



2024-2025 Pennsylvania Public Health AmeriCorps State Grants

Request for continuation-only funding for current PHA grantees

Applications due October 18, 2023, by 5:00 p.m.

**The Honorable Josh Shapiro
Governor, Commonwealth of Pennsylvania**

**Nancy Walker
Secretary, Pennsylvania Department of Labor & Industry**

**PennSERVE
651 Boas Street, Room 1306
Harrisburg, PA 17121
<http://www.dli.pa.gov/pennserve>**

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Disclosure: Publication of this Request for Applications does not obligate PennSERVE or the AmeriCorps agency to award any specific number of grants or to obligate any particular amount of funding. The actual level and timing of grant funding will be subject to the availability of annual appropriations.

I. PROGRAM DESCRIPTION

A. Summary

PennSERVE announces the opportunity for **current PHA grantees to apply** for grant funding for the operation of Public Health AmeriCorps national service programs. This is a continuations-only funding opportunity for current PHA grantees. Organizations that have current Public Health AmeriCorps awards that will be in program Year 2 or 3 in FY2024 are considered eligible for continuation funding.

AmeriCorps state grants will be awarded on a competitive basis to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. Applicants for AmeriCorps funding must address one or a combination of the AmeriCorps agency Focus Areas, as identified in this request for applications (RFA).

An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. AmeriCorps members will be recruited, trained, supervised, and managed by the funded organization, and may receive a living allowance and other benefits while serving. Upon successful completion of service, AmeriCorps members are eligible to receive a Segal AmeriCorps Education Award from the National Service Trust to pay for higher education expenses or apply to qualified student loans.

Public Health AmeriCorps is investing significant resources through the American Rescue Plan Act to support a partnership between the Centers for Disease Control and Prevention (CDC) and AmeriCorps. The program 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 a 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.

Public Health 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, to provide economy of scale and aid in retention of members.

To support the development of public health skills, Public Health AmeriCorps members will be required to complete a 16.1 hour no-cost online training provided through the CDC TRAIN platform during their service term. In addition to the mentorship and hands-on experience provided by grantees and/or host sites, AmeriCorps members will have access to additional optional professional development opportunities provided by AmeriCorps and its partners to foster interest in a public health career.

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

B. Project Sponsors and Program Authority

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 (CNCS), which does business as the AmeriCorps agency. 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.

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. Learn more at www.dli.pa.gov/PennSERVE.

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps, a federal agency, brings people together to tackle 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 to others a cornerstone of our national culture. Learn more at www.AmeriCorps.gov.

C. AmeriCorps Focus Areas

The federal funding for AmeriCorps is provided to states via the AmeriCorps agency. The NCSA of 1990, as amended by the Serve America Act, Pub.L. 111-13, Apr. 21, 2009, emphasizes measuring the impact of service and focusing on a core set of issue areas. To carry out

Congress' intent and maximize the impact of investment in national service, and to achieve the goals laid out in the AmeriCorps agency 2022-2026 Strategic Plan, the AmeriCorps agency has the following focus areas:

Disaster Services: Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.

Economic Opportunity: Improving the economic well-being and security of underserved individuals.

Education: Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.

Environmental Stewardship: Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.

Healthy Futures: Supporting for health needs within communities, including mitigating the impacts of public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

Veterans and Military Families: Improving the quality of life of veterans, military families, caregivers, and survivors.

D. AmeriCorps Funding Priorities

The AmeriCorps agency 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 five 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 AmeriCorps one of the best and most equitable places to work in the federal government.

AmeriCorps will invest in existing and new partnerships with nonprofit, 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 increase efforts to ensure AmeriCorps members and AmeriCorps Senior volunteers reflect the communities where they serve. The agency will target 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.

National Performance Measures

AmeriCorps expects continuation applicants to use National Performance Measures in Appendix III 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 continuation applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. All continuation applications must include Public Health AmeriCorps determined performance measures. Please use [Appendix A](#) and [B](#) for the performance measures.

E. PennSERVE Priorities

PennSERVE may also give special consideration in the review process to applicants that meet needs in one or more of the funding priorities included in our 2022-2024 State Service Plan that align with the goals of Public Health AmeriCorps:

Health	<ul style="list-style-type: none">• Mental health• Access to healthy food• Reducing alcohol and/or drug abuse• Ongoing health impacts related to the COVID-19 pandemic
Economic Opportunity	<ul style="list-style-type: none">• Workforce development
Education/Health/ Economic Opportunity	<ul style="list-style-type: none">• 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.
Program Structure	<ul style="list-style-type: none">• Programs that strategically embed the workforce development of AmeriCorps members in program design• Programs that embed principles of diversity, equity, and inclusion in program design• Programs that provide a living allowance above the minimum required by the federal AmeriCorps agency
Geography	<ul style="list-style-type: none">• 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.

F. Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and 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 F. 7. above, unless AmeriCorps assistance is not used to support those religious activities;
9. conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. providing abortion services or referrals for receipt of such services; or,
11. such other activities as AmeriCorps may prohibit.

The following activities are also prohibited:

- **Census Activities:** AmeriCorps 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-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing any of the above activities on their personal time.

G. Unallowable Activities

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

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

Nondisplacement:

- An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
 - Will supplant the hiring of employed workers; or,
 - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
 - Presently employed worker;
 - Employee who recently resigned or was discharged;
 - Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or,

- Employee who is on strike or who is being locked out.

H. Agency Contact

Inquiries about this funding opportunity should be directed to PennSERVE at pennserve@pa.gov. The subject of the email should be “2024 Public Health AmeriCorps Application Question <Applicant Name>.”

I. Reallocation of Funding

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

J. Application Resources

This Notice should be read together with the [AmeriCorps regulations](#), Application Instructions, Performance Measure Instructions, and Mandatory Supplemental Information . These documents are available online at [AmeriCorps.gov Funding Opportunities webpage](#)

The AmeriCorps regulations include pertinent information (see Table 1, below). The Notice can be found on AmeriCorps’s website.

The full regulations are available online on the [Code of Federal Regulations website](#).

Table 1: 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

If there is any inconsistency between the AmeriCorps Regulations, the Notice, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps Regulations [45 CFR §§ 2520–2550](#) take precedence over the
2. Notice of Federal Funding Opportunity/Notice of Federal Funding Availability, which takes precedence over the
3. Application Instructions.

II. AWARD INFORMATION

AmeriCorps and PennSERVE will not provide more than one grant for the same project in one fiscal year. Two projects will be considered the same if they: address the same issue areas, address the same priorities, address the same objectives, serve the same target communities and population, utilize the same sites, or use the same program staff and members.

A. Estimated Available Funds and Award Amounts

AmeriCorps expects high demand for continuation funding. The actual level of funding is subject to the availability of funds. In 2023-2024, PennSERVE awarded approximately \$17.5 million in federal funding from the AmeriCorps agency to AmeriCorps programs.

Pending funding availability, AmeriCorps seeks to award successful continuation applications at FY 23 funding levels. AmeriCorps does not expect that available funding will be able to accommodate expansion requests in this FY 24 continuations award process.

Program operating 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 2023, award amounts for operating programs ranged from \$147,291 to \$4,644,000.

B. Project and Award Period

AmeriCorps will award a grant for one year. Additional factors considered in awarding continuation grants include demonstrated capacity to manage the grant, compliance with grant requirements, and agency priorities. PennSERVE and AmeriCorps agency reserve the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

Applicants who are funded may expect grant awards in summer 2024. Most project periods will be from Sept. 1, 2024 – Aug. 31, 2025. The project start date may not occur prior to the date PennSERVE awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

C. Types of Award

Cost Reimbursement Grants (Traditional): These grants 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. These grants require the submission of a budget and financial reports.

For this continuation, the maximum cost per AmeriCorps member service year (MSY) is \$27,000. Applicants may request any AmeriCorps member slot type (full-time, three quarter-time, half-time, reduced half-time, quarter-time, minimum time, abbreviated-time).

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Only current Public Health AmeriCorps grantees, also known as PHA continuation applicants, are eligible. Eligible applicants are those organizations that have current Public Health AmeriCorps awards that will be in program Year 2 or 3 in FY 2024. Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award.

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

Continuation 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.

In addition, under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this RFA.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps 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 decided 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 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 agency funding.

B. Special Requirements for AmeriCorps Programs in Pennsylvania

- Funded programs must be sufficiently staffed to manage the size and scope of the AmeriCorps program. While staffing varies per program, all programs funded by

PennSERVE must include at least one full-time equivalent dedicated to AmeriCorps program management.

- Funded programs are required to include the word “AmeriCorps” in their program name. This should be reflected in the application narrative and in field 11.a of the SF424, “Descriptive Title of Applicant’s Project.”
- AmeriCorps programs may be required to participate in local disaster preparedness planning efforts, including but not limited to emergency management training and management of volunteers. AmeriCorps members may be asked, or offered the opportunity, to participate in disaster services as needed.
- Every AmeriCorps member is required to wear gear that displays the AmeriCorps logo while engaging in service activities as an AmeriCorps member.
- Programs must include funding in the submitted budget to attend PennSERVE required trainings and for members to attend yearly AmeriCorps Week activities.
- Programs are required to use a specific online program management system, as determined by PennSERVE and to include funding in the submitted budget to cover system costs.

