Massachusetts State AmeriCorps

AmeriCorps Planning Grant Funding Opportunity

PROGRAM YEAR 2024 - 2025

INTENT TO APPLY DUE: March 1, 2024
APPLICATION DUE: March 13, 2024

Massachusetts Service Alliance
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THE MASSACHUSETTS SERVICE ALLIANCE

The Massachusetts Service Alliance (MSA) expands volunteerism and service in Massachusetts by providing individuals and organizations with funding, training, and support, which enables them to strengthen communities and make our Commonwealth a better place to live. We are a dedicated partner of Massachusetts community-based organizations of all scopes and sizes, providing tailored resources and support for them to better leverage volunteers and service members to meet their mission. Through our direct support, organizations strengthen their capacity and are better positioned to expand their impact in Massachusetts communities, serving more and doing more. For over 30 years we have had a proven track record of bringing volunteerism and service resources to organizations from Pittsfield to New Bedford and Springfield to Lowell. We believe in the power of volunteerism and service to improve the quality of life of all residents of the Commonwealth. We seek to understand and address the changing needs of Massachusetts and allocate resources to the strongest and most inclusive, equitable and just and are committed to allocating resources with inclusivity, equity, and justice at front mind.

AMERICORPS IN MASSACHUSETTS

AmeriCorps is a federal program overseen by the AmeriCorps Agency (formerly known as the Corporation for National and Community Service or CNCS). For over twenty-five years AmeriCorps has mobilized a new generation of engaged citizens. This year, more than 3,500 individuals of all ages and backgrounds will serve through an AmeriCorps program in the Commonwealth. They will help hundreds of community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, disaster preparedness, and other critical areas.

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

AMERICORPS FOCUS AREAS

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress’ intent and to maximize the impact of investment in national service, and to achieve the goals laid out in the Agency's Strategic Plan (2022-2026) AmeriCorps has the following focus areas:

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

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

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

**Environmental Stewardship.** Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

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

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

AmeriCorps’ priorities for this funding opportunity are:
- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities;
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities;
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military and veteran families, caregivers, and survivors;
- Faith-based organizations;
- Programs that provide additional benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
• Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
• Environmental Stewardship, including 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;
• Community-based programs that enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
• Programs that support civic bridgebuilding programs and projects to reduce polarization and community divisions; and providing training in civic bridgebuilding skills and techniques to AmeriCorps members;
• Programs focused on implementing or expanding access to high-quality early learning and those that prepare AmeriCorps members to enter early learning careers.

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

**AmeriCorps National Performance Measures**
The AmeriCorps Agency has implemented national performances measures in order to better demonstrate impact in the focus areas described above. Programs are not required to fall into the above focus areas.

**Performance Measure Resources and Instructions:** [https://bit.ly/24-25PMs](https://bit.ly/24-25PMs)

**MSA FOCUS AREAS**

MSA is interested in the development of programs that provide effective solutions to address community needs, offer meaningful AmeriCorps member experiences, generate community volunteers, and demonstrate significant community impact. MSA is also committed to maintaining geographic, demographic, and programmatic diversity within the AmeriCorps portfolio. More information about the AmeriCorps programs that MSA funds can be found on the MSA website: [https://www.mass-service.org/programs/americorps](https://www.mass-service.org/programs/americorps). In addition, MSA will prioritize investment in organizations that plan to articulate a clear career pathway for AmeriCorps members connected to the service experience and training provided by the program.

MSA’s priority for this grant competition is:

**Climate Change:** Member activities will focus on empowering Massachusetts residents to take meaningful action to protect their homes, health and communities against the impacts of climate change. Members will facilitate community engagement and implement climate projects through a range of service activities such as volunteer recruitment, climate action, climate education, and climate assessment.

**PROGRAM REQUIREMENTS**

**Eligible Applicants**
The following entities are eligible to apply for, implement, and operate an AmeriCorps program in Massachusetts: a nonprofit organization; an institution of higher education; a state agency; a community or faith-based organization; a subdivision of the state including cities, counties, and municipalities; or a partnership of any of the above entities.
All MSA-funded AmeriCorps programs must operate solely in Massachusetts, and all member service activities must take place in-state. Organizations interested in planning and operating a program that operates across multiple states are not eligible for these funds.

