



FY26 Notice of Funding Opportunity  
**APPLICATION INSTRUCTIONS**  
**COMPETITIVE GRANTS**  
2026-2027

All competitive applications and required additional documents must be received in eGrants and Form Assembly **no later than 11:59pm February 27, 2026.**

**Late and incomplete applications will not be considered for funding.**

Programs that are applying for FY26 competitive funds directly with AmeriCorps and are not funded in the competition are eligible to apply for formula funds.<sup>1</sup>

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<sup>1</sup> NOTE: Programs that are funded in AmeriCorps' competitive process **must** accept those funds and will be ineligible for formula funding.

NOTE: The MD Governor's Office on Service and Volunteerism and AmeriCorps reserve the right to award applications in an amount less than the requested level of funding.



## IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's online grant application system, eGrants. All competitive funding announcements by the Corporation for National and Community Service, dba as AmeriCorps, are posted on [www.americorps.gov](http://www.americorps.gov) and [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to AmeriCorps, Attn: Arminda Pappas, 250 E Street, SW, Suite 300, Washington, DC 20525.

AmeriCorps informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Please see the Notice of Funding Opportunity for AmeriCorps' transparency in grantmaking information. The information will not otherwise be disclosed to entities outside of AmeriCorps without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards that equal or exceed \$30,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

**Indirect Cost Rates:** AmeriCorps allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option), a federally approved indirect cost rate, a 15% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federally negotiated indirect cost rate must use that rate if they have one or use the 15% de minimis rate. Refer to: AmeriCorps eGrants Indirect Cost Rate (IDCR) User Instructions.

**Universal Identifier:** Applicants must include a Unique Entity Identifier (UEI). Applicants must obtain their UEI and register their entity through the System for Award Management (SAM.gov). All grant recipients are required to maintain a valid SAM.gov registration, which must be renewed annually. The Grantee Administrator role in eGrants is the only user that can add the UEI to eGrants. The UEI is added to the organizational attributes page, and then will automatically populate onto all of the applications that are tied to the organization.

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# I. Application and Submission Information

Please use these application instructions if you are a new or re-competing applicant to AmeriCorps. If you are submitting a request for continuation to AmeriCorps, please see the Continuation Instructions in this document.

Use these instructions in conjunction with the Notice of Federal Funding Opportunity (Notice) and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The Notice includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY)<sup>2,1</sup> and other information that is specific to the grant competition.

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

[See the full regulations online.](#)

**Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	<a href="#">§2520.20 - §2520.55</a>
Prohibited Activities	<a href="#">§2520.65</a>
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.

## A. Starting Grant Applications in eGrants

New applicants need to establish an eGrants account by accessing the [eGrants](#) website:

<https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

<sup>2</sup> One Member Service Year (MSY) is equivalent to at least 1700 service hours, which is a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

1. Opening grant application:

- a. If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**.
- b. If you are not a current grantee but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**.
- c. If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, **select New**.

*Note: previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements; see the Notice of Funding Opportunity for more details.*

- d. If you are a current planning grantee applying for an implementation grant, **select New**. The GOSV reserves the right to identify and require applicants to Re compete.

2. Notice of Funding Available (NOFA) information:

- a. Competitive Cost Reimbursement Grant:
  - i. **Application ID: 26AC279902** - FY 2026 AmeriCorps State and Territory Commission (New and Cont)
- b. Competitive Fixed Amount Grant:
  - i. **Application ID: 26ES279905** - FY 2026 AmeriCorps State and Territory Commission Fixed and EAP (New and Continuation)

**Note:** When selecting the eGrants application, you will see a Due Date of 03/31/26 associated with the application listed above. Please ignore this deadline as this date is pre-populated by AmeriCorps to align with their National deadlines, not individual State deadlines.

**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 webpage and selecting “Don’t have an eGrants account? Create an account.”

## B. Content and Form of eGrants Application Submission

Complete applications must include the following elements:

- Standard Form 424 FaceFACE Sheet: Automatically generated when applicants complete the data elements.
- Narrative Sections:
  - Executive Summary;
  - Program Design;
  - Organizational Capability;
  - Cost-Effectiveness & Budget Adequacy; and
  - Evaluation Summary/Plan.
- Performance Measures.
- Logic Model.
- Standard Form 424A Budget.
- Continuation Changes.
- Clarification.
- Authorization, [Assurances](#), and [Certifications](#).

## C. Page Limits

Page counts are determined by the number of pages that are printed out from the grant system. MD GOSV strongly encourages applicants to print out the application from the grant system prior to submission to check that the application does not exceed the page limit.

- Narratives
  - Applications must not exceed 11 double-spaced pages for the Narrative.
  - The application sections that count towards the page limit include:
    - SF-424 FaceFACE Sheet;
    - Executive Summary;
    - Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy narratives.
  - The application page limit does not include:
    - Evaluation Summary/Plan;
    - Clarification Summary;
    - Continuation Changes;
    - Budget, Performance Measures; and
    - Any required additional documents.
- Logic Model
  - The Logic Model may not exceed eight pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.

*The application page limit does not include the Evaluation Summary/Plan, Clarification Summary, Continuation Changes, Budget, Performance Measures, or any other required additional documents.*

## D. Electronic Application Submission in eGrants

Applicants must submit applications electronically via AmeriCorps' web-based application system. MD GOSV recommends that applicants begin the application **at least 10 business days** before the deadline. Applicants should draft the application as a word processing document, then copy and paste the text into the appropriate eGrants field **no later than 5 days** before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own account to sign and submit the application.

Contact the AmeriCorps Hotline at 800-942-2677 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. Information about the AmeriCorps Hotline hours are also posted on [the AmeriCorps Hotline webpage](#). The helpdesk ticket should be forwarded to [gosv.md@maryland.gov](mailto:gosv.md@maryland.gov).

The applicant is responsible for updating the GOSV regarding any advancements in ticket resolution. The applicant is responsible for ensuring the successful resolution of the helpdesk ticket or technical issues with the application or application system.

## II. Application Components and Selection Criteria

### A. Applicant Info

Enter, review, and update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application. Applicant information includes dedicating the authorized representative, the name and location of the program, the state in which the volunteers or members will be serving, and the name and contact information for the program director.

- First-time applicants: Use the "create a new program" link to enter the information about your program. (Hint: Select a unique program name for each application that you submit.)
- Continuation Requests and Recompete Applicants: Use the view/edit link to review the program name and address and update as necessary and confirm that the program name associated with this request matches the program name used last year.

### B. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program.

- For city or county information, please follow each one with the two-letter capitalized state abbreviation MD.
- Requested project period start and end dates. Your project period must be within August 15, 2026 - August 14, 2027.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.” Do not change this selection.
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.<sup>3</sup>
- State Application Identifier: Enter N/A

## C. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined. MD GOSV defines a high-quality application as an application that carefully follows the guidance in this Notice and Application Instructions. The quality of an application will be an important factor in determining whether an organization receives funding.

Applications should include a well-designed plan that is consistent across all components of the application with clear and compelling justifications for receiving the requested funds.

In eGrants, you will enter text for:

- Executive Summary
- Rationale and Approach (Program Design)
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Amendment Justification-Enter N/A. This field will be used if you are awarded a grant and need to amend it.
- Clarification Information-Enter N/A. This field will be utilized should an applicant be funded..
- Continuation Changes-Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

**Note:** The Narratives Section also includes fields for Evaluation Summary or Plan, Clarification Summary, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields.** <sup>4</sup>

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<sup>3</sup> See the additional documents section for federal debt and delinquency submission requirements.

<sup>4</sup> The fields for *Evaluation Summary or Plan*, *Clarification Summary*, *Amendment Justification*, and *Continuation Changes* may be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.

## D. National Performance Measures

All applications must include at least one aligned performance measure, output and outcome, that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. For more information, refer to the National Performance Measure Instructions.

See Appendix A for instructions for entering performance measures and see the [Performance Measure Instructions](#) for more information.

## E. Program Information

In the Program Information Section, applicants must check the relevant boxes that align with the proposed program design. Applicants should only check the boxes for those 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.

## F. Selection Criteria

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Specifics about the selection criteria are published in Table 3 below.

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the Notice and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

Applications must have a well-designed plan with clear justification for the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly.

Prior to issuance, and annually thereafter, awards will be subject to review by one or more AmeriCorps senior officials, or their designees, according to the process described in [Executive Order 14332, "Improving Oversight of Federal Grantmaking."](#)

**Table 3: Criteria used to assess the quality of applications**

*Do not assume all sub-criteria are of equal value.*

Categories/Subcategories	Percentage
<b>1. Executive Summary</b>	<b>0</b>
<b>2. Program Design</b>	<b>50</b>
• Community and Logic Model	20
• Evidence Tier	12
• Evidence Quality	8
• Notice Priority	4
• Member Experience	6
<b>3. Organizational Capability</b>	<b>25</b>
• Organizational Background and Staffing	15
• Member Supervision	10
<b>4. Cost-Effectiveness and Budget Adequacy</b>	<b>25</b>
• Member Recruitment	8
• Member Retention	9
• Data Collection	8
<b>5. Evaluation Plan/Summary</b>	<b>0</b>

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

Please fill in the blanks of these sentences to complete the Executive Summary. There are two options for the second paragraph; please choose the appropriate language for your application. Do not deviate from this template:

“The [Name of the organization] will have [Number of] AmeriCorps members in [the locations the AmeriCorps members will serve, e.g. – City, State or State(s)]. AmeriCorps members will [service activities the members will do]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].”

### **Cost Reimbursement grant applicants:**

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

### **Fixed amount grant applicants e.g., EAP, Full-Cost Fixed, No Cost Slots:**

In addition to the AmeriCorps investment, \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding will support the project.”

*The MD GOSV will post all Executive Summaries of awarded grant applications on [serve.maryland.gov](http://serve.maryland.gov) in the interest of transparency and Open Government.*

## 2. Program Design (Required- 50 percent)

In assessing Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the identified community problem.

### A. Community Need and Logic Model (20 points)

The applicant will provide a detailed summary of the community problem, and an explanation of how the applicant's intervention(s) will lead to the outcomes identified in the organization's Logic Model.

To begin entering your logic model from your eGrants application page, select "Logic Model" in the left side navigation menu.

In the first blank row of the logic model, click "edit." Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click "save and close."

You may add an unlimited number of rows to the logic model by clicking "add a new row." However, please be mindful of any page limits specified elsewhere in the Application Instructions or Notice.

You may edit or delete an existing row by clicking "edit" or "delete" in the last column of the logic model.

The applicant must describe in the Logic Model

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services.
  - Setting and community conditions where the intervention is delivered.
  - Number of AmeriCorps members who will deliver the intervention.
  - Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention.
  
- The core activities that members will deliver as part of the intervention including:
  - Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention).
  - Dosage of each activity (e.g., the number of hours per session or sessions per week).

- Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted.). If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators.

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

Applicants with multiple interventions should include the above information for each intervention in the logic model.

#### B. Evidence Base (20 points)

The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier. Second, the quality of the applicant’s evidence, how the evidence aligns with funding priorities<sup>5</sup>, and how the evidence supports the proposed program will be assessed.

##### Evidence Tier (12 points):

Each applicant will receive an evidence tier assessment. This is based on the relative strength of the applicant’s evidence base and the likelihood that the proposed intervention will lead to the outcomes identified in the Logic Model narrative.

AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, applicants should not be deterred from applying for funding due to their current evidence level.

In 2025, the evidence tiers of competing applicants recommended for AmeriCorps State and National funding were as follows: 57% Strong, 11% Moderate, 25% Preliminary, 7% Pre-Preliminary.

To qualify for the Preliminary, Moderate, or Strong evidence tier, applicants may submit up to two evidence documents, plus the evaluation report from their last three-year grant cycle, if applicable. If multiple evidence documents are submitted by the applicant, the most recent – as measured by

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<sup>5</sup> FY26 Funding Priorities can be found in the FY26 Maryland AmeriCorps Notice of Funding Opportunity.

the date of completion or publication– will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.

The intervention evaluated in the submitted evidence documents must match the intervention proposed by the applicant in the Community and Logic Model sections of the application. (Use the [Mandatory Supplemental Information](#) for a definition of same intervention). Applicants must meet all requirements of an evidence tier to be considered for that tier.

Submitted evidence documents that do not sufficiently match the intervention will not be reviewed or receive any points.

In the Evidence Tier section of the application narrative, applicants must:

- Summarize the study design and key findings of the evidence documents submitted, plus, if applicable, the evaluation report from their last three-year grant cycle; and
- Describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

Applicants should provide citations for the studies they describe.

#### Evidence Quality (8 points):

Reviewers will score the quality of an applicant’s evidence and the extent to which it supports the proposed program design.

Standards for scoring in the Preliminary, Moderate, or Strong evidence tiers:

Submitted evidence documents:

- Are of satisfactory methodological quality and rigor for the type of evaluation conducted e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.;
- Describe evaluations that were conducted relatively recently, preferably within the last six years; and
- Show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

Standards for scoring in the Pre-Preliminary evidence tier:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years; and

- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

C. Notice Priority (4 points)

Describe whether one or more of the AmeriCorps funding priorities<sup>6</sup> is a significant part of the program focus and intended outcomes. The applicant’s proposed program addresses one or more of AmeriCorps’ funding priorities in a compelling way.

D. Member Experience (6 points)

Describe how AmeriCorps members will be provided leadership and skill development opportunities for skill attainment, personal growth and connection to the community they are serving in support of a lifetime of civic participation.

### 3. Organizational Capability (Required-25 percent)

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed.

A. Organizational Background and Staffing (15 points)

- Describe the roles, responsibilities, and structure of the staff that will implement and provide oversight of the program including but not limited to demonstrating the organization has sufficient policies, procedures, and controls to effectively implement a federal grant.

B. Member Supervision (10 points)

- Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service. That could include but is not limited to structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.

### 4. Cost Effectiveness & Budget Adequacy (Required-25 percent)

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed.

A. Member Recruitment (8 points)

- Provide a description of budget expenses to support recruitment of AmeriCorps members best suited to serve the community.
- The applicant describes how the AmeriCorps member living allowance and other benefits are adjusted within the maximum and minimum living allowance to accommodate for

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<sup>6</sup> FY26 Funding Priorities can be found in the FY26 Maryland AmeriCorps Notice of Funding Opportunity

regional variations in contributing to cost of living including: housing, transportation, food, and other expenses. This may vary depending on a program's type of member slots, e.g. FT, PT, RPT, etc.

B. Member Retention (9 points)

- Provide a description of budget expenses to support retention of AmeriCorps members. E.g., additional member benefits such as paying above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.
- Data Collection (8 points)
  - The applicant provides Provide a description of budget expenses that support data collection, continuous improvement activities, and evaluation, including the intervention process for collecting and impact on the maintaining high-quality performance data from your organization and community and the member experience. partners, how data will be analyzed, and how this will ensure timely and accurate reporting to AmeriCorps.

## 5. Evaluation Summary and/or Plan (Required 0 percent)

All applicants which are applying for funding for the same project must submit an evaluation plan summary template which includes Alternative Evaluation Approach (AEA) or a report on progress towards your evaluation plan via [Form Assembly](#) by the application deadline. Refer to Additional Documents for instructions for submitting the evaluation plan.

All applicants will enter N/A in the Evaluation Summary or Plan field of the Narrative. Any other text entered in this field will not be reviewed.

Applicants **must use** [the evaluation plan summary template](#) found on [the Notice webpage](#) to craft their evaluation plans. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

## G. Budget Instructions

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information,

as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$1,000,000 in federal funds. The Uniform Guidance is online.

See Appendix B for Fixed Budget Instructions and Appendix C for Cost Reimbursement Budget Instructions.

## H. Funding Demographics

In the Funding/Demographics Section, enter the information requested which could include:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed amount grants will have other revenue.
- 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.

## I. Operating Sites

This section is for multi-state applicants only.

## J. 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 to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. 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."

### III. Required Additional Documents

In addition to the application submitted in eGrants, applicants are required to submit the following additional documents by the application submission deadline. After you have submitted the documents via the instructions in the Notice, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at AmeriCorps."

The following Additional Documents must be uploaded in [Form Assembly](#) by the Notice's deadline

**\*\*Please do not send multiple documents in one combined file, and do not send a single document in multiple files.\*\***

The file size limit is 35 MB. This limit is inclusive of all attachments associated with each submission. Individual files larger than 35 MB will not be received or reviewed.

*Do not submit any items that are not requested in this Notice or Application Instructions. AmeriCorps will not review or return them.*

**Additional documents for all applicants:**

<u>Audience</u>	<u>Item</u>	<u>Status</u>
All Applicants	1. <b>Evidence documents.</b> Please refer to the Evidence Base section and <a href="#">Mandatory Supplemental Information</a> for detailed instructions by evidence tier. <sup>7</sup>	<input type="checkbox"/> Submitted
	2. <b>Evaluation Plan Summary.</b> Applicants must provide a summary of their Evaluation plan using <a href="#">the evaluation plan summary template</a> . If applicable, submit the section in the template for an Alternative Evaluation Approach (AEA) request. Evaluation plans are not scored and will not be assessed. Only AEA requests (if applicable) will be reviewed for approval after funding decisions are made.	<input type="checkbox"/> Submitted
	3. <b>Certificate of Good Standing.</b> Applicants must upload a PDF of their <a href="#">Certificate of Good Standing</a> from <a href="#">the Maryland Department of Assessments and Taxation</a> . <sup>8</sup>	<input type="checkbox"/> Submitted
	4. <b>Labor Union Concurrence, if applicable.</b> a. If a program applicant: <ul style="list-style-type: none"> <li>● Proposes to serve as the placement site for AmeriCorps members; and</li> <li>● Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and</li> <li>● 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.</li> </ul>	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	5. <b>Operational and Financial Management Survey.</b> <a href="#">Submit electronically using the online form</a> . A PDF copy of the confirmation email must be uploaded in <a href="#">form assembly</a> .	<input type="checkbox"/> Submitted

<sup>7</sup> If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

<sup>8</sup> If an entity (business) is not in good standing with SDA the applicant must notify [govs.md@maryland.gov](mailto:govs.md@maryland.gov) and resolve all issues before purchasing a certificate.

Audience	Item	Status
	Survey responses are sent directly to AmeriCorps and the DSCI does not review responses.	
	6. <b>Federally approved indirect cost rate agreement</b> , if used to claim indirect/administrative costs. Applicants applying directly to AmeriCorps that include a state or federally-approved indirect cost rate amount in their budget or using a de minimis rate must enter the current approved indirect cost rate agreement information into eGrants at the same time they submit their application, and must submit via <a href="#">Form Assembly</a> the approved indirect cost rate agreement. See Indirect Cost Rate User Instructions.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	7. <b>Federal debt delinquency and federal debarment certification</b> via <a href="#">Form Assembly</a> .	<input type="checkbox"/> Submitted
	8. <b>Financial Documentation</b> . Most recent audit or independent financial statement with management letter (single audit if organization spends \$750,000 or more of federal assistance).	<input type="checkbox"/> Submitted
	9. <b>Non-Profits only</b> : A copy of the Form 990 that was most recently filed as of the date of the submission.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	10. <b>State Support and Oversight Fee Calculator</b> . <a href="#">Located on the DSCI website</a> . Document must be submitted as an excel document.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	10. <b>Match Waiver (if applicable)</b> . Submitted via via <a href="#">Form Assembly</a> . See Appendix F.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	11. <b>Training Waiver (if applicable)</b> . via <a href="#">Form Assembly</a> . See Appendix J.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
Applicants who have received <b>six or more years of COMPETITIVE</b> funding for the same	11. <b>Evaluation Report</b> . Applicants who have received six or more years of competitive funding for the same project being proposed should also upload an Evaluation report to <a href="#">Form Assembly</a> .  Please submit in Microsoft Word. The evaluation report should include a title page with:	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A

<u>Audience</u>	<u>Item</u>	<u>Status</u>
project being proposed	<ul style="list-style-type: none"> <li>○ the AmeriCorps grant number for the project that was evaluated,</li> <li>○ the name of the project,</li> <li>○ the date of completion of the report,</li> <li>○ the evaluator name(s),</li> <li>○ evaluator organization name and,</li> <li>○ evaluator type (internal or external).</li> </ul>	

If any of this required information is missing, the applicant may not receive credit for meeting their application requirements.

**Additional documents for entities applying on behalf of a Federally Recognized Tribe, new and recompeting:**

- Tribal organization [eligibility documentation](#)

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

## Appendix A: Performance Measure eGrants Module Instructions

All applicants must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention. Please see [AmeriCorps Performance Measure Instructions for more details](#).

### About the Performance Measures Module

In your proposed performance measures, you will:

- Provide information about your program’s connection to AmeriCorps focus areas and objectives.
- Show MSY and member allocations.
- Create one aligned performance measure associated with your primary service activity (primary intervention) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.
- Outline how you will meet or define all rules and requirements outlined in the performance measure instructions for your specific measure set.

### 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 be calculated 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

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.

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.

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: Detailed Budget Instructions for Fixed Amount Grants

**(eGrants Budget Section) These instructions apply only to applicants for Fixed Amount grants, including education award programs (EAPs).**

EAP and Fixed Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a full-cost fixed amount grant, you must pay at least the minimum living allowance listed in the *Notice* for each type of position you are proposing.

### Budget Section II. AmeriCorps Member Positions

**\*Please reference the Mandatory Supplemental Information for allowable slot types**

#### Member Positions

Identify the number of members you are requesting by category (i.e. full-time, three quarter-time, half- time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#Mbrs w/o Allow** (without AmeriCorps-funded living allowance.) In the **Allowance Rate** field, enter the average amount of the living allowance for each type of member. Enter zero in the column labeled **#Mbrs w/ Allow**. **Leave all other columns blank.** See example below (applies to a Full-Cost Fixed Amount grant):

Member Positions ?						
Item	# Mbrs w/ Allow	Allowance Rate	# Mbrs w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	\$16,502	5	\$0	\$0	\$0
Three Quarter Time (1200 hours)	0	\$14,000	7	\$0	\$0	\$0

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	=
_____ Three quarter-time (1200 hours)	(_____ members x 0.70000000)	=
_____ Half-time (900 hours)	(_____ members x 0.500)	=
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	=
_____ Quarter-time (450 hours)	(_____ members x 0.2645027)	=
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	=
_____ Abbreviated-time (100 hours)	(_____ members x 0.05627705)	=
<b>Total MSY</b>		

**B. Fixed Award**

Display your calculation in the following format:

Total # of MSYs \_\_\_\_\_ x MSY amount (See \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_  
*Notice for* \_\_\_\_\_ amounts)

Type the total amount requested in the “Total Amount” and “CNCS Share” columns. Leave the “Grantee Share” blank. See example below (applies to a Full-Cost Fixed Amount grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share		
<b>Program Grant Request</b>	47.5 MSY X \$9,500/MSY	\$451,250	\$451,250	\$0		
<b>Subtotal</b>		\$451,250	\$451,250	\$0		

**Source of Funds**

Match Description	Description

## Appendix C: Detailed Budget Instructions for Cost Reimbursement Grants

These instructions are for cost-reimbursement grants. *Fixed-Amount grants, including EAPs see Appendix B for instructions.*

“CNCS Share” refers to Federal/AmeriCorps Share of the grant request. Grantee Share refers to matching funds provided by the applicant.

### A. Match Requirements

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

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35-2521.90 for the specific regulations. Match schedule is below:

AmeriCorps Funding Year	1,2,3	4,5,6	7,8,9	10+
Grantee Share Requirements	24%	26%	28%	30%

The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.

- See Appendix F for instructions on requesting a [match waiver](#).

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

Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose

of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

## B. Preparing your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criteria.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the Budget Checklist (Appendix E) to ensure your budget is compliant.

In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants finds any compliance issues you will receive a warning and/or error message. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- Include all MD GOSV required budget items as listed within Appendix C and select any cost-share optional budget items.
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- 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.
- Do not include fractional amounts (cents).
- **Add the cost of the National Service Criminal History Checks (NSOPW, state check(s), and FBI check for criminal history checks for each covered position in the AmeriCorps or Grantee share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.**

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$1,000,000 in federal funds as required in the Uniform Guidance.

[Uniform Guidance can be found online.](#)

## C. SECTION I. PROGRAM OPERATING COSTS

The MD Governor's Office on Service and Volunteerism and AmeriCorps reserve the right to award applications in an amount less than the requested level of funding.

## Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share.

Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training staff and AmeriCorps members.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
<p><b>PERSONNEL:</b></p>	<p>Maryland Commission requires that programs include the cost of a staff person who will be the primary program staff person for the future grant.</p> <p>The expectation is that either (1) person is at 100% of their time on the operational grant or the multiple staff usage totals to the equivalent of (1) person at 100% (i.e. Program Director at 75% and Coordinator at 25%).</p> <p>At least one locally based staff member must be accounted for in the submitted budget.</p>	<p><b>Example 1 -</b> Director - Manage day-to-day operations of [Program Name]- Annual Salary: 1 person(s) at \$ xx,xxx * 100% usage.</p> <p><b>Example 2 -</b> Program Director oversees operation of program and supervision of ACMs and sites at 75% usage: 1 person(s) at \$ xx,xxx each * 75% usage.</p> <p>Program Coordinator oversees management of ACMs records and files at 25% usage: 1 person(s) at \$ xx,xxx each * 25% usage.</p>

## 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, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

## Staff Travel

Applicants should include travel funds in this section for staff and site staff to attend other technical assistance meetings as required.

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](#) unless a result of applicant policy and justified in the budget narrative.

Reimbursement should not exceed [the federal mileage rate](#) unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

Only domestic travel is allowable.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
<p><b>STAFF TRAVEL:</b></p>	<p>Maryland Commission requires that each recompeting or new applicant include at least \$1,500 for at least one staff person to travel to America's Service Commission National Service Training Conference.</p> <p>The conference typically is 3 days long, starting at 12 p.m. and ending at 12 p.m. The conference location for FY26 has not yet been announced.</p>	<p><i>Example 1 -</i> National Service Training Conference - 2 Staff: Hotel: 2 * \$xxx/night * x nights + Airfare at \$xxx each = \$x,xxx</p>
<p><b>STAFF TRAVEL:</b></p>	<p>Maryland Commission requires all applicants to include funds to send 1-2 staff person(s) to 2 in-person and 2 virtually required Commission-sponsored trainings in central Maryland.</p> <p>These training sessions are one day in length and programs who are traveling from outside of Central Maryland and the Baltimore-Washington corridor may budget for an overnight stay.</p> <p>The required budget component should be entered as Commission-Sponsored Trainings and <a href="#">all costs should be itemized</a> using the most recently approved MD government rates for mileage and per diem.</p>	<p><i>Example 1 -</i> Travel to Commission Sponsored Meetings: xxx miles * \$ 0.70/mile = \$x,xxx</p>

### Member Travel

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of member travel assistance 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.

### Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$10,000 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 (total of both Federal and Grantee share) are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment.

## Supplies

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

Include 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-Federal funds.

**The GOSV requires that programs budget for member uniforms and AmeriCorps branding.**

## 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. Itemize each contract or consultant and provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. There is not a maximum daily rate.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
<b>CONTRACTUAL AND CONSULTANT SERVICES:</b>	Programs with less than a 70% recruitment rate are required to budget for a recruitment consultant.	<i>Example 1</i> - Recruitment Support - Individual(s) and/or team to assist by providing recruitment support.  Consultant \$x,xxx quarterly * 4 quarters = \$xx,xxx
<b>OTHER PROGRAM OPERATING COSTS:</b>	Programs in their first three years (first AmeriCorps grant cycle) are required to budget for AmeriCorps Consultant Support from consultants approved by the GOSV for staff training and overall program system development.  The GOSV retains the right to identify and require additional subapplicants to budget for this cost.	<i>Example</i> - AmeriCorps Consultant Support for staff training and overall program system development: \$100/hour x 25 hours = \$2,500

## 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.

## 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.

If your program is submitting a training waiver you must include member training expenses in your budget of which at least 20% must include a credential, certification, course credits, or diploma.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
<b>MEMBER TRAINING:</b>	<p>Programs submitting a training waiver to GOSV must include all member training expenses in their budget.</p> <p>At least 20% of these training expenses must be dedicated to advancing members' workforce development. The intended outcome is for members to access opportunities that lead to recognized credentials, certifications, academic course credits, diplomas, or similar qualifications.</p>	<p><b>Example 1 -</b> Member Training - Consultant \$x,xxx quarterly * 4 quarters = \$ xx,xxx</p> <p><b>Example 2 -</b> Linked in Learn subscription of \$450/member * 10 members = \$4,500</p> <p><b>Example 3 -</b> Maryland Professional Emergency Management Program (MDPEMP) registration fee \$500/member * 10 members = \$5,000</p>

## 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.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
<b>EVALUATION</b>	<p>Programs must budget for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity that are not budgeted in Personnel Expenses.</p> <p>Per 45 CFR § 2522.710-730, all re-competing AmeriCorps State and National competitive grantees are required to conduct an evaluation covering at least one program year for the same project and to submit the completed evaluation with their next re-compete evaluation.</p> <p>Grantees receiving \$500,000 or more per year from AmeriCorps are required to conduct an independent impact evaluation that aligns with the language in 45</p>	<p><b>Example 1 -</b> Program Evaluation/Assessment/Grant Support - Individual(s) and/or team to assist in reviewing program, grant support, and providing a program and/or member evaluation: Consultant \$x,xxx quarterly * 4 quarters = \$ xx,xxx</p> <p><b>Example 2 -</b> Evaluation consultant services related to the National Performance Measures: Total Cost: \$xx,xxx- Daily Rate of 0</p> <p><b>Example 3 -</b> Learning &amp; Evaluation: Cost of data collection,</p>

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
	CFR § 2522.700.	evaluation, reporting, and database management for the program. Total is calculated at 2.5% of direct costs (section I and section II.) $\$436,130 \times 0.025 = \$10,903$ -Daily Rate of \$109.  <b>Example 4</b> - Qualtrics System: Data Collection \$4,500

## Other Operating Costs

Allowable costs in this budget category should include when applicable:

- 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 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 as either Federal or Grantee share.
- 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.

### State Support and Oversight Fee

State Support and Oversight Fee. The State Support and Oversight Fee will be used to support commission staff time spent on providing necessary training and technical assistance, and risk-based oversight to subrecipients, along with training and other support costs for the portfolio. The fee structure has been updated for 2026-2027 and will be based on 2% of 98% of Section I and Section II costs, not including the State Support and Oversight Fee itself. These costs must be budgeted for in the CNCS share. The fee amount is determined based on total costs in Section I before the fee is added to Section I:

$$([\text{CNCS Share Section I}] + [\text{CNCS Share Section II}]) \times (2\%) \times (98\%) = \text{State Support and Oversight Fee}$$

After the fee is calculated, the CNCS Share Section I will increase by the amount of the State Support and Oversight Fee. MD GOSV will not collect administrative costs in Section III. For additional information see Appendix H: State Support and Oversight Fee POLICY AND PROCEDURE.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
<b>OTHER PROGRAM OPERATING COSTS:</b>	Three-part National Service Criminal History Checks (NSCHCs) (including FBI fingerprint checks) for all employees or other individuals who receive a salary, or stipend or similar payment from the grant (federal or non-federal share). The estimated cost is \$57 per individual.	<p><b>Example 1 -</b> National Service Criminal History Checks - Fieldprint &amp; Truescreen: xxx Members + x Staff * \$57 per person = \$xx,xxx</p> <p><b>Example 2 -</b> National Service Criminal History Checks - xxx NSCHCs for new or potential ACMs, leaders, and staff * average \$57 = \$xx,xxx.</p>

<b>OTHER PROGRAM OPERATING COSTS:</b>	<p>Subapplicants must budget for the state support and oversight fee in CNCS share.</p> <p><i>Subrecipients are expected to self-identify their fee based on the factors above. The MD GOSV will review that the correct fee was calculated during grant review and clarify as needed.</i></p> <p>State Support and Oversight Fees will be re-calculated after funding notifications to reflect the funded number of MSYs. This fee is required to be paid for with federal grant funds.</p> <p><b>Please see MD GOSV’s State Support and Oversight Fee Policy and Procedure in <a href="#">Appendix H</a> for more information.</b></p> <p>The State Support Oversight Fee replaces the administrative fee that was traditionally included in Section III. The Maryland GOSV will use funds from the oversight fee to cover AmericaLearns, Salesforce licenses, and other portfolio wide services in FY26. Covered services and cost shares for future grant cycles will be shared with subsequent NOFOs.</p>	<p><b>Example -</b></p> <p>Fixed State Support and Oversight Fee - <math>([CNCS\ Share\ Section\ I] + [CNCS\ Share\ Section\ II]) \times (2\%) \times (98\%) = State\ Support\ and\ Oversight\ Fee</math></p>
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## D. SECTION II: MEMBER COSTS

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

### 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, 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 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.

The minimum and maximum living allowance amounts are provided in this Notice.

Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for which you are not requesting funds for a living allowance, but for which you are requesting education awards.

**Note:** Maryland Governor’s Office on Service and Volunteerism, Department of Service and Civic Innovation has prioritized removing barriers to service and utilizing service opportunities to connect people with workforce and educational opportunities.

Programs are required to meet the GOSV member living allowance minimum to support the effort to remove barriers to service by facilitating a living allowance increase for service members serving within AmeriCorps programs. The increase will not only help retain service members but will also help attract new members.

## Member Support Costs

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

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-AmeriCorps sources) but you cannot include the cost in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time members, please confirm all full-time members will have access to coverage.
- **Worker’s Compensation.** Some states require worker’s compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker’s compensation, and if so, at what level. If you are not required to pay worker’s compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.
- **America’s Service Commissions (ASC) AmeriCorps Program Member Assistance Program (MAP).** The Maryland Commission covers the \$350 AmeriCorps Program Fee and programs are responsible for the Member fee. This service is recommended but not required.
- Priority funding consideration will be given to programs who offer benefits to members that remove barriers to service.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
MEMBER SUPPORT COSTS	<p>Member Assistance Program (MAP) is sponsored by America’s Service Commissions (ASC), and is designed to support AmeriCorps programs in providing accessible and quality mental health services to AmeriCorps members and employees of their organizations.</p> <p>The Maryland Commission covers the \$350 AmeriCorps Program Fee and programs are responsible for the Member fee.</p> <p>For more information and package details, visit <a href="#">ASC’s website</a>. This service is recommended but not required.</p>	<p><b>Example</b> - ASC Member Assistance Program: Basic / Premium / Premium Plus Package for xx Members * \$5 / \$10 / \$15 per Member = \$xxx</p>
MEMBER SUPPORT COSTS	<p>Programs must budget for activities dedicated to member experience which could include recruitment, retention, recognition, or addressing barriers to service such as the Scholar Funds’s Member Emergency Fund.</p>	<p><b>Example 1</b> - Member Emergency Fund to reduce attrition through providing support to members experiencing hardship - flat fee of \$3,500</p>

**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 are not included in the budget.

## E. SECTION III: ADMINISTRATIVE/INDIRECT COSTS

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.

Application budgets may include indirect costs. Based on qualifying factors, applicants may –

1. Use the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option) outlined in [AmeriCorps’ Indirect Cost Guidance](#);
2. use a federally approved indirect cost rate if they have one;
3. use a 15% de minimis rate of modified total direct costs; or
4. [may claim certain costs directly](#).

No more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants under section 121(d) of the National and Community Service Trust Act and AmeriCorps’ regulations at 45 CFR 2521.95 and 2540.110.

Use the [eGrants Indirect Cost Rate \(IDCR\) User Instructions](#) to enter the organization’s indirect cost rate.

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@americorps.gov](mailto:IndirectCostRate@americorps.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

## Options for Calculating Administrative/Indirect Costs (choose A, B.1, or B.2)

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate, 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. Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Beginning FY 2026 - 2027 GOSV will not retain a portion of the CNCS share of administrative costs. Instead, subapplicants are responsible for budgeting for the State Support and Oversight Fee as a direct cost. Applicants may request 0%, 3%, or 5% of the available CNCS share administrative costs.

### *Option A. 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 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. Applicants also have the option to claim 3% of administrative costs. If this option is chosen, then CNCS funding shares of Sections I + II are multiplied by .0526 x .6. Enter this amount as the CNCS share for Section III A.

#### **CNCS Share if claiming 5%:**

$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}]) \times .0526 = \text{CNCS Share Indirect Costs}$

#### **CNCS Share if claiming 3%:**

$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}]) \times (.0526 \times .6) = \text{CNCS Share Indirect Costs}$

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.

#### **Maximum Grantee Share**

$\text{Indirect Cost Total} - \text{CNCS Share Indirect/Administrative Costs} = \text{Grantee Share}$

3. Enter the sum of the CNCS and grantee shares under Total Amount.

*Option B.1. Federally Approved Indirect Cost Rate*

If you have a State or Federally Approved Indirect Cost (IDC) 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 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 under 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, or .0526 x .6 if claiming 3%. 5% is the maximum amount you can claim as the CNCS share of indirect costs.

**CNCS Share if claiming 5%:**

$$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}]) \times .0526 = \text{CNCS Share Indirect Costs}$$

**CNCS Share if claiming 3%:**

$$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}]) \times (.0526 \times .6) = \text{CNCS Share Indirect Costs}$$

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

**Grantee Share:**

$$\text{Indirect Cost Total} - \text{CNCS Share Indirect/Administrative Costs} = \text{Grantee Share}$$

**Option B.2. De Minimis Rate of 15% 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 15% 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 \$50,000 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 \$50,000. AmeriCorps member living allowance and other member costs are not considered “participant support costs” subject to exclusion from the MTDC. 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 15% (0.15). 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, or .0526 x .6 if claiming 3%. 5% is the maximum amount you can claim as the CNCS share of indirect costs.

**CNCS Share if claiming 5%:**

$$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}]) \times .0526 = \text{CNCS Share Indirect Costs}$$

**CNCS Share if claiming 3%:**  $([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}]) \times (.0526 \times .6) =$   
 CNCS Share 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 total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for indirect/administrative costs.

**Grantee Share:**

$$\text{Indirect Cost Total} - \text{CNCS Share Indirect/Administrative Costs} = \text{Grantee Share}$$

## F. SOURCE OF FUNDS

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match.

- a. Identify each match source separately.
- b. Identify if the match is secured or proposed.
- c. 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 exactly.
- d. Define all acronyms the first time they are used.
- e. See [Appendix F](#) for instructions for applying for a [Match Waiver](#).

**Example -**

Match Description	Amount	Classification	Source
Source 1 (Proposed)	\$ xx,xxx	In-Kind	Private
Source 2 (Secured)	\$xx,xxx	Cash	State/Local



## APPENDIX D: Frequently Miscategorized Budget Items

To help ensure consistency within budgets across programs, we have provided examples of budget items that are frequently miscategorized. When creating your program’s budget, please ensure that all items are categorized in the correct budget category.

Budget Category	Should include:
<b>Other Operating Costs</b>	<ul style="list-style-type: none"> <li>● Office space rental</li> <li>● Utilities</li> <li>● Other program-related services</li> <li>● Computer licenses and fees for software use</li> <li>● Cell phone reimbursement</li> <li>● Payroll processing fees</li> <li>● Licensing fee for member curriculum</li> <li>● Costs associated with member recruitment and outreach (e.g. career fairs fees, advertising expenses)</li> <li>● Costs associated with member timekeeping</li> <li>● Allowable member recognition costs</li> <li>● Retention incentives/performance awards</li> <li>● Service alliance membership fees</li> </ul>
<b>Member Support</b>	<ul style="list-style-type: none"> <li>● Employee Assistance Program for AmeriCorps members</li> <li>● Member Assistance Program</li> </ul>
<b>Member Training</b>	<ul style="list-style-type: none"> <li>● Training materials</li> <li>● Training curriculum</li> <li>● Costs for training space</li> <li>● Expenses related to bringing in instructors</li> </ul>

Budget Category	Should include:
<b>Staff Travel</b>	<ul style="list-style-type: none"> <li>● Commission Sponsored Training</li> <li>● National Service Trainings</li> <li>● New AmeriCorps Staff Orientation</li> <li>● All-Grantee Meeting / AmeriCorps Maryland All Grantee Meeting, ASC Conferences, AmeriCorps Sponsored Training</li> </ul> <p>All other staff training, other conferences, should be listed separately</p>
<b>Supplies</b>	<ul style="list-style-type: none"> <li>● Computers, tablets, cell phones</li> <li>● Gas for program owned vehicles</li> <li>● Member gear</li> <li>● Program materials</li> <li>● Postage, office supplies, business cards</li> <li>● CPR/First Aid supplies</li> <li>● Supplies for service day activities</li> <li>● Consumable goods associated with member recruitment and outreach</li> </ul>

If you have questions about specific items, please contact [gosv.md@maryland.gov](mailto:gosv.md@maryland.gov)

## APPENDIX E: Budget Items Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to Fixed-amount grants.

### SECTION I. PROGRAM OPERATING COSTS

In Compliance?	Activity
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 CNCS or Grantee share of the grant. You may not charge AmeriCorps staff members' time and related expenses for fundraising to the CNCS 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	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, Worker's 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.

In Compliance?	Activity
	If the fringe amount is over 30%, 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 included funds in Staff Travel to required GOSV-sponsored trainings
Yes    No	Funds to pay relocation expenses of AmeriCorps members are not in the CNCS share of the budget.
Yes    No	Total CNCS and Grantee Share funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount
Yes    No	All single equipment items over \$10,000 per unit are specifically listed
Yes    No	Justification/explanation of equipment items is included in the budget narrative.
Yes    No	All single supply items over \$1,000 per unit are specifically listed and explained in the budget narrative
Yes    No	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members. Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes    No	You only charged to the CNCS share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment

In Compliance?	Activity
Yes No	The budget reflects adequate budgeted costs for program evaluation ( <i>if applicable</i> )
Yes No	You have budgeted the cost of the NSOPW, FBI, and State check in the CNCS share for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205. If not, there is an explanation provided in the narrative of how the program will be covering the costs
Yes No	All items in the budget narrative itemized and the purpose of the funds justified

## SECTION II. MEMBER COSTS

In Compliance?	
Yes No	Living allowance amounts correct. Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the Notice.
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	FICA is calculated correctly. You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes No	Worker’s Compensation or Accidental Death and Dismemberment coverage calculation is included.
Yes No	Health care is provided for full-time AmeriCorps members only (unless part-time serving for a sustained full-time period of time such as

In Compliance?	
	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 included in the budget.

### SECTION III. ADMINISTRATIVE /INDIRECT COSTS

In Compliance?	
Yes    No	Applicant has a current approved state or federal indirect cost rate – The maximum grantee share does not exceed the state or federally approved rate, the 5% CNCS share.
Yes    No	Applicant has a current approved state or federal indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed, and the base to which the rate is applied has been specified.
Yes    No	Applicant has a copy of the current approved state or federal indirect cost rate agreement, which has been submitted to <a href="mailto:gosv.md@maryland.gov">gosv.md@maryland.gov</a>
Yes    No	Applicant has never had a federally approved indirect cost rate and is choosing to use a de minimis rate of 15% of modified total direct costs has been budgeted.
Yes    No	Applicant does not have a current federally approved indirect cost rate and is choosing to use a de minimis rate – the maximum federal share

In Compliance?	
	of administrative costs does not exceed 5% of the total federal funds budgeted.

**SOURCE OF FUNDS**

In Compliance?	
Yes    No	The overall match being met at the required level, based on the year of funding
Yes    No	For all matching funds, the organization, source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified
Yes    No	The amount of match is for the entire amount in the budget. (The total amount of match equals the amount in the budget, and the amount in the executive summary)

## APPENDIX F: Match Waiver Request

An ASN Rule Change that is in effect which reduces the match requirement starting in the fourth year and will top at 30% in the tenth year of the match schedule. Match Waivers have new criteria (see below) that went into effect on 10/1/2024.

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

### B. Match Waivers

In accordance with 45 CFR §§ 2521.70, applicants may request a full or partial waiver of match requirements. The match waiver request must be submitted [via Form Assembly](#). All components must be addressed to be considered for a match waiver, which include a description of:

- Initial difficulties in developing local funding sources during the first three years of operations;
- An economic downturn, natural disaster, or similar event in the grantee’s service area that severely restricts or reduces sources of local funding support;
- The unexpected discontinuation of local support from one or more sources that a project has relied on for a period of years; or
- An organizational revenue of less than \$500,000

MD GOSV will review the request, and if in support of the request, will submit to AmeriCorps for review and approval.

## APPENDIX G. Beale Codes and County-Level Economic Data

### Rural Community

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

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 4,5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

### Severely Economically Distressed Community

The following table provides the website addresses where you can find the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a>	<b>Bureau of Economic Analysis' Regional Economic Information System (REIS):</b> Provides data on <i>per capita</i> income by county for all states except Puerto Rico.
<a href="#">Census Bureau Data</a>	<b>Explore Census Bureau Data:</b> Provides census data including estimates on poverty, per capita income, and unemployment by counties, states, and metro areas, including Puerto Rico.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.bls.gov">www.bls.gov</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states, including Puerto Rico.

WEBSITE ADDRESS	EXPLANATION
<a href="#">USDA ERS - Rural-Urban Continuum Codes</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes:</b> Provides urban rural code for all counties in US.

## APPENDIX H. State Support and Oversight Fee Policy

### OVERVIEW

MD GOSV is instituting a State Support and Oversight Fee to administer AmeriCorps Maryland. This required fee will be included in the FY25 Notice of Funding Opportunity, and the MD GOSV will start collecting as part of the 2026-2027 budget period for subrecipients.

The State Support and Oversight Fee will be used to support commission staff time spent on providing necessary training and technical assistance, and risk-based monitoring of subrecipients. This fee may additionally be used to support portfolio wide training and events.

### FEE STRUCTURE

The State Support and Oversight Fee is 2% of 98% of your awarded grant. This is to ensure consistency with cost-reimbursement grantees who have their fee calculated based on the total CNCS share of Section I and Section II costs, prior to the State Support and Oversight Fee added to the Section I total.

Fixed full cost grants will include this cost as \$200/MSY.

State Support and Oversight Fees will be re-calculated after funding notifications to reflect the funded number of MSYs. This fee needs to be budgeted in CNCS grant funds.

### PROFESSIONAL CORPS PROGRAMS

Because fixed grants and Professional Corps programs do not pay living allowance and typically have approved Alternative Timekeeping Systems, the MD GOSV staff spend less time on some monitoring activities. As such the fee for fixed and Professional Corps programs is significantly lower.

Starting with the 2026-2027 program year, the MD GOSV will not claim any administrative costs. Subrecipients are eligible to claim the full 5% of indirect costs.

### BUDGET

Subrecipients are expected to self-identify their fee based on the factors above. The MD GOSV will review that the correct fee was calculated during grant review and clarify as needed.

Cost-reimbursement grants will include this cost in the federal share of Section I (other program operating costs) of the budget. Fixed grants will submit the Fixed State Support and Oversight Fee Calculator as a required additional document with their grant application.

## Collecting State Support and Oversight Fee

### **COST-REIMBURSEMENT GRANTS**

At the start of the grant year, MD GOSV will issue an invoice for the full amount of the State Support and Oversight Fee to cost-reimbursement subrecipients.

Cost-reimbursement subrecipients will be required to include the full state support and oversight fee on their first Expense Reimbursement Form (ERF), not including pre-award ERFs. MD GOSV will draw down the state support and oversight fee from the federal government with other requested grant funds.

### **FIXED GRANTS**

MD GOSV will issue quarterly invoices for the State Support and Oversight Fee and must be paid within 30 days by the subrecipient. Subrecipients may use their federal funds to pay the invoice. The fee amount does not change based on enrollment or retention. Subrecipients may request an alternative invoicing timeline

## APPENDIX I. Recommendations for a Compelling Narrative

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in [\*Table 3: Criteria used to assess the quality of applications\*](#) included in the application instructions.

Your narrative, logic model, and performance measures will describe the problem that exists. Application reviewers should understand the intervention, or service, your members will be providing to the communities or environments where the problems are prevalent or present. Program and financial staff should meet regularly, especially during the application process.

The narrative is your opportunity to convey in writing important elements that demonstrate both the need for your program and your organization readiness to operationalize an AmeriCorps program. Programs should check applications for consistency. Please use up to date, relevant, and local data, as available. Use current evidence, preferably from the last 6 years.

### **Recommendations for a compelling narrative:**

- Your initial approach to your application narrative should be from a technical perspective. Prior to submitting the application to the MD GOSV the program should review the grant application to ensure it has satisfied all technical criteria listed in the NOFO, Application Instructions, and [Mandatory Supplemental](#).
- Think like a reviewer. If possible, engage an outside person to read and score with tools (e.g., Scoring Criteria).
- Reviewers will assess your application against the selection criteria in table 3. To best respond to these criteria, we suggest that you include a brief discussion of each bullet point that pertains to your application.
- Start sentences with the Review Criteria key terms and/or bullets listed in the Notice. Example: “The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate by...”
- Make it easy for reviewers to find responses to sections and review criteria. Implement any formatting you can, such as: Using all-caps text for Review Criteria subsection headings (e.g., EVIDENCE TIER, NOTICE PRIORITY, MEMBER EXPERIENCE, etc.).
  - Narrative field headers (e.g., Executive Summary, Program Design, etc.) are automatically populated by eGrants.
  - Indent paragraphs by using the spacebar, as you cannot use the Tab button in eGrants.
  - Strive to understand evidence and evaluation reports. Use the AmeriCorps Evidence Exchange and MetaData Glossary, [Mandatory Supplemental Information](#), and other authoritative resources.
- Follow Notice instructions on the way to title, name, and submit all required additional docs.

- Don't make assumptions. Even if you have received funding from MD GOSV or AmeriCorps in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms and ensure that all acronyms are defined the first time that they are used.
- Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the Notice.
- Avoid circular reasoning. The problem you describe should not be defined as the lack of the solution you are proposing.
- Explain how. Avoid simply stating that the criteria will be met. Let us know how the proposed project will meet the criteria. Use evidence to support need, intervention, and anticipated outcomes.
- Use assessment criteria in the Notice to gauge the length of each narrative. Give more narrative length for sections with higher point values than those with lower or no associated values.
- Headings are your friend. Follow the instructions and discuss each criterion in the order they are presented in the instructions. Use headings to differentiate narrative sections according to criterion.
- Using third party citations lends credibility to your application, evidence, and more.
  - Use in line citations in the format of your choice (APA, MLA, Chicago, etc.) to support the evidence. Don't waste space on a bibliography or hyperlinks, they will not be reviewed.
- When selecting evidence, read the Evidence Base and Evidence Quality review criteria and [Mandatory Supplemental Information](#) carefully.
- Application narratives should flow and align with the budget.
- Weave together performance measures, data collection and evaluation.
- Review the Print Application for Federal Assistance and clean up as needed. Search (ctrl + f for windows, command + f for MAC users) for “¿.” This tends to result from a formatting issue within eGrants.
- Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

## APPENDIX J. Training Waiver Request

If your program is designed to prepare members for jobs, credentials, or further education — especially if it serves economically disadvantaged participants — you may be eligible to spend **up to half of total member hours** on education and training with an approved waiver.

- The old cap for training hours was **20%** of total member hours for education and training.
- The new rule allows **up to 50%** for training hours, but only with an approved waiver.
- Waivers are available starting with **FY 2025 funding**.
- Programs focused on **job training, credentials, apprenticeships, or serving economically disadvantaged members** are most likely to qualify.

### Waiver Eligibility and Review Process

Programs operating with FY 2025 or subsequent program-year funding are eligible to apply for an education and training waiver. The Governor’s Office of Service and Volunteerism (GOSV) will review waiver requests concurrently with the FY 2025 program application. Approved waiver requests will be forwarded to AmeriCorps for final review and determination. AmeriCorps will consider granting a waiver if the program meets one or more of the following criteria:

- The program is a Registered Apprenticeship program;
- The program is a job training or job readiness program;
- The program includes activities that support member attainment of a GED or high school diploma, or occupational, technical, or safety credentials; or
- The program primarily enrolls economically disadvantaged AmeriCorps members and is designed to provide soft skills or life skills development for those members.

To request a training waiver programs must complete the training waiver section of the [Additional Documents Form](#).

### Definitions

**Registered Apprenticeship** is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce and individuals can:

- obtain paid work experience with a mentor,
- receive progressive wage increases,
- classroom instruction, and
- a portable, nationally recognized credential.

Registered Apprenticeships are industry-vetted and approved and validated by the U.S.

Department of Labor or a State Apprenticeship Agency.

### **Job Training or Job Readiness Program**

These are programs for individuals who have little or no work experience, who have been out of the workforce for an extended period of time, or who are seeking training in a new field.

These programs focus on developing knowledge and skills that prepare the participant for employment. They encompass technical competencies related to a specific job and essential soft skills such as communication, teamwork, adaptability, and problem-solving.

### **GED**

The General Educational Development (GED) tests are a group of four academic subject tests in the United States and its territories certifying academic knowledge equivalent to a high school diploma. Passing the GED test gives those who do not complete high school, or who do not meet requirements for high school diploma, the opportunity to earn a Certificate of High School Equivalency or similarly titled credential.

### **High School Diploma**

A high school diploma (sometimes referred to as a high school degree) is a diploma awarded upon graduation from high school. A high school diploma is awarded after completion of courses of studies lasting four years, from grade 9 to grade 12.

### **Occupational, Technical, and Safety Credentials**

A credential consists of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

### **The term “industry-recognized” means a credential that:**

- Is sought or accepted by employers within the industry or sector involved as a recognized, preferred, or required credential for recruitment, screening, hiring, retention, or advancement purposes; and
- Where appropriate, is endorsed by a nationally recognized trade association or organization representing a significant part of the industry or sector.
- An occupational certification indicates that the individual has acquired the necessary competencies, including knowledge, skills, and sometimes, personal attributes, to perform a specific occupation. Occupational certifications are generally:
  - Granted by third-party, non-governmental agencies – usually associations – and by companies (which may offer certification on use of their own products – either software, hardware, or equipment);
  - Intended to set professional standards for qualifications, such as a certification for a crane operator or a Novell Network Certified Engineer;
  - Set through a defensible, industry-wide process of job analysis or role delineation that results in an outline of required knowledge and skills;
  - Based on successful completion of an examination or assessment, which indicates mastery of competencies as measured against a defensible set of standards.

- A safety certification is a form of official proof showing that you have the knowledge and experience needed to perform various safety-related tasks. The process starts by meeting all the necessary qualifications and then taking the safety certification exam. After successfully completing the exam, you will have earned the safety certification.
- There is no comprehensive national list of approved credentials. Please use your best
- professional judgement.
- Primarily enrolls economically disadvantaged AmeriCorps members and is designed to provide soft skills or life skills development for those members.
- Primarily is more than 51% of the members.

### **Economically disadvantaged**

An individual who is economically disadvantaged is one or more of the following:

- (A) Who are out-of-school youth, including out-of-school youth who are unemployed.
- (B) Who are in or aging out of foster care.
- (C) Who have limited English proficiency.
- (D) Who are homeless or who have run away from home.
- (E) Who are at-risk to leave secondary school without a diploma.
- (F) Who are former juvenile offenders or at risk of delinquency.
- (G) Who are individuals with disabilities.
- (H) Who receives cash welfare payments under a Federal, State, or local welfare program.
- (I) Who receives Food Stamps.
- (J) Who receives a total family income that is not greater than the higher of
  - (i) the official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 9902(2) of title 42,2 or
  - (ii) 70 percent of the lower living standard income level.

### **Soft Skills**

Non-technical skills that relate to how an individual works. Examples include having the ability to manage time effectively, being able to compromise and resolve conflicts, and overall work ethic. Soft skills can affect interaction with colleagues, solve problems, and how your work is managed.

### **Life Skills**

Skills that are necessary or desirable for full participation in everyday life. They build the abilities for adaptive and positive behavior that enable humans to deal effectively with the demands and challenges of life.