



**2022-2023 Pennsylvania AmeriCorps State Program Grants  
Spring Competition**

**Request for Applications  
For New and ReCompeting Applicants**

Applications due by 5:00 pm March 3, 2022

Information and Technical Assistance Session:  
Friday, February 4, 2022, 2:00 p.m. – 3:30 p.m.

[Register Here](#)

**The Honorable Tom Wolf  
Governor, Commonwealth of Pennsylvania**

**Jennifer Berrier  
Secretary, Pennsylvania Department of Labor & Industry**

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## The Funding Opportunity

PennSERVE is pleased to announce the opportunity to apply for AmeriCorps state grant funding. This opportunity is open to community and faith-based organizations, government agencies, and educational institutions (for detailed information about eligibility, see “Eligible Applicants” on page 11). AmeriCorps state grants enable organizations to recruit and support AmeriCorps members as they serve unmet community needs.

Please note that this Request For Applications (RFA) is for new and re-competing applicants; PennSERVE will issue separate guidance for continuation applicants.

## PennSERVE

PennSERVE, Pennsylvania’s state service commission, encourages, develops, and facilitates volunteerism and service. Each year, PennSERVE awards federal funding to AmeriCorps programs. Through funding and support, PennSERVE engages Pennsylvania residents in strengthening our communities. Each year, PennSERVE awards approximately \$12 million in federal funding from the AmeriCorps agency to AmeriCorps programs.

Table 1: PennSERVE 2022 State Service Plan Funding Priorities

Education	<ul style="list-style-type: none"> <li>• PreK-12</li> <li>• College access and completion</li> <li>• Adult basic education</li> </ul>
Health	<ul style="list-style-type: none"> <li>• Mental health</li> <li>• Access to healthy food</li> <li>• Reducing alcohol and/or drug abuse</li> <li>• Ongoing health impacts related to the COVID-19 pandemic</li> </ul>
Economic Opportunity	<ul style="list-style-type: none"> <li>• Improving housing access for individuals and families experiencing homelessness</li> <li>• Workforce development</li> </ul>
Education/Health/ Economic Opportunity	<ul style="list-style-type: none"> <li>• Bridging the digital divide and increasing technology access for under-served or under-connected communities</li> <li>• Empowering individuals and families, including youth and young adults, who are impacted by the juvenile and/or criminal justice system; efforts may include but are not limited to diversion, re-entry, and engaging credible messengers to provide or connect individuals with support, treatment, or other services.</li> </ul>
Program Structure	<ul style="list-style-type: none"> <li>• Programs that strategically embed the workforce development of AmeriCorps members in program design</li> <li>• Programs that embed principles of diversity, equity, and inclusion in program design</li> <li>• Programs that provide a living allowance above the minimum required by the federal AmeriCorps agency</li> </ul>
Geography	<ul style="list-style-type: none"> <li>• Programs that provide services in low-income and/or under-resourced communities without other AmeriCorps State programs. “Communities” may be defined as neighborhoods, cities or towns, counties, or regions.</li> </ul>

## AmeriCorps

AmeriCorps is a program funded by the U.S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national organization supporting AmeriCorps is the Corporation for National and Community Service d/b/a AmeriCorps. The AmeriCorps agency's legal authority to award these grants is found in the National and Community Service Act (NCSA) of 1990, *as amended*, 42 U.S.C. § 12501 *et seq.* The AmeriCorps agency receives AmeriCorps program funding from Congress and awards funding to state commissions, including PennSERVE, to grant and oversee AmeriCorps programs in each state.

The AmeriCorps agency brings people together to tackle the country's most pressing challenges, through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture.

## AmeriCorps Focus Areas

The Serve America Act, Pub.L. 111–13, Apr. 21, 2009, emphasizes measuring the impact of service and focusing on the following focus areas:

### **Disaster Services**

Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, with an emphasis on engaging disadvantaged communities in the planning process.

### **Economic Opportunity**

Grants will provide support for and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

### **Education**

Grants will provide support for and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or prepare economically disadvantaged students for success in post-secondary educational institutions.

### **Environmental Stewardship**

Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats, protect clean air and water, maintain public lands, support wildland fire mitigation, cultivate individual and community self-sufficiency, and provide reforestation services after floods or fires.

### **Healthy Futures**

Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition.

### **Veterans and Military Families**

Grants will improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

## **AmeriCorps Members**

AmeriCorps members engage in community service and may receive a living allowance and other benefits while serving. AmeriCorps members are recruited, trained, supervised, and managed by organizations that receive AmeriCorps program grants. Upon successful completion of service, AmeriCorps members receive a Segal AmeriCorps Education Award from the National Service Trust to pay for higher education expenses or apply to qualified student loans.

## **AmeriCorps Grants**

AmeriCorps grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects. In 2021, award amounts for operating programs ranged from \$80,000 to \$3,504,500.

For this grant competition, a minimum of five full-time equivalent members (five Member Service Years, or MSYs) is required. This can be five full-time positions, a combination of full and part-time positions, or all part-time positions. The members can serve for up to 12 months.

PennSERVE intends for the grant and project period of this award to be August 20, 2022 – August 19, 2023; applicants who would like to request different start or end dates should consult with PennSERVE prior to application. All grant periods are a maximum of one year. Typically, PennSERVE AmeriCorps programs submit continuation applications for a second and third year of funding, after which they recompile for another three-year cycle. However, funding is not guaranteed beyond the one-year grant period. AmeriCorps members may be enrolled on or after the start date of the award. AmeriCorps members may begin service at or after the beginning of the member enrollment period as designated in the grant award. Member service hours can be counted at or after the beginning of the member enrollment period. PennSERVE and the AmeriCorps agency reserve the right to adjust the amount of a grant and/or the grant period.

AmeriCorps state grants awarded by PennSERVE are Cost Reimbursement Grants. Cost Reimbursement grants may fund a portion of program operating costs and member living allowances with flexibility to use all the funds for allowable costs regardless of whether the program recruits and retains all AmeriCorps members. Applicants submit a budget and financial reports, and agree to meet all due dates and requirements as a condition of grant reimbursement.

**For the 2022-2023 program year, the maximum amount of funding applicants may request is \$21,600 per MSY.**

## Special Requirements for AmeriCorps Programs in Pennsylvania

- AmeriCorps programs funded by PennSERVE must have enough staff to manage the size and scope of the AmeriCorps program. In general, programs funded by PennSERVE require at least one full-time equivalent (FTE) dedicated to AmeriCorps program management. If the program proposed in this application will be managed by staff of an existing AmeriCorps program, less than one FTE may be acceptable; in that case, the staffing plan should be explained in the application.
- PennSERVE programs must identify as AmeriCorps programs.
- AmeriCorps programs may be required to participate in other local disaster preparedness and/or response efforts, including but not limited to emergency management training, management of volunteers, and public health outreach. AmeriCorps members may be asked, or offered the opportunity, to participate in disaster services as needed.
- While engaging in service activities, AmeriCorps members are required to wear gear displaying the AmeriCorps logo.
- AmeriCorps programs funded by PennSERVE have required training activities for program staff and yearly AmeriCorps Week activities for AmeriCorps members. Applicants must include the cost of travel to these events in their budgets.
- AmeriCorps programs funded by PennSERVE use a specific online program management system. The instructions below show how to include the cost of this system in your budget.

## Submission Requirements

Applicants make their initial submission as either a Word document or PDF attachment to an email. In the second stage, selected applicants will submit a full application in the AmeriCorps agency’s web-based system, eGrants. Full instructions for eGrants submission will be provided with preliminary funding notification.

## Due Dates and Funding Timeline

Applications are due by 5:00 pm on March 3, 2022. Please see Table 2 for complete application and funding timelines. See Table 4: Required Application Documents for a complete list of required documents and delivery instructions. PennSERVE may consider late submission requests that include documentation of the rationale for the request and reserves the right to accept such applications on a case-by-case basis. Additional deadlines may be required throughout the application process, including deadlines for required revisions and responses to clarification questions.

Table 2: Application/Funding Timeline

<b>Applications due</b>	<b>March 3, 2022, 5 p.m.</b>
PennSERVE Feedback and Clarification Period; revisions may be required	April 4 – 22, 2022
Preliminary grant award notifications, resolutions, and eGrants entry	May 25 – June 3, 2022
Grant/Program Period Begins (pending receipt of grant award from the AmeriCorps agency)	August 2022

## Narratives

Submit your narrative as a Word document or PDF. The character limit for all narrative sections combined (Program Design and Organizational Capability) should not exceed 25,000. Please see Table 3: Review Criteria and the questions that follow to guide your narrative.

### Tips for a Strong Narrative

- **Answer the questions in order.** Use headings to show which question you are answering.
- **Explain how.** Be sure to describe *how* the proposed project will meet the criteria. Simply stating that it will be met does not meet the review criteria.
- **Provide requested information only.** Due to the character limit, be sure to include thorough responses to the questions, and do not include information that is not requested. For example, though it is important to include information about your organization that is relevant to this application, a full history of your organization is not necessary.
- **Assume the reviewer knows nothing about you.** Even if you have received funding from PennSERVE or the AmeriCorps agency in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. If you use an acronym, be sure to write it out the first time you use it. Define words that people outside your organization or field may not know.
- **Get feedback.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Table 3: Review Criteria

Category	Percentage	Sub-Category	Points
Program Design	50%	Service Activities	30
		Member Experience	20
Organizational Capability	35%	Organizational Background and Staffing	18
		Compliance and Accountability	17
Cost-Effectiveness and Budget Adequacy	15%	n/a	15

### 1. Executive Summary (Required – 0 percent)

Please fill in the brackets of these sentences to complete the executive summary. Do not deviate from the template below.

The [name of the organization] proposes to have [number of] AmeriCorps members who will be [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the 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.]

This program will focus on the AmeriCorps focus areas of [Focus Area(s)].

## 2. Program Design (50 percent)

### a. Service Activities (25 points)

- Where will your members serve? This may be one or more counties, municipalities, neighborhoods, as well as specific organizations where they will be based (we refer to such places as service sites or host sites).
- Describe the role(s) of the AmeriCorps members. What services will they provide and to whom? What will an average day or week look like for an AmeriCorps member? What is the term type and length of term; and what is the rationale for the term selection(s)?
- How do you expect member service to impact those who are served? Please describe these benefits in terms of short, medium, and long-term outcomes. Please be sure to focus in this section on benefits to those who receive services, including the natural environment if applicable to your program design. You will be able to describe benefits to the AmeriCorps members themselves in another section of the narrative.
- How have you engaged the community to be served in determining AmeriCorps member service activities? How will you obtain community feedback throughout the program year? If proposing to add or expand an AmeriCorps component to an existing program or initiative, explain how the addition/expansion of AmeriCorps will enable the organization to better meet the community need; and clearly describe the difference in scope and/or program design.

### b. PennSERVE Funding Priority (5 points)

- Does your proposed program fall within any of the PennSERVE Funding Priorities in Table 1? If so, please list them here.

### c. Member Experience (20 points)

- Describe how you will recruit AmeriCorps members to implement a diverse corps that is representative of the community to be served. How is your program specifically designed to recruit and support a diverse corps of AmeriCorps members, implement equitable practices, and nurture an inclusive service environment?
- Describe the skills, knowledge, and experience that AmeriCorps members will gain during service. How will service prepare AmeriCorps members for careers or post-secondary education? For AmeriCorps members who have already completed post-secondary education and/or those who have retired, what support do you provide in transitioning from service to their next opportunity?
- Who will supervise the AmeriCorps members? Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- Describe your plan for training and preparing AmeriCorps supervisors to follow AmeriCorps and program regulations, priorities, and expectations.

## 3. Organizational Capability (35 percent)

### a. Organizational Background and Staffing (18 points)

- Describe your organizational experience, if any, managing a national service program. Include a description of your national service program(s), the number of national service participants engaged annually, and successes and challenges with enrollment, retention, and overall program implementation. If you have not managed a national service program, describe the organizational experience and record of accomplishment in your proposed area of programming. *Experience managing national service programs is not required.* Describe the staffing structure of the proposed AmeriCorps program, including staff titles and experience. If

staff will be shared across multiple initiatives, explain how time and responsibilities will be delineated. Please note that PennSERVE requires at least 1 full-time equivalent for an AmeriCorps program.

b. Compliance and Accountability (17 points)

- Describe your monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities.
- Describe your process for conducting the National Service Criminal History Checks on staff, site supervisors, and AmeriCorps members. Include the vendors you will use.
- If teleservice is included in your program design, describe your plans for supervising and monitoring teleservice activities.

4. Budget (15 percent)

Use the Budget Instructions (Appendix A) and Budget Checklist (Appendix B) to prepare your budget. PennSERVE will evaluate your budget based on the following:

- Your proposed costs align with the activities described in the narrative.
- You show how you calculated each budget item.
- You include PennSERVE required costs, which are listed in the Budget Instructions
- You don't request more than is permitted. To ensure this, divide your total request by the number of Full Time Equivalent member positions you have requested. We call these Member Service Years or MSYs.
- You include the required match (See Table 6)
- If you choose to include Section 3 costs, also known as administrative costs, you include a full calculation and stay within the maximum allowable.

5. Evaluation

For applicants recompeting for AmeriCorps funds for the first time, please complete and submit the evaluation plan template. For applicants recompeting a second or subsequent time, submit an evaluation report as an attachment, along with a completed evaluation plan template for the next three-year period.

## Performance Measures

If selected for funding, applicants will receive guidance on performance measurement. No performance measures are required with this application. Most AmeriCorps programs will use one or more of the [AmeriCorps National Performance Measures](#).

## Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the AmeriCorps agency, staff and members may not engage in the following activities (see 45 C.F.R. § 2520.65):

1. attempting to influence legislation;
2. organizing or engaging in protests, petitions, boycotts, or strikes;

3. assisting, promoting, or deterring union organizing;
4. impairing existing contracts for services or collective bargaining agreements;
5. engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. providing a direct benefit to—
  - a. a business organized for profit;
  - b. a labor union;
  - c. a partisan political organization;
  - d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; or
  - e. an organization engaged in the religious activities described in paragraph 7. above, unless the AmeriCorps agency assistance is not used to support those religious activities;
9. conducting a voter registration drive or using the AmeriCorps agency funds to conduct a voter registration drive;
10. providing abortion services or referrals for receipt of such services; or
11. such other activities as the AmeriCorps agency may prohibit.

Per the AmeriCorps agency guidance, the following activities are also prohibited:

- **Census Activities.** AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- **Election and Polling Activities.** AmeriCorps member may not provide services for election or polling locations or in support of such activities.

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

initiative, on non-AmeriCorps time, and using non- the AmeriCorps agency funds. Individuals should not wear the AmeriCorps logo while doing any of the above activities on their personal time.

## Required Documents

Please see the complete list of required documents in Table 4. Documents should be attached to an email and sent to [pennserve@pa.gov](mailto:pennserve@pa.gov) with the subject line “(Your Organization’s Name) – Application Documents.”

In the body of the email, please list each document that you have attached. If necessary, send your documents in multiple emails to reduce file size; PennSERVE cannot accept emails with attachments over 5MB.

## Application Narratives and Budget

Required narratives must be submitted via email as a Word document or PDF. A budget must be submitted using the budget template provided. Specific criteria for the narratives and budget are provided in this RFA. If selected for funding, the narratives, budget, and a set of performance measures must be entered into eGrants.

## Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement

The Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement must be complete and submitted via email. If selected for funding, these documents, along with the completed application as submitted in eGrants, becomes a grant agreement between the Pennsylvania Department of Labor & Industry and the applicant. All fields must be complete and, where applicable, signed by the authorized representative.

## Federal Indirect Cost Rate Agreement

Applicants who hold a federal negotiated indirect cost rate must submit a valid indirect cost rate document to PennSERVE with the application.

## Labor and Union Concurrence

If a program applicant:

1. proposes to serve as the placement site for AmeriCorps members; and
2. has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
3. those employees are represented by a local labor organization,

then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

If a program applicant proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:

1. AmeriCorps members will not be placed in positions that were recently occupied by paid staff; and
2. no AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, “program applicant” includes any applicant to the AmeriCorps agency or a state commission, as well as any entity applying for assistance or approved national service positions through an AmeriCorps grantee or subgrantee.

### Delinquent on Federal Debt

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

Table 4: Required Application Documents

<i>Documents to be emailed as attachments to <a href="mailto:pennserve@pa.gov">pennserve@pa.gov</a>.</i>	<i>All Applicants</i>	<i>If Applicable</i>
PennSERVE AmeriCorps State Application <ul style="list-style-type: none"> <li>Narratives</li> <li>Budget</li> </ul>	<b>X</b>	
Commonwealth of Pennsylvania AmeriCorps State Program Sub-grantee Application/Agreement (complete and signed): <ul style="list-style-type: none"> <li>Application/Agreement Coversheet</li> <li>Certifications and Assurances</li> <li>SF-424B</li> <li>Audit Clause and Additional Conditions</li> <li>FFATA</li> </ul> Download from <a href="https://www.dli.pa.gov/Individuals/pennserve/grants/Pages/default.aspx">https://www.dli.pa.gov/Individuals/pennserve/grants/Pages/default.aspx</a>	<b>X</b>	
Federally approved Indirect Cost Agreement		<b>X – Required if not submitted to PennSERVE within the last 12 months (March 2021)</b>
Labor concurrence		<b>X</b>
Delinquent on federal debt explanation		<b>X</b>

### System Requirements

#### DUNS

Applications must include a DUNS number and an employer identification number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online <http://fedgov.dnb.com/webform>. PennSERVE recommends registering at least 30 days before the application due date.

## SAM.gov

After obtaining a DUNS number, all applicants must register with the [System for Award Management \(SAM\)](https://www.sam.gov/) at <https://www.sam.gov/> and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. **Applicants must use their SAM-registered legal name and address on all grant applications to PennSERVE and AmeriCorps agency.** Applicants that do not comply with these requirements may become ineligible to receive an award.

It is recommended that applicants **finalize a new SAM registration or renew an existing one at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise. It typically takes seven to ten days to finalize SAM.gov registration. To complete the registration process, you will need to submit detailed information on your organization in various categories relevant to federal procurement and financial transactions:

- General information, such as organization name, EIN, DUNS, location, income, and number of employees;
- Corporate information, such as organization type (e.g., state government, nonprofit);
- Financial information, such as financial institution, bank account numbers, and credit card information; and
- Point of contact information, such as primary and alternate points of contact.

Specific requirements and detailed instructions on how to register are available in the SAM user's guide ([www.sam.gov/sam/SAM\\_Guide/SAM\\_User\\_Guide.htm](http://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm)). You should review the guide before you begin the registration process.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. AmeriCorps may ask applicants to add the UEI to their application as part of the clarification or pre-award process. AmeriCorps is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

## PA Vendor ID

Pennsylvania requires that all grant applications/agreements and contracts include a Pennsylvania Vendor Number. All applicants must be registered as vendors to apply, to be awarded funds, or to be paid. Vendor numbers may be obtained at no cost by calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or online at <https://www.vendorregistration.state.pa.us/> (click on "Non-Procurement Vendor Site"). It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, no grant will be awarded without a Pennsylvania vendor number.

## Agency Contact

Inquiries about this funding opportunity should be directed to PennSERVE at [pennserve@pa.gov](mailto:pennserve@pa.gov). The subject of the email should be "AmeriCorps Spring Application Question <Applicant Name>."

## Reallocation of Funding

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

## Application Resources

All applicants are urged to review the **AmeriCorps Regulations**: <https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title45/45chapterXXV.tpl>

Table 5: Requirements in the AmeriCorps Regulations

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

## Eligible Applicants

The following non-federal entities (as defined in 2 C.F.R. § 200.69) who have DUNS numbers and are registered in the system for award management (SAM) are eligible to apply:

- Indian tribes (2 C.F.R. § 200.54);
- institutions of higher education (2 C.F.R. § 200.55);
- local governments (2 C.F.R. § 200.64);
- nonprofit organizations (2 C.F.R. § 200.70); and
- states (2 C.F.R. § 200.90).

Programs applying to PennSERVE must operate their program only within the Commonwealth of Pennsylvania.

In addition, under Section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this RFA.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if the AmeriCorps agency is aware that any corporation has any unpaid federal tax liability which—

- 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 RFA. (However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has determined that suspension or debarment is not necessary to protect the interests of the federal government.) A similar restriction may be enacted with the appropriation which will fund awards under this RFA.

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

These application/agreement instructions are to be used by all applicants interested in applying for Pennsylvania AmeriCorps State grants.

## Review and Selection Process

The grant selection process includes the following steps:

1. determining whether a proposal complies with the application requirements, such as deadlines and eligibility requirements;
2. applying the basic selection criteria articulated in the AmeriCorps regulations;
3. determining the level of alignment with the criteria detailed throughout this RFA; and
4. ensuring innovation and geographic, demographic, and programmatic diversity across the PennSERVE AmeriCorps portfolio.

PennSERVE will select applications for funding using a multi-stage process that includes reviews by staff and/or peer reviewers and approval by the Pennsylvania Advisory Board.

In evaluating your application for funding, reviewers will assess your program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in Table 3. Reviewers will measure your application narrative against these criteria and weigh them accordingly.

**PennSERVE may request additional clarification concerning your application or require revisions as needed.**

## Award Notice

PennSERVE expects to provide preliminary funding decision to applicants in late May 2022, at which time selected applicants will be required to submit an application in eGrants. This notification is not authorization to begin grant activities. An awardee may not obligate or expend federal funds until the start of the project period identified on the approved grant application.

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

The RFA, Subgrantee Application Agreement and approved application are all part of the binding commitment under the grant. Also included in the binding agreement are the requirements of applicable sections of the NCSA of 1990 and other applicable statutes. Awards will also be subject to the AmeriCorps regulations and grant terms and conditions, as described below.

### **Uniform Guidance**

All awards under this notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 C.F.R. Parts 200](#) and [2205](#).

### **Requests for Improper Payment Information**

The AmeriCorps agency may, from time to time, request documentation from recipients to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, the AmeriCorps agency may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

### **AmeriCorps Terms and Conditions**

All awards made under this RFA will be subject to the 2022 AmeriCorps General Terms and Conditions, and the 2022 AmeriCorps State and National Specific Terms and Conditions. These terms and conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the Terms and Conditions for the AmeriCorps State and National Grants is available at <https://americorps.gov/sites/default/files/document/2021ASNProgram508TC20210603.pdf>.

### **National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such AmeriCorps funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Please budget appropriately for full checks on all covered individuals. Grantees should utilize the two vendors the AmeriCorps agency has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs.

Unless the AmeriCorps agency has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks.

All staff and national service participants funded by the AmeriCorps/CNCS Share or Grantee Share of the approved grant budget who are 18 or older at the start of work or service must undergo NSCHCs that include:

- A nationwide name-based check of the NSOPW;
- A name- or fingerprint-based search of the statewide criminal history registry in the person’s state of residence and in the state where the person will serve/work; *and*
- A fingerprint-based FBI criminal history check.

All NSCHC components must be complete and adjudicated before the start of work or service. See 45 C.F.R. §§ 2540.200–2540.207 and <https://americorps.gov/grantees-sponsors/history-check> for complete information and FAQs.

All funded programs must complete the NSCHC eCourse provided by the AmeriCorps agency annually; and submit certification of course completion to PennSERVE as part of the grant record.

## Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to grantees and non-grantees, the AmeriCorps agency reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 C.F.R. § 200.315 (b)).

## Reporting Requirements

Grantees are required to provide:

- reporting via the PennSERVE-determined online reporting system, including a mid- and end-of-year report (includes performance measure progress, demographics, and narrative data);
- monthly expense reports and invoices for reimbursement;
- quarterly and year-end aggregate financial reports;
- participation in both desk and on-site monitoring by PennSERVE and/or the AmeriCorps agency; and
- any additional reporting as required by PennSERVE and/or the AmeriCorps agency.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- the data measures what it intends to measure;
- the grantee collects data in a consistent manner;
- the grantee takes steps to correct data errors;
- the grantee ensures that the data reported is complete; and
- the grantee actively reviews data prior to submission.

PennSERVE will report on all grantee performance to the AmeriCorps agency on a semi-annual basis, or as required by the agency.

## Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an education award from the National Service Trust. The amount of the education award is linked to the value of the Pell Grant, as included in the annual federal budget. In most cases, a member has up to seven years after his or her term of service to use the education award. The AmeriCorps agency will provide the updated education award amounts at the time of the grant award.

As the Segal AmeriCorps Education Award is paid from the National Service Trust, it should not be included in the program budget.

## Match Requirements

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 C.F.R. § 2521.60 and below.

**Table 6: Grantee Match Requirements Based on Year of Funding**

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of the NCSA of 1990, as amended, 42 U.S.C. § 12571(e)(5), requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds. Grantees must track and report on that match to PennSERVE quarterly.

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

- Minimum grantee share is 24 percent of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50 percent by the tenth year of funding and any year thereafter. Match requirements based on year of funding are in Table 6. Cost reimbursement grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you meet the minimum match of 24 percent for the first three years, and the increasing minimums in years thereafter. See 45 C.F.R. §§ 2521.35–2521.95 for the specific regulations.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds, in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (private, state/local, or federal) for your entire match. Define all acronyms the first time they are used.
- Section 121(e)(5) of NCSA (42 U.S.C. § 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to the AmeriCorps agency on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

Note: The AmeriCorps agency legislation permits the use of non-AmeriCorps agency federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the

NCSA, 42 U.S.C. § 12571(e)(5), requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the AmeriCorps agency. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. PennSERVE grantees that use federal funds as match will be required to obtain and maintain letters from the federal agency(ies) that expressly permit use of funds as match and will be required to report the sources and amounts on quarterly financial reports.

## American Rescue Plan Cash Match Replacement

PennSERVE has received American Rescue Plan Act (ARPA) funds, which will be awarded in accordance with AmeriCorps agency guidance. ARPA funds may be used to provide cash match replacement – cash match that is necessary for the program budget and not able to be secured. Cash match replacement funds are included in the Grantee share of your proposed budget, clearly noted in the budget narrative, and listed in the Source of Funds Chart; additional guidance is provided in Appendix A. **An applicant requesting ARPA cash match replacement funds must stay within the maximum cost per MSY of \$21,600, inclusive of cash match replacement funds.**

## Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 C.F.R. § 2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the application instructions. Applicants that plan to request an alternative match schedule must submit a request to [pennserve@pa.gov](mailto:pennserve@pa.gov) at the time the application is submitted. See information on applying for an alternative match in Appendix F.

## Appendix A: Budget Instructions

**Please use whole number in each budget line**

### **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” and “Grantee Share” for Parts A-I, for a one-year period, as follows:

#### **A. Personnel Expenses**

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of FTE devoted to this award. Each staff person’s role must be described in the application narrative and each person mentioned in the narrative must be listed in the budget. 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 under personnel expenses. 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 as personnel or other appropriate line items.

#### **B. Personnel Fringe Benefits**

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, workers’ compensation, retirement, SUTA, health and life insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe amount is over 30 percent, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

#### **C. 1. Staff Travel**

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

- Include costs for at least one staff person to attend required training during the program year: one two-day training. Assume the training will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.
- Include costs for at least one staff member to attend the National Service Regional Training Conference. Assume the conference will be held out of state. Include costs for applicable travel, meals, and lodging.
- Please itemize costs. For example: Two staff will attend the National Service Regional Training Conference. 2 staff x \$750 airfare + \$50 ground transportation + (two-day) x \$200 lodging + \$50 per diem = \$2,000.

#### **C. 2. Member Travel**

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus

passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

Include costs for all members and relevant staff to attend the yearly AmeriCorps Week. Assume the event will be held in Harrisburg and include costs to transport and provide meals to members for one day. Lodging may be included if necessary.

**D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10 percent of the total corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment 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 that your program will be using the AmeriCorps logo in the budget description.

Include costs for technology, if engaging in contact tracing. Each AmeriCorps member should have access to a computer, headset, and internet access.

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.

**F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations who will be listed in Section G and H below. There is not a maximum daily rate. Include costs for the OnCorps member management system. Cost is \$16.80 per member slot and is NOT based on MSY. For instance, a program with 10 MSY and 20 member slots will pay \$336 for OnCorps.

Programs with approval to use a separate timekeeping system (e.g., Professional Corps programs with approval) should budget \$300 to cover financial and progress reporting for the year.

**G. 1. Staff Training**

Include registration costs of \$250/person for at least one staff member to attend the National Service Regional Training Conference.

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management,

team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

## **G. 2. Member Training**

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

## **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable. *Please note: **If funds are available**, PennSERVE may award separate, small grants for evaluation costs. If you are interested, please contact [pennserve@pa.gov](mailto:pennserve@pa.gov) to learn more.*

## **I. Other Program Operating Costs**

Allowable costs in this budget category should include, when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant. Please budget for criminal history checks for all covered positions. If funds are not budgeted for all covered positions, an explanation must be noted in the budget.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff and are not part of the organization's indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

## **Section II. Member Costs**

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

### **A. Living Allowance**

The narrative should clearly identify the number of members you are supporting by category and the amount of living allowance they will receive.

The proposed budget must include a living allowance for full-time members between \$16,502 (minimum) and \$33,004 (maximum) per member except as noted below.

Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time

member, it must comply with the maximum limits in the table below. PennSERVE encourages programs to provide a living allowance for all members, regardless of service term. A living allowance is not considered a salary or a wage and may not be paid hourly. However, PennSERVE strongly encourages applicants to budget for a living allowance that is reasonable; using comparable hourly wages is helpful in determining an appropriate living allowance. For example, a full-time living allowance of \$16,502 is approximately \$9.71/hour; a living allowance of \$25,500 is approximately \$15.00/hour.

The living allowance amount must be included in the proposed budget as either AmeriCorps agency or grantee share. (See exceptions below.)

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 whom you are requesting education awards.

**Table 7: Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$16,502	\$33,004
Three-quarter-time	1,200	n/a	\$23,103
One-year half-time	900	n/a	\$16,502
Reduced half-time	675	n/a	\$12,542
Quarter-time	450	n/a	\$8,581
Minimum-time	300	n/a	\$6,931
Abbreviated-time	100	n/a	\$1,980

**B. Member Support Costs**

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

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the AmeriCorps agency does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65 percent of the total amount of the living allowance.
- **Workers' Compensation.** Some states, including Pennsylvania, require workers' compensation insurance for AmeriCorps members. Successful applicants are required to pay workers' compensation benefits.
- **Health Care.** You must offer, or make available, health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay for

health care benefits to less-than-full-time members. 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. In your budget narrative, indicate the number of members who will receive health care benefits. Health care may not include dependent coverage. If health care is not budgeted for all full-time members, please confirm all full-time members will have access to coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Pennsylvania **does not** allow unemployment coverage for their AmeriCorps members.

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

### **Section III. Administrative/Indirect Costs (optional)**

#### **Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

#### **Options for Calculating Administrative/Indirect Costs (choose either A, B, OR C )**

PennSERVE is not electing to retain a share of the federal funds available to programs for administrative costs in 2022 – 2023. PennSERVE reserves the right to elect to retain a share of the 5 percent of federal funds available to programs for administrative costs, up to 2 percent in future funding years.

#### **A. AmeriCorps Agency-Fixed Percentage Method**

##### **Five/Ten Percent Fixed Administrative Costs Option**

The AmeriCorps agency-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the AmeriCorps agency-fixed percentage rate method, the grantee match for administrative costs may not exceed 10 percent of all direct cost expenditures.

To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

To determine the grantee share for Section III: Multiply the total of Sections I and II by 10 percent (0.10) and enter this amount as the grantee share for Section III A.

If you are not claiming the maximum allowable amount, include the statement “Amount claimed less than max allowed.”

## **B. Federally Approved Indirect Cost Rate**

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5 percent of the total of the CNCS funds expended. To charge this fixed 5 percent, the grantee match for administrative costs may not exceed 10 percent of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as corporation share. The factor 0.0526 is used to calculate the 5 percent maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.
2. To determine the grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10 percent (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the CNCS and grantee shares under Total Amount.

Please include your full calculation in the budget, using this template: [CNCS Section I (\$000,000) + II (\$000,000) = \$000,000] x .0526 = \$000,000. Grantee: [Section I (\$000,000) + II (\$000,000) = \$000,000] x .10 = \$000,000.

If you are not claiming the maximum allowable amount, include the statement “Amount claimed less than max allowed.”

## **C. De Minimis Rate of 10% of Modified Total Direct Costs**

Any non-federal entity that does not have a current negotiated (including provisional) 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)), may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. Additional information regarding what is included in MTDC and use of this option can be found at 2 C.F.R. §§ 200.414(f) and 200.68. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.

## **Source of Funds (Match)**

In the “Source of Funds” field, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (private, state/local, or federal) for your **entire match**. (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.

**Cash Match Replacement:** The AmeriCorps agency is requiring that all ARPA cash match replacement funds are included in the Grantee Share. To request cash match replacement funds:

1. On each line item where you will be requesting match replacement funds, note the amount of match replacement funds in the budget narrative. For example, a Program Director with a \$50,000 salary split evenly across CNCS and Grantee Share may read: "\$25,000 ARPA Cash Match Replacement."
2. In the Source of Funds section, include the total amount of ARPA Match Replacement Funds, with the description: "ARPA Match Replacement Funds – Secured." Select "Cash" as the Classification and "Federal" as the Source.

**An applicant requesting ARPA cash match replacement funds must stay within the maximum cost per MSY of \$21,600.** To calculate your cost per MSY, use the following calculation. (Total CNCS Request + ARPA Cash Match Replacement request) ÷ MSY = Cost/MSY.

## Appendix B: Budget Analysis Checklist

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

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the personnel line item directly relate to the operation of the AmeriCorps program? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	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.
Yes ___ No ___	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.
Yes ___ No ___	All positions in the budget are fully described in the narrative?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, workers' compensation, retirement, SUTA, health and life insurance, 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 the fringe amount is over 30 percent, please list separately.
Yes ___ No ___	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?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for staff travel to PennSERVE sponsored meetings?
Yes ___ No ___	You have budgeted funds for member travel to the yearly AmeriCorps Week?
Yes ___ No ___	You have budgeted funds to the National Service Regional Conference?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10 percent of the total grant amount?
Yes ___ No ___	All single equipment items over \$5,000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1,000 per unit are specifically listed and explained in the budget narrative?
Yes ___ No ___	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.
Yes ___ No ___	Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	You have budgeted \$16.80 per member slot for use of the OnCorps member management system? Or, if the program has PennSERVE approval to use a separate

<b>In Compliance?</b>	<b>Section I. Program Operating Costs</b>
	timekeeping system, \$300 is budgeted to cover financial and progress reporting for the year.
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you budgeted for the cost of the NSOPW, FBI, and state check for criminal history checks of each member and grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, have you provided an explanation?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?
<b>In Compliance?</b>	<b>Section II. Member Costs</b>
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the budget instructions.
Yes ___ No ___	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.
Yes ___ No ___	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 percent of the total amount of the living allowance.
Yes ___ No ___	Is the workers' compensation calculation correct? Pennsylvania requires workers' compensation for AmeriCorps members.
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving for a sustained full-time period such as summer service)? 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 their own.
Yes ___ No ___	Unemployment insurance is <b>not</b> budgeted?
<b>In Compliance?</b>	<b>Section III. Administrative/Indirect Costs</b>
Yes ___ No ___ N/A ___	Applicant has chosen Option A – Applicant does not have a federally approved indirect cost rate and has chosen to use the CNCS - fixed percentage method and the maximum federal share of administrative costs does not exceed 5 percent of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___ N/A ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10 percent or less of total budgeted funds?
Yes ___ No ___ N/A ___	Applicant has chosen Option B – Applicant has a federally approved indirect cost rate method and documentation has been submitted to PennSERVE?
Yes ___ No ___ N/A ___	Applicant has chosen Option B – Federally approved indirect cost rate method and the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___ N/A ___	Applicant has chosen Option C – Applicant has never had a federally approved indirect cost rate and a de minimis rate of 10% of modified total direct costs has been budgeted?