**Planning Grant Description**

MSA administers two types of AmeriCorps grants: Planning Grants and Operating Grants. Planning Grants provide funds to develop an AmeriCorps program; Operating Grants fund programs with AmeriCorps members in service.

MSA will award planning grant funds under this initiative to nonprofit organizations, cities, towns, states, faith-based or any partnership thereof that does not currently receive AmeriCorps State funding from MSA, to support the development of new AmeriCorps program in Massachusetts. Organizations that receive funding will be required to actively engage with MSA for the duration of the planning grant to develop a program model and AmeriCorps operating grant application, including a budget. Additionally, the grantee will be required to identify one point-person for the project.

Grantees who successfully complete their planning grant process will be better prepared to apply for an operating grant as well as administer an AmeriCorps program, once funded. The final deliverable of the one-year planning grant funding would be submission of an application for an AmeriCorps operating grant during the planning grant period and setting up internal systems to administer an AmeriCorps operating program.

**Grant Size**

MSA will consider grant requests of up to $100,000; however, awarded grants will likely range between $50,000 - $60,000. The matching requirement for the planning grant is set at 24%. Match may be cash and/or in-kind.

Based on the experiences of those planning grantees that make a successful transition to operating an AmeriCorps program, we strongly encourage planning grant applicants to include the following costs in their proposed budget:

- **Staffing:** A key indicator has been providing sufficient staff capacity for the planning process. MSA encourages organizations to include the cost for a staff person who will be the primary contact during the entire planning grant period and will ideally transition to a full-time program director role, if the program is selected for AmeriCorps funding. Because of this, MSA strongly encourages planning grant applicants to dedicate the equivalent of 0.25 - 0.5 full-time equivalent (FTE) to this work for the duration of the planning grant. At a minimum, MSA expects the organization to hire a full-time program director to manage the AmeriCorps program before the end of the planning grant period.

- **Member timekeeping:** MSA strongly encourages applicants to include at least $5,000 for the startup costs for a member timekeeping system.

- **Program-related consulting:** MSA also encourages applicants to include at least $6,000 to cover the costs for a recruitment consultant to assist the program in developing a detailed outreach and recruitment strategy.
Grant Period
AmeriCorps planning grant funding is provided as a 12-month grant, awarded in two six-month periods. One-half of the funds will be made available during the first six-month period, and once certain milestones have been met (or sufficient progress has been met on them), the remaining funds will be made available.

Reporting Requirements
AmeriCorps planning grant recipients must complete a closeout of the grant, including a narrative report and a final financial report. In addition, to access grant funds, organizations must submit a quarterly reimbursement request and provide sufficient documentation of expenses on the grant, including match, in a manner directed by MSA.

Unique Entity Identifier and System for Award Management System (SAM)
In order to be eligible for an AmeriCorps grant, organizations must have a Unique Entity Identifier, an identifying number generated by the System for Award Management (SAM), and maintain an active registration in SAM.gov throughout the three-year grant period. SAM registration must be renewed annually. Applicants must use their SAM-registered legal name and physical address on all grant applications to the AmeriCorps Agency. The legal applicant's name and physical address in eGrants must match exactly the applicant’s SAM-registered information.

MSA advises organizations that are considering applying for an AmeriCorps grant – including a planning grant – to begin the process of obtaining a Unique Entity Identifier (UEI) in SAM.gov as soon as possible, as the process can sometimes take weeks or even months to complete. A UEI is not required upon submission of your application, but, if selected for funding, you will not be eligible to receive an award or start your program until a UEI is obtained.

If an organization already has an active SAM.gov registration, then a UEI has already been assigned. To learn more about SAM.gov, including how to register or find your UEI, see: https://sam.gov/content/entity-registration.

Please note that a UEI does not replace an Employer Identification Number.

Planning Grant Expectations
MSA partners with planning grantees to design and implement a new AmeriCorps State program. The chart below details key responsibilities in the program management structure:

<table>
<thead>
<tr>
<th>PHASES OF THE PLANNING GRANT PROCESS</th>
<th>PLANNING GRANTEE</th>
<th>MSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE I: Overview of AmeriCorps Fundamentals Approximate Length of Time: 1 – 2 months</td>
<td>• At least one organization representative must attend 5 live, virtual sessions or review the recording if necessary</td>
<td>• Present 5 sessions over the period of 1 – 2 months • Address any questions from grantees • Meet with grantee 1:1 if requested</td>
</tr>
</tbody>
</table>
| Program Design and Application Writing | • At least one organization representative must attend 6-7 live, virtual sessions or review the recording if necessary.  
  • Complete at least 5 worksheets corresponding with session topics  
  • Draft a full application narrative, performance measures, and budget  
  • Submit at least 2 - 3 drafts of each of the items noted above to MSA staff for review and feedback  
  • Meet 1:1 on a regular basis with MSA Staff Members and consultants to discuss proposed program design, application, and feedback on application drafts | • Present 6-7 sessions over the period of 3-4 months  
  • Review and provide feedback on at least 5 worksheets that correspond with session topics  
  • Review and provide feedback on at least 2 - 3 drafts of an application narrative, performance measures, and budget  
  • Contract with evaluation consultant to provide 1:1 support for programs  
  • Meet 1:1 on a regular basis with planning grantee organization representative(s) to discuss program design, application, and feedback on application drafts  
  • Address any questions from grantees |
| PHASE II: Program Implementation | • At least one organization representative must participate in a minimum of 10 virtual sessions  
  • Draft a member and staff position description, calendar, contract, handbook, and member and host site recruitment strategy  
  • Submit at least 1-2 drafts of each of the items noted above to MSA staff for review and feedback  
  • Meet 1:1 on a regular basis with MSA Staff Members and consultants to discuss program implementation documents and processes | • Prepare and/or present a minimum 10 sessions over the period of 3-4 months  
  • Review and provide feedback on at least 1 - 2 drafts of a member and staff position description, calendar, contract, handbook, and member and host site recruitment strategy  
  • Contract with recruitment consultant to provide 1:1 support for programs  
  • Meet 1:1 on a regular basis with planning grantee organization representative(s) to discuss program implementation documents and processes  
  • Address any questions from grantees |
| On-going: Fiscal and Grant Compliance | • Submit quarterly reimbursement requests  
  • Submit hourly timekeeping records for any staff member(s) paid by the planning grant  
  • Complete final progress report  
  • Submit financial close-out documents | • Review, process, and pay quarterly reimbursement requests  
  • Review hourly timekeeping records for any staff member(s) paid by the planning grant  
  • Submit final progress report to the AmeriCorps Agency |
Planning Grant Process

MSA suggests that applicants take the CFR Federal Regulations and Terms and Conditions into consideration when developing the program design and preparing the application. These documents are available at the links below: Click [https://bit.ly/3i7aLz3](https://bit.ly/3i7aLz3) for AmeriCorps Regulations Click [https://bit.ly/24ACTC](https://bit.ly/24ACTC) for AmeriCorps Terms and Conditions.

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

1. Submitting an Application - The purpose of the application is to allow applicants the opportunity to present their ideas for a proposed program, its potential community impact, and their organizational capacity to carry out a planning process to develop an AmeriCorps program.

2. MSA Community, Staff, and Board Reviews

3. Invitation to submit a planning grant application, which includes:
   - Editing and clarifying program details for AmeriCorps compliance.
   - Entering the application into eGrants, the electronic grants management system used by AmeriCorps.

4. Technical assistance is provided by MSA staff during this portion of the process to clarify the application and assist organizations with the use of eGrants.

5. MSA Board Review of Planning Grant Applications for Funding & submission to AmeriCorps for grant award

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

Please note:

1. Submission of an application does not guarantee submission to AmeriCorps for funding.

2. Funding for this grant is contingent on appropriation of funding from the Massachusetts State Legislature and the AmeriCorps Agency.