IV. APPLICATION SUBMISSION INFORMATION

This RFA should be read together with the [AmeriCorps regulations, Application Instructions, Performance Measure Instructions, and Mandatory Supplemental Information](#) and the AmeriCorps agency’s NOFO. These documents can be found at <https://www.americorps.gov/partner/funding-opportunities>. Full regulations are available online at www.ecfr.gov.

Continuation Funding Information and Requirements

Organizations that have current Public Health AmeriCorps awards that will be in program Year 2 or 3 in FY 2024 are considered continuation applicants.

Continuation applicants must submit an application in order to be eligible to receive funding for the FY 2024 program year. Continuation applicants must follow the requirements for continuation application content as outlined in the Application Instructions below.

AmeriCorps does not expect to consider requests for funding greater than the FY 23 award amount; however, continuation applicants may request more AmeriCorps members than were previously awarded.

Continuation application review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff’s knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

AmeriCorps reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

A. Deadlines and Funding Timeline

See [Table 2](#) for the application and funding timelines.

See [Table 3](#): Required Application Documents for a complete list of required documents and delivery instructions.

Applications are due:

Wednesday, October 18th by 5 p.m.

- Complete application in eGrants web-based grant management system; and,
- Send documents via email to pennserve@pa.gov as listed in Table 3.

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

<u>Table 2: Application/Funding Timeline</u>	
Applications due in eGrants AND emailed documents due	Oct. 18, 2023 by 5 p.m.
PennSERVE Feedback and Clarification Period; revisions may be required	Nov. 2023
PennSERVE’s Submission of AmeriCorps Applications to AmeriCorps agency	Jan. 4, 2024
New Program / New Staff Training (required for new staff/new programs), Harrisburg, PA	Late June 2024
Notification of Funding by AmeriCorps agency; clarifications and/or revisions may be required	July 2024
Starting Strong Training (required for all funded programs), Harrisburg, PA	Early August 2024 (two days)
Grant award issued	September 2024

B. Required Documents

In addition to the application narratives, performance measures, and budget, several additional documents are required. Please see the complete list of required documents in [Table 3](#).

1. Single Audit or Form 990

Any applicant that receives federal funding in the amount of \$750,000 or more in a fiscal year is required to submit their most recent Single Audit to pennserve@pa.gov. An applicant that does not meet the Single Audit threshold must submit their most recent 990.

2. Operational and Financial Management Survey

All applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS). Please submit the OFMS as a Word document to pennserve@pa.gov. Forms submitted as a PDF or any other document format will not be accepted.

3. 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 because of a collective bargaining agreement, from which a recently resigned or discharged employee was removed because of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

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

4. Delinquent on Federal Debt

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

5. Emailed Documents

Documents required to be emailed, as listed in Table 3, should be attached to an email to pennserve@pa.gov with the subject line “(Your Organization’s Name) – Additional Grant Documents.” In the body of the email, please list each document that you have attached. Please note: PennSERVE cannot accept emails with attachments over 5MB.

Table 3: Required Application Documents	
<i>Documents Required</i>	<i>Further Instructions</i>
Complete application in eGrants: <ul style="list-style-type: none"> • Narratives • Logic Model • Performance Measures • Budget 	n/a
Most recent Single Audit or Form 990	Email to pennserve@pa.gov .
Operational and Financial Management Survey and supporting documents	All applicants regardless of funding level are required to submit an Applicant Operational and Financial Management Survey. Complete the online survey here: https://forms.office.com/g/uvn64Tsr57
Labor concurrence (if applicable as required under 45 C.F.R. §2522.100 (c))	Page 14 ; email to pennserve@pa.gov .
Federally approved Indirect Cost Agreement (if applicable)	Appendix F ; submit through eGrants
Delinquent on federal debt explanation (if applicable)	Page 15 email to pennserve@pa.gov .

Continuation Grants: Criteria and eGrants Application Instructions

C. Application Content

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

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system;
- Narratives:
 - Executive summary;
 - Program design;
 - Organizational capability;
 - Cost effectiveness and budget adequacy;
 - Evaluation plan (if applicable);
- Logic model;
- Standard Form 424 Budget;
- Performance measures; and,
- Authorization, assurances, and certification.

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle.

How to Submit Your Continuation Request

- Click Continuation/Renewal on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

D. System Requirements

1. SAM.gov

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 and Unique Entity Identifier until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. **Continuation applicants must use their SAM-registered legal name and physical address on all grant applications to PennSERVE and AmeriCorps agency. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.** Applicants that do not comply with these requirements may become ineligible to receive an award. It is recommended that applicants **finalize a new SAM registration or renew an existing one at least three weeks before the application deadline.** This should allow you time to resolve any issues that may arise. It typically takes seven to ten days to finalize SAM.gov registration. To complete the registration process, you will need to submit detailed information on your organization in various categories relevant to federal procurement and financial transactions:

- General information, such as organization name, EIN, 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). You should review the guide before you begin the registration process.

Continuation applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI. Continuation applications must include an Employer Identification Number. The UEI and Employer Identification Number must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

2. PA Vendor ID

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.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> (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.**

3. eGrants

Applicants will be required to apply through eGrants, the AmeriCorps agency web-based grants management system. It is strongly recommended that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the application due date. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant’s authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account to sign and submit the application. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Contact the National Service Hotline at (800) 942-2677 or via <https://questions.americorps.gov/app/ask> if a problem arises when creating an account or preparing or submitting the application. Be prepared to provide the application ID, organization’s name, and the notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via eGrants. When contacting the National Service Hotline, obtain a ticket number every time.

E. Funding Restrictions

1. Member Living Allowance

The proposed budget must include a living allowance for full-time members between \$18,700 (minimum) and \$37,400 (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 \$18,700 is approximately \$11.00/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.)

Table 4: Minimum and Maximum Living Allowance			
Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$18,700	\$37,400
Three-quarter-time	1,200	n/a	\$26,180
One-year half-time	900	n/a	\$18,700
Reduced half-time	675	n/a	\$14,212
Quarter-time	450	n/a	\$9,724
Minimum-time	300	n/a	\$7,854
Abbreviated-time	100	n/a	\$2,244

Exceptions to the Living Allowance Requirements

Programs existing prior to Sept. 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement but not the maximum requirement.

2. Maximum Cost per Member Service Year (MSY)

The AmeriCorps agency cost per MSY is determined by dividing the AmeriCorps agency share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from the AmeriCorps agency per MSY is determined on an annual basis. One MSY is equivalent to 1,700 service hours, or a full-time AmeriCorps position. **In the 2024-2025 Public Health AmeriCorps competition, the maximum cost per MSY is \$27,000.**

3. 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. A member has up to seven years after their term of service to use the education award. The AmeriCorps agency will provide the updated education award amounts on or about the time of the grant award. Use the [Segal AmeriCorps Education Award](#) webpage for more information.

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

4. Match Requirements

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.

5. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, continuation applicants may either use a Federally approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in [CFR 200.4133](#). States and local governments may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards.

Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in the AmeriCorps agency's web-based management system. See [Appendix E](#). However, under Section 121(d) of the [National and Community Service Act of 1990](#), as amended and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#), no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

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

F. Applicant Info and Application Info

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

G. Narratives – Continuation Applicants

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

The AmeriCorps agency expects that programs will maintain a consistent program design for the duration of the three-year project period; however, the AmeriCorps agency and PennSERVE recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the **Continuation Changes** narrative field as relevant:

- Changes in Operating Sites;
- Significant Changes in Program Scope or Design;
- Changes to Performance Measures;
- Significant Changes to Monitoring Structures or Staffing; or,
- Budget Revisions.

The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants.

Any continuation applicant not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes. The AmeriCorps agency expects that most continuation applications will not be requesting changes.

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) as an attachment to PennSERVE with your additional emailed documents.

H. Logic Model

Continuation applicants do not need to enter content into the Logic Model fields. **Applicants should confirm that the logic model carries over from the previous year’s application before submitting.**

I. Performance Measures

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the current-year Performance Measure Instructions must also revise their measures to conform with the current instructions. To revise your performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures (See [Appendix A](#)). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change in the continuation narrative.

J. Program Information

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

AmeriCorps Funding Priorities

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

Grant Characteristics

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

K. Documents

In addition to the application submitted in eGrants, you are required to provide your labor concurrence (if necessary), a federally approved indirect cost agreement (if applicable), an explanation of federal debt delinquency (if applicable), and other required documents listed in this RFA. After you have submitted the documents to PennSERVE as directed in [Table 4](#), change their status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

L. Budget Instructions

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Please use Section E of the FY 24 Public Health AmeriCorps Notice of Funding Opportunity (PHA NOFO) for important updates regarding the continuation process. Incorporate any required AmeriCorps increases, such as an increase to the member living allowance, into your budget. **Continuation applicants may apply for expansions, but AmeriCorps does not expect to award expansions in FY 24 for Public Health AmeriCorps. Expansions are increases in dollars, MSY, and/or members. Expansion requests may not exceed the \$27,000 cost/MSY.**

Source of Funds

While match is not applicable, if you include match in the budget, you must enter Source of Funds information. 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**. (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.

Unexpended Funds

PennSERVE will provide additional guidance to continuation programs regarding making unexpended funds projections.

M. Funding/Demographics

In the Funding/Demographics Section enter:

- Number of volunteers generated by AmeriCorps members: Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

N. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

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

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

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

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

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

O. Technical Assistance

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all continuation applicants to participate in these sessions. Information for these technical assistance calls is available on the [AmeriCorps' Funding Opportunities website](#).