<b>In Compliance?</b>	<b>Match</b>
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes ___ No ___	The amount of match is for the entire amount in the budget narrative. (The total amount of match equals the amount in the budget?)

## Appendix C: Alternative Match Instructions

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

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 C.F.R. § 2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

- A. **Rural County:** In determining whether a program is rural, AmeriCorps will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Appendix G for the Table of Beale codes.
- B. **Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, AmeriCorps will consider the following list of county-level characteristics. See Appendix G for a list of website addresses where this publicly available information can be found.
  1. The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
  2. The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
  3. The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
  4. The areas served by the program lack basic infrastructure such as water or electricity.
- C. **Program Location:** Except when approved otherwise, AmeriCorps will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. AmeriCorps will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. **You must submit your alternative match schedule request to PennSERVE at the time of application.**

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

- D.** Instructions for the Alternative Match Schedule: Programs must send their request to PennSERVE for review. PennSERVE will then forward the request to the AmeriCorps agency for consideration. Upon PennSERVE approval, the AmeriCorps agency will review your request, notify PennSERVE if you qualify for the alternative schedule, and provide instructions for entering your budget into eGrants under the Alternative Match Schedule. To submit a request for an alternative match, submit an email to PennSERVE at the time of the application as follows:

**E-mail subject line:** AmeriCorps Alternative Match Request

Send your request in memo format. You must respond to each item below. Please include both the item and your response in your request.

1. Basis of Request
  - a. Identify the basis for your request as either a rural county or a severely economically distressed community as described above.
  - b. Describe where your program operates and include the address of the legal applicant.
2. Rural Counties
  - a. Describe the economic conditions.
  - b. Confirm that your county has a Beale code of 4, 5, 6, 7, 8, or 9.
3. Economically Distressed Counties:
  - a. Provide your county per-capita income, poverty, and unemployment levels.
  - b. Demonstrate that your county per-capita income, poverty, and unemployment levels are above or below the national averages. Identify the data source(s) used to make your determination.
  - c. Provide any other statistics you deem relevant to demonstrate your county is economically distressed.
4. Program Location: If you believe the location of your program should not be based on the address of the legal applicant, describe your justification for requesting an alternative location(s).
5. Other: Provide any other justification and information for your request that is not presented in the responses to the above.

## Appendix D: Rural Programs, Rural Intermediaries, Beale Codes, and County-Level Economic Data

**RUCA codes** classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes four – 10). For more information about RUCA codes, please visit the USDA website found here: <http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>

**Rural intermediaries** primarily serve communities with limited resources and organizational infrastructure. PennSERVE and the AmeriCorps agency recognize that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching funds in these communities. Thus, it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots nonprofits that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently. Given the desire to address community needs holistically, the nonprofits that make up the consortium may have different focus areas and thus the nonprofit intermediary will be multi-focused.

Applications seeking consideration as a Rural Intermediary must demonstrate that they will be serving in rural severely under-resourced communities, that their application represents a consortium, that the activities provided by the consortium collectively address a compelling community need or set of needs, and that they have sufficient financial and management capacity to act as an umbrella organization for the consortium. Applicants seeking consideration under this priority area may submit a narrative that does not exceed 12 pages in eGrants.

The eligible applicant (intermediary) should submit one application which describes:

- how the partnership/consortium will be organized, and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortium members);
- the proposed theory(ies) of change and program model(s); and
- how the intermediary will utilize an identified consortium of nonprofits/eligible applicants who are well positioned to achieve outcomes identified in the theory of change.

Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortium to [pennserve@pa.gov](mailto:pennserve@pa.gov) by the application due date to be considered for this priority area.

**Beale codes** are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

	<b>Metropolitan Type</b>	<b>Description</b>
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

The AmeriCorps Office of Grants Management uses Beale Codes when assessing alternative match requirements. Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

### Data Sources

<b>WEBSITE ADDRESS</b>	<b>EXPLANATION</b>
<a href="http://www.workstats.dli.pa.gov/">http://www.workstats.dli.pa.gov/</a>	<b>PA Work Stats:</b> Labor statistics in Pennsylvania, including rates by county
<a href="http://www.rural.palegislature.us/">http://www.rural.palegislature.us/</a>	<b>The Center for Rural Pennsylvania:</b> Demographics, publications, and data about Pennsylvania’s rural communities and residents
<a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a>	<b>Bureau of Economic Analysis’ Regional Economic Information System (REIS):</b> Provides data on per capita income by county for all states except Puerto Rico.
<a href="https://www.census.gov/programs-surveys/saipe.html">https://www.census.gov/programs-surveys/saipe.html</a>	<b>Census Bureau’s Small Area Income and Poverty Estimates:</b> Provides data on poverty and population estimates by county for all states except Puerto Rico.
<a href="https://data.census.gov">https://data.census.gov</a>	<b>Explore Census Data:</b> Provides data from several censuses and surveys, including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
<a href="https://www.bls.gov/laeu/">https://www.bls.gov/laeu/</a>	<b>Bureau of Labor Statistics’ Local Area Unemployment Statistics:</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="https://www.ers.usda.gov/data-products/rural-urban-continuum-codes">https://www.ers.usda.gov/data-products/rural-urban-continuum-codes</a>	<b>US Department of Agriculture’s Rural-Urban Continuum Codes:</b> Provides urban and rural codes for all counties in US.