Timelines

Applications for Round II are due to MSA on **March 13, 2024, by 12:00 P.M. EST.** The review process is as follows (some dates are still to be determined):

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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</thead>
<tbody>
<tr>
<td>The Week of February 5, 2024</td>
<td>AmeriCorps Planning Grant application RFP Released</td>
</tr>
<tr>
<td>February 27, 2024</td>
<td>Technical Assistance Webinar at 1:00 PM EST. Register here: <a href="https://us02web.zoom.us/meeting/register/tZUufuyqjgtHNTLP9c-AVMNQSB1OyhZrrDy">https://us02web.zoom.us/meeting/register/tZUufuyqjgtHNTLP9c-AVMNQSB1OyhZrrDy</a></td>
</tr>
<tr>
<td>March 1, 2024</td>
<td>Online Intent to Apply Due (optional, strongly encouraged)</td>
</tr>
</tbody>
</table>
March 13, 2024

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Apply</td>
<td>Submission of Planning Grant Application due to MSA by <strong>12:00 P.M. EST.</strong></td>
</tr>
<tr>
<td>Planning Grant Application: <a href="https://www.tfaforms.com/4607074">https://www.tfaforms.com/4607074</a></td>
<td></td>
</tr>
<tr>
<td>Late March/Early April</td>
<td>Community/Staff Review of all applications</td>
</tr>
<tr>
<td>Week of April 8-12</td>
<td>Clarification conversations with applicants</td>
</tr>
<tr>
<td>Late April/Early May</td>
<td>Notification of Status</td>
</tr>
<tr>
<td>Week of May 13-17</td>
<td>Applications entered in to eGrants</td>
</tr>
<tr>
<td>Early August</td>
<td>MSA issues grant agreements and grant period starts</td>
</tr>
</tbody>
</table>

Following the 2024-25 planning grant submissions, MSA will generally accept AmeriCorps Planning Grant applications on a similar timeline annually. Please visit the Partner with AmeriCorps page ([https://www.mass-service.org/for-organizations/americorps](https://www.mass-service.org/for-organizations/americorps)) of MSA’s website for updates and a schedule of these deadlines.

**Technical Assistance**

Applicants are encouraged to attend the technical assistance session on **Tuesday, February 27, 2024, at 1:00 PM EST** before preparing their application. Click here to register: [https://us02web.zoom.us/meeting/register/tZUufuyqijqtHNTLP9c-AVMNOS8I0YhZrrDy](https://us02web.zoom.us/meeting/register/tZUufuyqijqtHNTLP9c-AVMNOS8I0YhZrrDy)

The recording of this session will be posted on MSA’s website following the session. Organizations may also reach out to MSA staff with questions regarding their application.

Operating Grant Requirements that planning grantees should be aware of when designing their program include the following:

1. The AmeriCorps Agency requires that AmeriCorps programs receiving over $500,000 conduct an independent evaluation of their program. All other AmeriCorps programs must conduct an internal evaluation. First-time applicants need to provide only data collection plan and all recompeting programs are required to provide the full evaluation plan.

2. For organizations that are proposing a tutoring program, AmeriCorps Regulations define the minimum requirements that a member must meet in order to qualify as a tutor. See 45 C.F.R. §§2522.900-2522.930 for more information.

3. Under the Serve America Act, State Competitive and National Direct applicants are considered in the same review process. Therefore, organizations applying for both state and national direct funding must demonstrate that the two applications are not supporting the same project.
   a) Two projects to be the same if AmeriCorps cannot identify a meaningful difference between the two projects based on a comparison of the following characteristics, among others:
   i) The objectives and priorities of the projects;
   ii) The nature of the services provided;
   iii) The program staff, participants, and volunteers involved;
   iv) The geographic locations in which the services are provided;
   v) The populations served; and
   vi) The proposed community partnerships.

4. **MSA requires that all operational AmeriCorps programs have a minimum of 10 member service years (MSYs).**

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

<table>
<thead>
<tr>
<th></th>
<th>Years 1-3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Overall Share</strong></td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Minimum Overall Share (Alternative)</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>29%</td>
<td>31%</td>
<td>33%</td>
<td>35%</td>
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MSA has the ability to further define these characteristics to ensure diversity among AmeriCorps programs in Massachusetts.

**AMERICORPS PLANNING GRANT APPLICATION INSTRUCTIONS**

**General Submission Information for the Planning Grant Application**

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

**Online Application**

1. Executive Summary
2. Program Narrative (character limits by section)
3. Uploaded: Budget
4. Uploaded: Authorization, Assurances and Certifications
5. Additional Required Information:
   a. Uploaded: Organizational Chart
   b. Uploaded: Most recent audit (Single Audit, if applicable)
   c. Uploaded: Proof of eligibility
      i. 501(c)3 letter or MA Certificate of Tax Exemption (ST-2 or ST-5) (if your organization does not have 501(c)3 status)

**Submission Requirements**

The application must be submitted via MSA’s online application, available by clicking [https://www.tfaforms.com/4607074](https://www.tfaforms.com/4607074). The application narrative cannot exceed the character limits in each section. The proposal must follow the order outlined in the instructions.

Applications must be received by MSA by 12:00 P.M. EST on March 13, 2024, via MSA’s online application. **Submission through other means is not acceptable.** MSA reserves the right to waive this requirement if an applicant can demonstrate extenuating circumstances.
Note:
• Any application that fails to meet all Planning Grant submission requirements will not be reviewed.
• Please do not submit supplemental materials such as brochures, newsletters, etc. These materials will not be reviewed.

Selection Criteria
The grant review process includes the following steps:
1. Determining whether your application complies with the requirements, such as submission deadlines and eligibility requirements,
2. Scoring your proposal against the basic selection criteria articulated in the AmeriCorps Regulations, and
3. Ensuring innovation and geographic, demographic, and programmatic diversity across the Massachusetts AmeriCorps State portfolio.

<table>
<thead>
<tr>
<th>MSA Selection Criteria Categories</th>
<th>Respective Weights for Planning Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale and Approach</td>
<td>60%</td>
</tr>
<tr>
<td>Organizational Capability</td>
<td>30%</td>
</tr>
<tr>
<td>Budget</td>
<td>10%</td>
</tr>
</tbody>
</table>

Planning Grant Application Instructions

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

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

I. Program Narrative
Please adhere to character limits of each section. Each application must clearly describe a plan for developing a project that will effectively deploy AmeriCorps members to solve a significant community problem by answering the following required questions. Please note that the Organizational Capability section includes some optional questions. These optional questions are not scored during the application review process but are instead used by MSA staff to develop a technical assistance plan to support selected planning grantees.
A. Rationale and Approach – 60% (10,000 character limit)
1. Briefly describe the community need including:
   a. Describe the community need you intend to address with your AmeriCorps program. Avoid generalizations and wherever possible, cite recent (within the past 6 years) data that illustrates the scope and urgency of the need you describe.
   b. Where would your AmeriCorps members serve? This may be one or more counties, municipalities, neighborhoods, as well as specific organizations where they will be based (refer to such places as host sites).
   c. Include any specific populations impacted. Be sure to describe the intended direct recipients of the program, including relevant details such as age, grades in school demographics, if that is different from the general community population being served. If relevant, include a description of how current or historic marginalization has impacted the problem.
2. Briefly explain anticipated member activities including:
   a. Describe the proposed role(s) of the AmeriCorps members. What services would they provide?
   b. How would the AmeriCorps Members’ service benefit the places where members serve?
   c. Why is an AmeriCorps intervention the best solution to address the stated community need(s)?
3. Describe how the planning period will be used to engage community members and organizations, future stakeholders, and potential partners in the planning grant process.

B. Organizational Capability – 30% (8,500 character limit)
1. Using the Planning Grant Expectations Table above, provide a detailed plan for how your organization is going to staff the planning activities. List the staff and/or consultants who will participate in the planning process and what their roles will be. Note if any of the staff and/or consultants have prior experience with national service (this is not a requirement for receiving an AmeriCorps Planning Grant).
2. Discuss the organization’s current staffing and management structure. How will that structure adapt to support the planning and eventual launch of the proposed AmeriCorps program.
3. Describe the applicant’s prior experience in the proposed area of programming and in the community that the proposed program would serve.
4. Detail the applicant’s prior experience managing federal, state, local, and/or private foundation grants.
5. Provide an overview to demonstrate how your organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, and measures to prevent timekeeping fraud, etc.

II. Budget – 10%
A. MSA will evaluate your budget based on the following:
   1) Your proposed costs align with the activities described in the narrative.
   2) You show how you calculated each budget item.
   3) You include MSA required costs, which are listed in the Budget Instructions.
   4) You request no more than $100,000.
   5) You include at least a 24% match.
   6) If indirect costs are claimed, calculations are accurate.
B. Follow the instructions in Appendix A to prepare your budget request using the
budget worksheet provided. As you prepare your budget, please consider the following:

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

Your proposed budget should only reflect costs associated with the one-year planning process and should be sufficient to allow you to perform the tasks described in your proposal narrative.

### Relevant Regulations by Organization/Agency Type

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

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

### III. Authorization, Assurances, and Certifications

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

### IV. Additional Required Documentation

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

- Organizational Chart
- Most recent Audit (Single Audit, if applicable)
- 501(c)3 determination letter (or ST-2 or ST-5 if you do not have 501(c)3 status)
APPENDICES

APPENDIX A: Planning Budget Instructions

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

How to Begin
Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, e.g., One staff person, two trips, ~60 miles round trip, $0.655/mi = $75 or Salary $60,000 @ 20% devoted to program = $12,000.

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

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

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

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

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

A. Personnel Expense
Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

B. Personnel Fringe Benefits
Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health/Dental/Vision Insurance, and Life Insurance. 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 total fringe benefits are over 30% of salaries, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but should be absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff Travel
Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate (https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

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

C. 2. Member Travel
Not applicable for planning grants; leave blank.
D. Equipment
Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 or more per unit (including accessories, attachments, and modifications). You should enter any items that do not meet this definition in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS (AmeriCorps) funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies
Include the amount of funds to purchase consumable supplies and materials. You must individually list any single item costing $1,000 or more.

F. Contractual and Consultant Services
Include costs for consultants related to the project’s operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Indicate daily rates of consultants, where applicable. There is not a maximum daily rate.

MSA strongly encourages applicants to include at least $6,000 to hire a recruitment consultant to assist the program in developing a detailed outreach and recruitment strategy.

G. 1. Staff Training
Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

G. 2. Member Training
Not applicable for planning grants; leave blank.

H. Evaluation
Include costs for project evaluation activities including additional staff time or subcontracts you did not budget under Section I. A. (Personnel Expenses), use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. Indicate daily rates of consultants, where applicable.

Note: MSA will provide technical assistance for the evaluation components (theory of change, logic model, evidence base, and performance measures) of your operating grant application, therefore evaluation consultant costs would only be needed if the applicant needs support for other evaluation activities during the planning grant process.

I. Other Operating Costs
Allowable costs in this budget category should include (when applicable):

- Office space rental if this cost is not part of the organization’s indirect cost allocation pool. 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, postage, copying, and similar expenses that are specifically used for the AmeriCorps planning grant, and are not part of the organization's indirect 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.

- Please include $300 for the cost of OnCorps for the purpose of financial reporting to MSA.

- Please budget a line item called “State Commission & Partnership Fee” with the following calculation: Total CNCS award * 1.9% (this covers a policy change from previous years in which MSA collected 2% of costs incurred by each sub-grantee as an administrative fee).

