus areas (Capacity Building and Healthy Futures).

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.

More information on the national performance measures can be found here.


III. Budget – Operating Grants

A. Operating Grants: Follow the instructions in Appendix B to prepare your detailed budget in the same order as the Budget Worksheet. As you prepare your budget please consider the following:

- All of the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency,” or other undefined budget amounts.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity being budgeted.
- Do not include fractional amounts (cents).
- Refer to the AmeriCorps Regulations and relevant Office of Management and Budget (OMB) Circulars on allowable costs for further guidance.
- The full Regulations are available online at https://www.whitehouse.gov/omb/information-for-agencies/circulars/.

Your proposed budget should only reflect costs associated with the first year of the three-year grant cycle 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 E and Appendix F. 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, performance measures, and evaluation plan (if required), applicants must upload a copy of the information described below as part of your original application.

A. Organizational Chart
B. Most recent Audit (A-133, if applicable)
C. Proof of 501(c) 3 status
APPENDIX A: Performance Measurement

Applicants must complete a logic model (A-1) and one or more performance measures templates (A-2) with this application.

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, AmeriCorps 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 (not to exceed three pages)

<table>
<thead>
<tr>
<th>PROBLEM STATEMENT</th>
<th>INPUTS</th>
<th>ACTIVITIES</th>
<th>OUTPUTS</th>
<th>Evidence of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>The community problem that the program activities (interventions) are designed to address.</td>
<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>
<tr>
<td> </td>
<td> </td>
<td> </td>
<td> </td>
<td>Changes in behavior or action (may or may not be measurable during the grant year).</td>
</tr>
</tbody>
</table>
### APPENDIX A-2: Performance Measurement Worksheet

<table>
<thead>
<tr>
<th>Problem Statement</th>
<th>(brief 1-2 sentence statement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Described Intervention</td>
<td>(small paragraph describing type of intervention, design and dosage of intervention – intensity, frequency, duration)</td>
</tr>
</tbody>
</table>

#### OUTPUT:

- Insert National Performance Measure Number/Title Here OR Insert Applicant Determined Measure Title Here
- **Output Target** (enter number of beneficiaries – do not use percentages)
- **Output Measured By** (unit of measure or population, i.e. children, miles, etc.)
- **Output Instrument** (enter data collection tool and method, define the minimum dosage necessary to be counted as successful)

#### OUTCOME:

- Insert National Performance Measure Number/Title Here OR Insert Applicant Determined Measure Title Here
- **Outcome Target** (enter number of beneficiaries – do not use percentages)
- **Outcome Measured By** (unit of measure or population, i.e. children, miles, etc.)
- **Outcome Instrument** (enter data collection tool and method, define the minimum dosage necessary to be counted as successful)
APPENDIX B: Budget Instructions
These instructions apply only to applicants requesting cost-reimbursement grants.

*Note: The AmeriCorps Agency’s formal name remains “The Corporation for National and Community Service” and they operate as AmeriCorps. The budget application references “Corporation for National and Community Service,” “CNCS,” and “Corporation” funds. These are all references to federal AmeriCorps funds being requested.

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., One staff person, two trips, ~60 miles round trip, $0.625/mi = $75 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.
- Match is not required for Public Health AmeriCorps programs; however, you may contribute to the cost of the program with cash or in-kind contributions. The acceptable sources of match 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.

Consistency of Treatment

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 child care 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 $23,000. If this figure is changed by AmeriCorps, 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>Three Quarter-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>
</tbody>
</table>

TOTAL MSYs Requested = __________

**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**

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

**B. Personnel Fringe Benefits**

Under “Purpose/Description,” identify the types of fringe benefits you will cover and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contribution Act (FICA), Worker’s Compensation, Retirement, State Unemployment Tax Act (SUTA), Health and Life Insurance, Individual Retirement Account (IRA), and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

**C. 1. Staff Travel**

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate (https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-vehicle-pov-mileage-reimbursement-rates) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

*For example: 2 staff to attend ASC Cluster Conference; $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 that includes itemized 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). You should enter any items that do not meet this definition in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies
AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note your program will be using the AmeriCorps logo in the budget description.

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

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

G. 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. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

H. Evaluation
Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.
I. Other Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). MSA requires the use of CNCS-approved vendors Truescreen and Fieldprint. Both a Truescreen (NSOPW, state checks) and Fieldprint (FBI) check are required for all covered staff and AmeriCorps members. The minimum cost for a Truescreen check is $7.50 per person and the cost of a Fieldprint check is $28.75; please budget at least $36.25 per check required. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If you budget space and it is shared with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.

- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization’s indirect cost allocation pool. If you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.

- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

Budget Section II. Member Costs

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

A. Living Allowance

The minimum and maximum living allowance amounts, in the chart below, are based on previous CNCS guidance. 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 AmeriCorps 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>$17,600</td>
<td>$35,200</td>
<td>1.000</td>
</tr>
<tr>
<td>Reduced Full Time</td>
<td>1200</td>
<td>N/A</td>
<td>$24,640</td>
<td>.700</td>
</tr>
<tr>
<td>Half Time</td>
<td>900</td>
<td>N/A</td>
<td>$17,600</td>
<td>.500</td>
</tr>
<tr>
<td>Reduced Half Time</td>
<td>675</td>
<td>N/A</td>
<td>$13,376</td>
<td>.3810</td>
</tr>
<tr>
<td>Quarter Time</td>
<td>450</td>
<td>N/A</td>
<td>$9,152</td>
<td>.2646</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>300</td>
<td>N/A</td>
<td>$7,392</td>
<td>.2116</td>
</tr>
<tr>
<td>Abbreviated Time</td>
<td>100</td>
<td>N/A</td>
<td>$2,112</td>
<td>.0705</td>
</tr>
</tbody>
</table>
B. Member Support Costs
Consistent with the laws of Massachusetts, you must provide members with the benefits described below.

- **FICA**: Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. 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 or make available 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 AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but you cannot include the cost in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time members, please confirm all full-time members will have access to coverage.

- **Unemployment Insurance and Other Member Support Costs**: Include any other required member support costs here. 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 AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Uniform Guidance.

2. Options for Calculating Administrative/Indirect Costs
   Public Health AmeriCorps Applicants must choose one of two methods to calculate allowable administrative costs, a federally approved indirect cost rate method or a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds actually expended under this grant. Do not create additional lines in this category.

   While the Application Instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants. Applicants who chose to use the Corporation Fixed Percentage will enter the line item details in Section III.A. Applicants who have a Federally Approved Indirect Cost Rate or are using a De Minimis Rate will enter the line item details in Section III.B. Additionally, applicants using a Federally Approved Indirect Cost Rate or a De Minimis Rate must enter the details of their indirect cost rate in eGrants, following these Instructions.

   **A) Federally Approved Indirect Cost Rate Method**
   If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. Specify the Cost Type for which your organization has current documentation
on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

B) **De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than $35 million in direct federal funding may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If you elect to use this option, you must use it consistently across all federal awards.

**REQUIRED: State Commission 2% Administrative Costs**

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. 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. Please note the commission 2% share in the calculation cell, as there is no separate line item to show this amount when using the federally approved indirect cost rate or de minimis rate.

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/Grantee Share**

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the grantee share. Identify each source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible members are not included in the budget.
APPENDIX C: Budget Analysis Checklist (for cost-reimbursement applicants)
Below is a checklist to help you make certain that you submit an accurate budget and budget narrative 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>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 and explained in the budget narrative?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than AmeriCorps grant funds?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?</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 budgeted the cost of Truescreen and Fieldprint checks in the CNCS share for criminal history checks of each member and grant-funded staff that are in covered positions per MSA requirements and 45 CFR 2522.205? If not, have you provided an explanation of how the costs will be covered?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>Are all items in the budget narrative itemized and justified?</td>
</tr>
<tr>
<td>In Compliance?</td>
<td>Section II. Member Costs (not allowable for planning grant applicants)</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></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></td>
<td>Yes  No</td>
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<tr>
<td></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. Divide the distribution in equal increments that are not based on the specified number of hours served.</td>
</tr>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?</td>
</tr>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>Is the Worker’s Compensation calculation correct? Massachusetts requires Worker’s Compensation coverage for all AmeriCorps members.</td>
</tr>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other part-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Section III. Administrative/Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>Applicant has a current approved indirect cost rate—the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?</td>
</tr>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>Applicant does not have a current federally approved indirect cost rate and is choosing to use a de minimis rate of 10% of modified total direct costs?</td>
</tr>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>Is Commission 2% Set Aside included? To determine the Commission Set Aside, multiple the sum of Section I and Section II CNCS funds by 0.0526 and 0.40.</td>
</tr>
<tr>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>For all grantee funds, the source(s), the type of contribution (cash or in-kind), the amount (or an estimate), and the intended purpose are clearly identified. Is the total amount of cash and/or in-kind derived from private, state and local, and federal funds stated?</td>
</tr>
</tbody>
</table>
APPENDIX D: Assurances and Certifications
(Authorize and submit section)

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

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

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

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

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

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

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

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

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

i) Prudent person standard
   Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
Assurances

As the duly authorized representative of the applicant, I certify, (to the best of my knowledge) and belief, that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all rules regarding prohibited activities, including those stated in applicable NOFA or NOFO, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
6. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
7. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.
9. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
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 176(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 non-displacement 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 E: 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 an AmeriCorps grant award, including but not limited to the negligence, reckless or intentional conduct of the applicant, its agents, officers, employees or subcontractors. The applicant shall at no time be considered an agent or representative of the Division, the Commonwealth of Massachusetts or MSA. After prompt notification of a claim by any of the Indemnitees, the applicant shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. Neither the Commonwealth of Massachusetts, nor the Division, nor MSA shall not be liable for any costs incurred by the applicant arising under this paragraph.

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

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

Supplementary Certifications

NOTE: Sign this form and include in the application.

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

Organization Name:

-----------------------------------------------

Program Name:

-----------------------------------------------

Name and Title of Authorized Representative:

-----------------------------------------------

Signature:

-----------------------------------------------

Date: