

FY26 Notice of Funding Opportunity
AMERICORPS MARYLAND FORMULA GRANTS
APPLICATION INSTRUCTIONS
2026-2027

All formula applications and required additional documents must be received in [the application portal](#) no later than 11:59 p.m. on April 22nd, 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.¹

¹ **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 requirements. All formula funding announcements by the Corporation for National and Community Service, dba as AmeriCorps, are posted on www.americorps.gov and www.grants.gov.

Public Burden Statement: The public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the required data, 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 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 information to federal, state, or local agencies in response to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine whether any prior criminal convictions exist. The information may also be provided to appropriate federal agencies and Department contractors that 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 of 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 information on grantmaking. The information will not otherwise be disclosed to entities outside of AmeriCorps without prior written permission. Effects of Nondisclosure - The requested information is mandatory to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at 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 available, or use the 15% de minimis rate. Refer to: AmeriCorps 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.

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I. Application and Submission Information

Please use these application instructions if you are a new, continuation, or recompeting applicant to AmeriCorps Maryland.

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, the maximum amount of funding per Member Service Year (MSY), and other information 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	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700- 2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

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

1. AmeriCorps Regulations [45 CFR §§ 2520–2550](#)
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability* and
3. Application Instructions.

A. Electronic Application Submission

Applicants must submit applications electronically via [AmeriCorps Maryland's web-based application system](#). 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.

To report an issue with the application portal, contact [AmericaLearns](#) copy gosv.md@maryland.gov with the name of the organization in the subject line.

The applicant is responsible for ensuring the successful resolution of the technical issues with the application or application system.

System Access

Follow the prompts at the link provided to create a user account and enter your organization if necessary. Anyone working on the application will need their own account.

Entering Your Application

Find the FY26 Formula Application under "Competitions". Click "Apply" to begin. It is recommended that you save your work frequently.

B. Content and Form of Application Submission

Complete applications must include the following elements:

- Narrative Sections:
 - FACE Sheet
 - Executive Summary;
 - Program Design;
 - Organizational Capability;
 - Cost-Effectiveness & Budget Adequacy;
 - Grant Characteristics
 - Logic Model
- Performance Measures
- Budget
- Authorization, [Assurances](#), and [Certifications](#)
- Additional Documents

II. Application Components and Selection Criteria

A. Cover Sheet

Enter, review, and update the requested information in the fields that appear. The programmatic contact person needs to be the person who can answer questions about the application.

Requested project period start and end dates. Project period must be between August 15, 2026, and August 14, 2027.

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.

B. 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 one that carefully follows the guidance in this Notice and the 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.

Applications will include narrative descriptions of the following:

- Executive Summary
- Notice Priority
- Program Design & Logic Model
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

C. 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 [Performance Measure Instructions](#) for more information.

D. 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 the quality of applications by using the selection criteria described below and will rate them accordingly. 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.

Before issuance and annually thereafter, awards will be subject to review by one or more AmeriCorps senior officials or their designees, in accordance with 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
1. Executive Summary	0
2. Program Design	50
1. Notice Priority	4

Categories/Subcategories	Percentage
2. Community and Logic Model	20
3. Evidence Tier	12
4. Evidence Quality	8
5. Member Experience	6
3. Organizational Capability	25
6. Organizational Background and Staffing	15
7. Member Supervision	10
4. Cost-Effectiveness and Budget Adequacy	25
8. Member Recruitment	8
9. Member Retention	9
10. Data Collection	8

Executive Summary (Required – 0 Percent)

Please fill in the blanks of these sentences to complete the Executive Summary. Copy and paste exactly into the application portal. 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 to promote transparency and Open Government.

Notice Priority (4 points)

Describe whether one or more of the funding priorities² is a significant part of the program focus and intended outcomes. Include how the applicant's proposed program addresses one or more of the funding priorities in a compelling way.

Program Design (Required- 50 percent)

In assessing Program Design, reviewers will examine the extent to which the applicant demonstrates that 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.

The applicant must describe in the Logic Model.