- AmeriCorps planning grantees are exempted from National Service Criminal History Check (NSCHC) requirements, so applicants are not required to budget funds in this category; however, organizations may wish to budget some funding in this category to cover the cost of NSCHCs for any staff on the planning grant who will eventually be involved in operating the AmeriCorps program developed as a result of the planning grant. MSA recommends budgeting $36.25 per staff check. For reference, the following rules must be followed when an organization transitions to an operational grant to run an AmeriCorps program:
  - Criminal history checks are required for all members and all employees who receive payment from the grant (federal or non-federal share, in-kind included). The AmeriCorps-approved vendor, Truescreen, will be required to perform state check(s), a National Sex Offender Registry check, and an FBI check.

- MSA strongly encourages applicants to include $5,000 for the startup costs for a member timekeeping system.

Budget Section II. Member Costs
Not applicable for planning grants; leave this section blank.

Budget Section III. Administrative/Indirect Costs

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

2. Options for Calculating Administrative/Indirect Costs
Applicants choose one of three methods to calculate allowable administrative costs: a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds actually expended under this grant. Do not create additional lines in this category.
While the Application Instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants. Applicants who chose to use the Corporation Fixed Percentage will enter the line item details in Section III.A. Applicants who have a Federally Approved Indirect Cost Rate or are using a De Minimis Rate will enter the line item details in Section III.B. Additionally, applicants using a Federally Approved Indirect Cost Rate or a De Minimis Rate must enter the details of their indirect cost rate in eGrants, following the instructions here.

A) Corporation Fixed Percentage Method
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 III.A in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% 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% 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% (0.10) and enter this amount as the grantee share for Section III A.

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

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

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

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS 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.
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% 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.

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 Match

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. The total amount of Source of Match should equal the Grantee Share amount.

Individual Match Waiver Requests: In accordance with 45 CFR §§ 2521.70, applicants may request a full or partial waiver of match requirements. Per this federal guidance, if you are requesting a waiver, you must demonstrate:

- The lack of resources at the local level; and
- That the lack of resources in your local community is unique or unusual; and
- The efforts you have made to raise matching resources; and
- The amount of matching resources you have raised or reasonably expect to raise.

Instructions for the Match Waiver: Please submit the MSA RFP budget with the standard
match schedule requirement met. If selected to continue, programs will send alternative
match requests and match waiver requests to MSA for review and MSA will then submit the
approved request to AmeriCorps for consideration.
APPENDIX B: Budget Analysis Checklist

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

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

| In Compliance? | Section II. Member Costs (not applicable for planning grant applicants) |

Section not applicable

<p>| In Compliance? | Section III. Administrative/Indirect Costs |</p>
<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td>Does the budget meet the minimum overall match required (24%)?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>For all matching funds, the source (private, state and local, and federal), the type of contribution (cash or in-kind), and the amount (or an estimate) of match are clearly identified in the narrative and in the Source of Match box?</td>
</tr>
</tbody>
</table>
APPENDIX C: Assurances and Certifications
(Authorize and submit section)

Instructions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C.1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

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


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

16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

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

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

20. Will comply with all the requirements for providing a drug-free workplace on a continuing bases as set out in Subpart B of 45 CFR Part 2545, implementing sections

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

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

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

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

Certifications
Lobbying (Activities)
As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

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

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

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

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

*Sign this form and include in the application.*

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

**Organization Name:** __________________________ **Program Name:** __________________________

**Authorized Representative (name):** __________________________________________

**Signature:** __________________________________________

**Date:** __________________________________________

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

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

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

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

**Legal Applicant:** __________________________ **Program Name:** __________________________

**Authorized Representative (name):** __________________________________________

**Title of Authorized Representative:** __________________________________________

**Signature:** __________________________________________

**Date:** __________________________________________
APPENDIX D: Supplementary Certifications

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

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

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

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

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

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

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

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

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

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

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

11. **The applicant agrees that in the event that funding to MSA from the Division is modified or terminated so as to impair the ability of MSA to continue any funding to the applicant as awarded, MSA may upon notice to the applicant modify or terminate its funding to the applicant.**
Supplementary Certifications
NOTE: Sign this form and include in the application.

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

Legal Applicant: ______________________________________________________________

Authorized Representative (name): __________________________________________________

Title of Authorized Representative: ________________________________________________

Signature: ______________________________________________________________

Date: ______________________________________________________________