Resources continuation applicants need to effectively manage their grant award, including eGrants instructions, terms and conditions, individual match waiver, pre-award requirements, financial reporting requirements, and training and technical assistance materials are found on the [Manage Your Grant webpage](#).

V. AWARD ADMINISTRATION INFORMATION

A. Award Notice

PennSERVE will inform applicants if their applications are submitted to the AmeriCorps agency to compete nationally no later than January 5, 2023. The AmeriCorps agency anticipates notifying PennSERVE of funding decisions by July 2024, contingent on timely full year appropriations. PennSERVE will notify applicants at that time. This notification is not authorization to begin grant activities. An awardee may not obligate or expend federal funds until the AmeriCorps agency has issued a grant award and until the start of the project period identified on the approved grant application.

B. Documents that Govern the Grant / National Policy Requirements

These application instructions and RFA incorporate the approved application as part of a binding commitment under the grant, as well as the requirements of applicable sections of the NCSA of 1990 and other applicable statutes. Awards will be subject to the AmeriCorps regulations and grant terms and conditions.

If awarded, the applicant will be required to complete a Commonwealth of Pennsylvania AmeriCorps State Program Subgrantee Application/Agreement. These documents, along with the completed and submitted grant application and the language in the Request for Applications, will serve as a grantee's contract with the commonwealth.

1. Uniform Guidance

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

2. Requests for Monitoring or Payment Integrity Information

The AmeriCorps agency may, from time to time, request documentation from recipients to monitor the award or to comply with other legal requirements, including the [Payment Integrity Information Act of 2019](#). 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.

3. AmeriCorps Terms and Conditions

All awards made under this RFA will be subject to the 2024 AmeriCorps General Terms and Conditions, and the 2024 AmeriCorps Program Specific Terms and Conditions. These terms and conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps agency General and Specific Terms and Conditions for each of its programs is available [on the AmeriCorps Manage Your Grant website](#).

4. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. AmeriCorps encourages grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. 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. The cost of conducting NSCHCs is an allowable expense under the award, and individuals subject to the NSCHC must not be required to cover the cost. All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

Please budget appropriately for full checks on all covered individuals. Grantees are encouraged to utilize the two vendors the AmeriCorps agency has engaged to conduct the required NSCHCs. Information regarding use of these two vendors can be found at https://www.americorps.gov/sites/default/files/document/2022_11_18_NSCHC_Using_AmeriCorps_Approved_Vendors_Fieldprint_Truescreen_OM.pdf. Failure to comply with all NSCHC requirements will 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 award-funded staff and national service participants who are 18 or older at the start of work or service must undergo NSCHCs that include:

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW) through [NSOPW.gov](https://www.nsopw.gov) and:
 - 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;
 - Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

An individual is **not eligible** to serve or work in a position subject to the NSCHC requirements if the individual:

- Refuses to consent to a criminal history check;
- Makes a false statement in connection with a criminal history check;

- Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- Has been convicted of murder, as defined in 18 U.S.C. 1111.

Use 45 [CFR 2540.200–2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

In addition to conducting the checks, 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.

C. Use of Material

To ensure that materials generated with the AmeriCorps agency 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 \(b\)](#)).

D. 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 and/or monitoring 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 PennSERVE and the AmeriCorps agency with high quality performance measure data. At a minimum, grantees should have policies, processes, and practices which address the following five aspects of data quality:

- Data measures what it intends to measure
- Data reported is complete
- Grantee collects data in a consistent manner
- Grantee takes steps to correct data errors
- Grantee actively reviews data for accuracy prior to submission.

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

Appendix A: eGrants Performance Measure Instructions

eGrants Performance Measures Module Instructions

About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to AmeriCorps focus areas and objectives.
- Show MSY and member allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

Home Page

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page. Do not use the back and forward buttons on your internet browser.

Once you have started the module, click "Continue Working" to return to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSY, and member allocations for your application, click the "Edit Objectives/MSYs/Members" button.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives Tab

On the Objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

An expandable list of AmeriCorps focus areas appears on this tab. When you click on a focus area, a list of objectives appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the Performance Measure Instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that members and/or volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

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

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

MSYs/Members Tab

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. You must allocate 100% of your program's MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 MSYs for that objective.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.

In the members column, enter the number of members you will assign to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member performs service in both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for the total number of members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps member development rather than beneficiary impact, enter 0 members for that objective.

To ensure that information is entered accurately, please refer to additional instructions in Appendix A of the Performance Measure Instructions on calculating and entering MSY and member allocations.

Performance Measure Tab

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

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

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

Provide a short, descriptive title for your performance measure.

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

Select the intervention(s) to be delivered by members and/or member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention. Do not add an applicant-determined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant-determined outputs for the performance measure by clicking "Add User Output." (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

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

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

Enter the number of MSYs and members your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure. Since programs

are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not.