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Number and slot type of AmeriCorps members who will deliver the intervention.
 - Locations or sites in which members will provide services.
 - Setting and community conditions where the intervention is delivered.
 - 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 include:
 - 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 that beneficiaries will receive).
 - 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 resulting from the intervention, including meaningful changes in knowledge/skill, attitudes, behaviors, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators.

² FY26 Funding Priorities can be found in the FY26 Maryland AmeriCorps Notice of Funding Opportunity

Programs should include short-term, medium-term, and 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 it aligns with funding priorities, and how it 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 them to progress over time. Thus, applicants should not be deterred from applying for funding based on their current level of evidence.

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 the applicant submits multiple evidence documents, the most recent – as measured by 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 the same intervention. Applicants must meet all requirements of an evidence tier to be considered for that tier.

Submitted evidence that does not sufficiently match the intervention will not be reviewed or awarded 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. Member Experience (6 points)

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

Organizational Capability (Required-25 percent)

In assessing Organizational Capability, reviewers will examine the degree to which the applicant meets the following criteria:

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 implement a federal grant effectively.

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, the 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.

Cost Effectiveness & Budget Adequacy (Required-25 percent)

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the extent to which the budget meets the following criteria.

A. Member Recruitment (8 points)

- Describe budget expenses to support the 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 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, alum programming, etc.

C. Data Collection (8 points)

- The applicant provides a description of budget expenses that support data collection, continuous improvement activities, and evaluation, including the intervention process for collecting data and evaluating its impact on maintaining high-quality performance data within your organization and community, as well as on the member experience. partners, how data will be analyzed, and how this will ensure timely and accurate reporting to AmeriCorps.

Data Collection Summary (Required 0 percent)

All applicants must submit a data collection summary using the required template with their application. Refer to Additional Documents for instructions for submitting the data collection summary.

E. 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.

F. 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 makes SAM.gov the federal repository for the government-wide information.

IV. Required Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline. Applicants will be prompted to [upload documents within the application portal](#).

All additional documents must be consistent with the following naming convention:

FY26 [legal applicant name] -[document title]

****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 10 MB per document. This limit is inclusive of all attachments associated with each submission. Individual files larger than 10 MB will not be received or reviewed.

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

Additional documents for all applicants can be accessed on the [DSCI website](#) unless otherwise noted:

Audience	Item	Status
All Applicants	1. Evidence documents. Please refer to the Evidence Base section and Mandatory Supplemental Information for detailed instructions by evidence tier. ³	<input type="checkbox"/> Submitted
	2. Data Collection and Quality Plan via the application portal. Applicants must submit a Data Collection & Quality Plan describing the systems and procedures the program will use to collect, manage, verify, and report performance measure data. See Appendix F for the required template.	<input type="checkbox"/> Submitted
	3. Certificate of Good Standing. Applicants must upload a PDF of their Certificate of Good Standing from the Maryland Department of Assessments and Taxation . ⁴	<input type="checkbox"/> Submitted
	4. Labor Union Concurrence, if applicable. If a program applicant: <ul style="list-style-type: none"> ● Proposes to serve as the placement site for AmeriCorps members; and ● Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and <p>If a local labor organization represents those employees, the application must include the organization's written concurrence.</p>	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	5. Federally approved indirect cost rate agreement , if used to claim indirect/administrative costs. Applicants applying to AmeriCorps that include a state- or federally approved indirect cost rate amount in their budget, or use a de minimis rate, must enter the current approved indirect cost rate agreement information into their budget when submitting their application, and must submit the approved indirect cost rate agreement via the application portal. See Indirect Cost Rate User Instructions .	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	6. Federal debt delinquency and federal debarment certification via the application portal.	<input type="checkbox"/> Submitted

³ If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements. eligible for

⁴ If an entity (business) is not in good standing with SDAT the applicant must notify govs.md@maryland.gov and resolve all issues before purchasing a certificate.

Audience	Item	Status
	7. Financial Documentation. 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
	8. Non-Profits only: 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
	9. State Support and Oversight Fee Calculator. The document must be submitted as a PDF.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	10. Match Waiver (if applicable). See Appendix K.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	11. Training Waiver (if applicable). See Appendix I.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
	12. MSY Waiver (if applicable). See Appendix J.	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A

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 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. Continuation Changes

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

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs. In addition, if you are in year two or three of a cost reimbursement grant cycle, you must submit a “new” application to participate as a fixed amount grant; you cannot continue your existing project and switch from cost reimbursement to fixed amount. AmeriCorps reserves the right to consider your continuation request if your fixed amount application is not funded.

Be sure you also review the Notice when preparing your request. If you have questions about the content of your continuation request, please contact govs.md@maryland.gov

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

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions

Appendix B: Detailed Budget Instructions for Fixed Amount Grants

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 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, quarter-time, minimum-time). The MSY is 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 0.26455027)	=
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	=
_____ Abbreviated-time (100 hours)	(_____ members x 0.05627705)	=
	Total MSY	=

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		
Program Grant Request	47.5 MSY X \$9,500/MSY	\$451,250	\$451,250	\$0		
Subtotal		\$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 the Federal/AmeriCorps Share of the grant request. Grantee Share refers to matching funds provided by the applicant.

A. Match Requirements

Program requirements, including match requirements, are located in the AmeriCorps regulations and are 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. The 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 K for instructions on requesting a match waiver.

Note: AmeriCorps legislation permits the use of non-AmeriCorps federal funds as a 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 before 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, the application portal will automatically populate a budget summary and budget narrative report. Before submission, be sure to review the Budget Checklist (Appendix E) to ensure your budget is compliant.

In addition, AmericaLearns will perform a limited compliance check to validate the budget. If AmericaLearns 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 funding level.

Personnel Expenses

List each staff position separately and provide salary and percentage of effort as a 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, and training staff and AmeriCorps members.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
PERSONNEL:	<p>The Maryland Commission requires that programs include the cost of a staff member who will be the primary program staff member for the future grant.</p> <p>The expectation is that either (1) the 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>Example 1 - Director - Manage day-to-day operations of [Program Name]- Annual Salary: 1 person(s) at \$ xx,xxx * 100% usage.</p> <p>Example 2 - Program Director oversees the operation of the program and the 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

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 the applicant policy and justified in the budget narrative.

Only domestic travel is allowable.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
STAFF TRAVEL:	<p>Maryland Commission requires that each reapplying 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>Example 1 - National Service Training Conference - 2 Staff: Hotel: 2 * \$xxx/night * x nights + Airfare at \$xxx each = \$x, xxx</p>
STAFF TRAVEL:	<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 traveling from outside 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 all costs should be itemized using the most recently approved MD government rates for mileage and per diem.</p>	<p>Example 1 - 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 the 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 (both Federal and Grantee shares combined) 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 daily – preferably on clothing. 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 provide 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 list each 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 no maximum daily rate.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
CONTRACTUAL AND CONSULTANT SERVICES:	Programs with an average recruitment rate below 70% over 3 years 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
OTHER PROGRAM OPERATING COSTS:	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 enhancing the skills staff need for effective project implementation, e.g., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is no 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 no maximum daily rate.

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

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
MEMBER TRAINING:	<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>Example 1 - Member Training - Consultant \$x,xxx quarterly * 4 quarters = \$ xx,xxx</p> <p>Example 2 - Linked in Learn subscription of \$450/member * 10 members = \$4,500</p> <p>Example 3 - Maryland Professional Emergency Management Program (MDPEMP) registration fee \$500/member * 10 members = \$5,000</p>

Data Collection and Validation

Include costs for data collection and validation activities, including additional staff time or subcontracts, use of consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost includes the daily/weekly collection of data to assess progress toward meeting performance measures, a broader assessment of the impact your project is having on the community, and an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
DATA COLLECTION AND VALIDATION	<p>Programs must budget for project data collection and validation 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>Example 1 - Evaluation consultant services related to the National Performance Measures: Total Cost: \$xx, xxx- Daily Rate of 0</p> <p>Example 2 - Learning & Evaluation: Cost of data collection, evaluation, reporting, and database management for the program. Total is calculated as 2.5% of direct costs (sections I and II): \$436,130 x 0.025 = \$10,903. Daily Rate of \$109.</p> <p>Example 4 - Qualtrics System: Data Collection \$4,500</p>