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

Data Collection Tab

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

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

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the "Add new method" button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how you will administer the instrument, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

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

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percentages or member service hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select "other"
- Instrument Description: Enter "NA"
- Target: Enter "1"
- Unit of Measure: Enter "NA"

After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measure tab. If you wish to create another

performance measure, repeat the process. If you would like to continue to the next step of the module, click "Next."

Summary Tab

The Summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click "Print PDF for all Performance Measures."

To print one performance measure, expand the measure and click "Print This Measure."

Click "Edit Performance Measure" to return to the Performance Measure tab.

Click "Edit Data Collection" to return to the Data Collection tab.

Click "Validate Performance Measures" to validate this module prior to submitting your application. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission.

Appendix B: Public Health AmeriCorps Performance Measures

Each applicant is required to select at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary service activity. Each applicant must choose from the following National Performance Measures:

Focus Area	Objective	Selection Rules		Interventions
		Outputs	Outcomes	
Healthy Futures	Access to Care	H4A: Number of individuals served	<p>H17: Number of individuals with increased health knowledge</p> <p>H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health</p> <p>H19: Number of individuals with improved health</p> <p>H20: Number of individuals with improved access to medical care</p>	<p>Outreach</p> <p>Education/Training</p> <p>Referrals</p> <p>Medical Services</p> <p>Counseling/Coaching</p> <p>Opioid/Drug Intervention/Harm Reduction</p> <p>Navigation of Services</p> <p>COVID Response/COVID Recovery</p>
Capacity Building	Capacity Building & Leverage	G3-3.4: Number of organizations that received capacity building services	<p>G3-3.10A: Number of organizations that increase their efficiency, effectiveness, and/or program reach*</p> <p>* Each applicant must describe in detail how it will measure the organizational effectiveness, efficiency, or program scale/reach in meeting the public health needs of the community in the Described Instrument section.</p>	<p>Disaster Preparation</p> <p>Disaster Response</p> <p>Disaster Recovery</p> <p>Disaster Mitigation</p>

Appendix C: Budget Instructions

For the purposes of the budget, “CNCS Share” is the federal AmeriCorps Agency share.

Please include complete calculations in all line items. Note that these instructions include Grantee Share/match; this is not required but may be used. If Grantee Share is included in the budget, and the applicant is selected for funding, the applicant will be required to report on both CNCS and Grantee expenditures.

Section I. Program Operating Costs

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

A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of FTE devoted to this award. Each staff person’s role must be described in the application narrative and each 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 to be covered 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 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, daily per diem, and similar supporting information. Reimbursement should not exceed the [federal mileage rate](#). Only domestic travel is allowable.

Include costs for at least one staff person to attend two required trainings during the 2024-2025 program year: one two-day training and one single-day training. Assume trainings will be held in Harrisburg, PA. Include costs for applicable travel, meals, and lodging.

Include costs for at least one staff member to attend the National Service Regional Training Conference. The 2024 conference will be held in Minneapolis, Minnesota. Include costs for applicable travel, meals, and lodging

Please itemize costs. For example: Two staff will attend the National Conference on Volunteering and Service. 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 in Harrisburg, PA, 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 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 daily – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense for program operating grants. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps 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 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 costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section G and H below. There is not a maximum daily rate. Program operating grant applicants must include costs for the OnCorps member management system. As of the writing of this RFA, the 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. This cost is subject to change.

Continuation and recompetete programs with PennSERVE approval to use a separate timekeeping system (e.g., Professional Corps programs with approval) should budget \$300 to cover financial and progress reporting for the year. This cost is subject to change.

G. 1. Staff Training

Include registration costs for at least one staff member to attend the National Service 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.

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 (federal or non-federal share). 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 for how you will cover the costs.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet, and similar expenses that are specifically used for AmeriCorps 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. Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures.

Section II. Member Costs

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

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share column in the budget and the grantee share column in the budget (match). Please do not select the 2-Year Half Time (1st Year) and 2-Year Half Time (2nd Year) slot types.

In eGrants, 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.

Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$18,700	\$37,400
Three-Quarter-time	1,200	n/a	\$26,180
One-year half-time	900	n/a	\$18,700
Reduced half-time	675	n/a	\$14,212
Quarter-time	450	n/a	\$9,724
Minimum-time	300	n/a	\$7,854
Abbreviated-time	100	n/a	\$2,244

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 CNCS 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 for AmeriCorps members. Successful applicants are required to pay workers’ 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 for health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage. AmeriCorps will not pay for 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.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include 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.

Options for Calculating Administrative/Indirect Costs (choose either A, B Or C)

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method or 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.. Please see the [AmeriCorps eGrants Indirect Cost Rate \(IDCR\) User Instructions](#).

A. CNCS-Fixed Percentage Method

Five/Ten Percent Fixed Administrative Costs Option

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.”

PennSERVE is not electing to retain a share of the federal funds available to programs for administrative costs in 2024 – 2025. 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.

B. Federally Approved Indirect Cost Rate

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5 percent 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 rate (IDC). 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 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.
3. To determine the grantee share: Subtract the amount calculated in Step 2 (the CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

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: [Base Amount (\$000,000) - <\$CNCS Share>] = \$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

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 percent of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) under Indirect (F&A) costs and Definitions. If you elect to use this option, you must use it consistently across all federal awards.

1. Determine the base amount of direct costs to which you will apply the de minimis rate, including both the CNCS and Grantee shares. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Once you determine the base, multiply the appropriate costs by 0.10. This will determine the total amount of costs allowable in this section.

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/administrative costs.

If a Commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for indirect/administrative costs

Source of Funds

While match is not applicable, if you include match in the budget, you must enter Source of Funds information. In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of any additional revenue to support the program (if applicable). 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.

Please complete the Source of Funds Section following this example:

Section	Description	Amount	Type	Source
Source of Funds	Do Good Foundation – secured	350,000	Cash	Private
Source of Funds	School District – secured	12,000	In-Kind	State/Local
Source of Funds	Kids R Great Foundation - proposed	175,250	Cash	Private
Total Source of Funds		537,250		

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.

APPENDIX D: 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 project? 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 Training Conference?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
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?

In Compliance?	Section I. Program Operating Costs
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 using funds other than CNCS grant funds.
Yes ___ No ___	You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo?
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 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 in the CNCS share for criminal history checks of each member and grant-funded staff that are in covered positions per 45 C.F.R. 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?

In Compliance?	Section II. Member Costs
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. Note: Programs in existence prior to Sept. 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.
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)? 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 their own.
Yes ___ No ___	Unemployment insurance is not budgeted?

In Compliance?	Section III. Administrative/Indirect Costs
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 maximum grantee share does not exceed the federally approved indirect cost rate, less the 5 percent CNCS share?
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 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?

Appendix E: eGrants Budget Worksheet

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

D. Equipment

Item/Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share

Totals			
--------	--	--	--

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full-time (1700 hrs.)						
Three quarter-time (1200 hrs.)						
Half-time (900 hrs.)						
Reduced Half-time (675 hrs.)						
Quarter-time (450 hrs.)						
Minimum-time (300 hrs.)						
Abbreviated-time (100 hrs.)						
Totals						

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

Section III. Administrative/Indirect Costs

A. Corporation-fixed Percentage Rate

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

B. Federally Approved Indirect Cost Rate or *De Minimis* Rate of 10% of Modified Total Direct

Costs

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

Appendix F: eGrants Indirect Cost Rate User Instructions

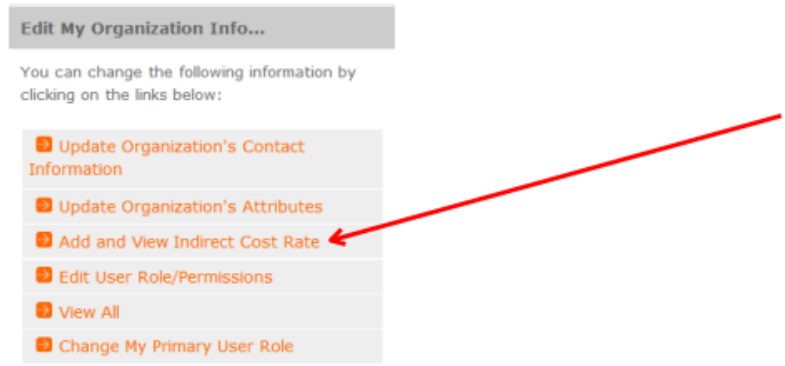
eGrants Indirect Cost Rate (IDCR) User Instructions

eGrants contains a feature that allows users to input Indirect Cost Rate information into their eGrants account. Recipients that will be claiming or budgeting for indirect costs on AmeriCorps awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See [45 CFR Section §§ 2521.95](#) and [2540.110](#)).

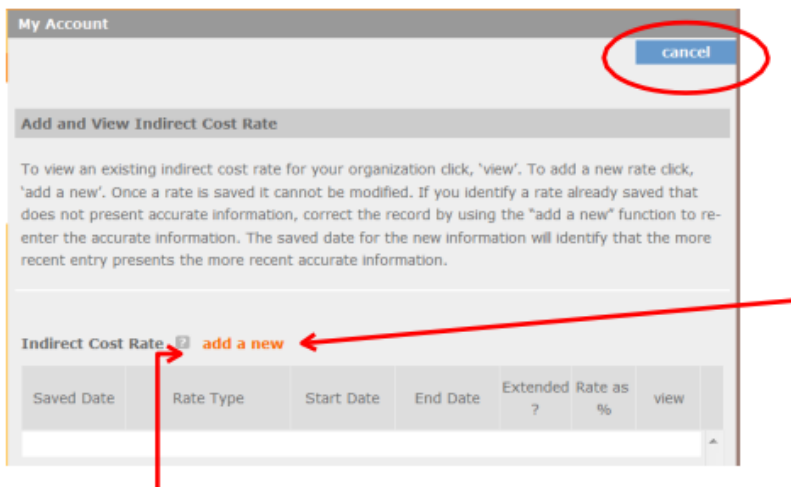
Once a rate is entered and saved in eGrants, it cannot be edited. If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

Entry for the IDCR screen can be accessed using the following steps:

- 1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **MyAccount**
- 2) From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**



- 3) From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.



Field by field instructions can be found by clicking the question mark “?” located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up.

The screenshot shows the 'Indirect Cost Rate Record' form in the eGRANTS system. The form is titled 'Indirect Cost Rate Record' and includes a 'cancel' and 'save & close' button at the top right. Below the title, there is a brief instruction: 'Enter an indirect cost rate record by completing the fields shown below. Use the RoboHelp "?" button for field by field instructions.' The form fields are as follows:

- Do you have Indirect Cost Rate to record? (Please Select dropdown)
- Rate Type: (Please Select dropdown)
- Issuing Agency: (Please Select dropdown)
- Acceptance Date: (mm/dd/yyyy date field)
- Effective From: (mm/dd/yyyy date field)
- Effective To: (mm/dd/yyyy date field) with a 'No Expiration' checkbox
- Extended?: (Please Select dropdown)
- Rate Status: (Please Select dropdown)
- Rate Percent: (text input with a '%' sign)
- Rate Base: (text input)
- Treatment of Fringe Benefits: (text input)
- Treatment of Paid Absences: (text input)

At the bottom of the form, there are 'cancel' and 'save & close' buttons.

- 4) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **No** is selected, users cannot go any further and nothing will be recorded. If **Yes** is selected, users can continue. If your organization will be claiming or budgeting with a current, approved indirect cost rate on any AmeriCorps awards, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or until it expires. Applicants will have an opportunity to identify, in applications, if they will be using a lesser percentage of an approved rate, if you so choose.
- 5) **Rate Type** - If your rate type is not one of the following options, contact your Portfolio Manager or Competition contact person from the applicable Notice for guidance:
 - Federally Negotiated** – Select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding (see Uniform Guidance Appendices III, IV, V, and VII);
 - State Negotiated** – Select if your rate has been negotiated by a state agency or other pass-through entity; or
 - 10% of MTDC** – select if your organization qualifies for and elects to use the 10% de minimis rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they do not have a current federally negotiated rate (including a provisional rate). State entities must also not receive more than \$35 million in direct federal funding to be eligible for this rate.

Rates must be used consistently across ALL federal awards.

- 6) **Issuing Agency.** Respond by selecting the federal agency who approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**.

Identify federal agencies using the drop-down list. If your rate is approved by a federal agency other than the ones listed, notify your Portfolio Manager or Competition contact person from the applicable Notice. Other federal agencies may be added as needed.

- 7) **Acceptance Date.** Enter a valid date.

The acceptance date is usually identified when the rate was signed by the issuing state or federal agency.

- 8) **Rate Status.** Select one of the following options: **Final, Provisional, Predetermined, Fixed, Other, or Other – 10%.**

Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here, select **Other** and notify your Portfolio Manager or Competition contact person from the applicable Notice. Additional rate status options may be added as needed.

- 9) **Effective From.** Enter a valid date.

The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

- 10) **Effective To.** Enter a valid date.

The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

- 11) **No Expiration.** Check or leave unchecked.

If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box. Otherwise, leave this box unchecked.

- 12) **Extended?** Respond Yes or No.

If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the Uniform Guidance, respond **Yes**. If it is not an extended rate effective to date, respond **No**.

- 13) **Rate Base.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary", and record the most important content.

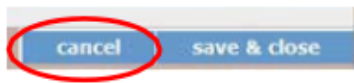
14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary", and record the most important content.

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary", and record the most important content.

16) When you have completed all of the above entries, click the "save & close" button at the bottom of the page.



- If you would like to cancel your entry, click the "cancel" button and the entry will be cancelled. All entry information will be lost, and no entry will be shown.
- **Once a rate is saved it cannot be modified.**
- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

17) **Order of Rates** - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and AmeriCorps with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, and audits.

If you have any questions or concerns, please contact your Portfolio Manager or Competition contact person from the applicable Notice.