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 shared with other projects or activities, the costs must be equitably prorated and allocated among the activities or projects.
- Utilities, telephone, internet, and similar expenses specifically used by AmeriCorps members and AmeriCorps project staff are not included in the organization's indirect cost allocation pool. If such expenses are budgeted and shared among other projects or activities, the costs must be prorated equitably and allocated among the activities or projects.
- Recognition costs for members. List each item and justify 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.

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

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, risk-based oversight of subrecipients, and 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 the Section I and Section II costs, excluding the State Support and Oversight Fee itself. These costs must be budgeted for in the CNCS share. The fee amount is determined based on the 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 G: State Support and Oversight Fee POLICY AND PROCEDURE.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
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OTHER PROGRAM OPERATING COSTS:	<p>Subapplicants must budget for the state support and oversight fee in the 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 recalculated after funding notifications are received to reflect the number of funded MSYs. This fee must be paid with federal grant funds.</p> <p>Please see MD GOSV’s State Support and Oversight Fee Policy and Procedure in Appendix G for more information.</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>Example -</p> <p>Fixed State Support and Oversight Fee - $([CNCS\ Share\ Section\ I] + [CNCS\ Share\ Section\ II]) \times (2\%) \times (98\%) = State\ Support\ and\ Oversight\ Fee$</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). 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 whom you are not requesting funds for a living allowance, but for whom 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 efforts to remove barriers to service by facilitating a living allowance increase for service members serving in AmeriCorps programs. The increase will not only help retain service members but will also help attract new members.

Member Support Costs

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

- FICA.** Unless exempted by the IRS, all projects must pay FICA on any member's living allowance, even when AmeriCorps does not supply it. 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 that all full-time members will have access to coverage.
- Workers' Compensation.** Some states require workers' 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 workers' compensation, and if so, at what level. If you are not required to pay workers' 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 will be given to programs that offer member benefits and remove barriers to service.

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
MEMBER SUPPORT COSTS	<p>The Member Assistance Program (MAP) is sponsored by America's Service Commissions (ASC). It is designed to support AmeriCorps programs in providing accessible, high-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 ASC's website. <u>This service is recommended but not required.</u></p>	<p>Example - ASC Member Assistance Program: Basic / Premium / Premium Plus Package for xx Members * \$5 / \$10 / \$15 per Member = \$xxx</p>
MEMBER SUPPORT	<p>Programs must budget for activities dedicated to member experience, which could include recruitment, retention,</p>	<p>Example 1 - Member Emergency Fund to reduce attrition through providing</p>

CATEGORY	REQUIRED BUDGET ITEM	BUDGET NARRATIVE
COSTS	recognition, or addressing barriers to service, e such as the Scholar Fund's Member Emergency Fund.	support to members experiencing hardship - flat fee of \$3,500

Note: The value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, childcare reimbursements for 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 with an established indirect cost rate for federal awards, administrative costs are those 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 the 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 available.
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.

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. 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.

If applicable, see the Indirect Cost Rate (IDCR) User Instructions.

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 of 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, you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. To charge this fixed 5%, the grantee's match of 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 $.0526 \times .6$. 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 that can be 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 $.0526 \times .6$ 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 the grantee's share of 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 the 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 exceeding \$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 be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, with the cognizant agency's approval.

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 $.0526 \times .6$ 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 indirect/administrative costs.

Grantee Share:

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

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

If you have questions about specific items, please contact gosv.md@maryland.gov

APPENDIX E: Budget Items Checklist

Below is a checklist to help you ensure 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 who recruit, train, place, or supervise members, as well as those who manage the project.
Yes No	Staff indirectly involved in the management or operation of the applicant organization are 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 exceeds 30%, please list it 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 of all staff and member travel is clearly identified.
Yes No	You have included funds in Staff Travel for the required GOSV-sponsored trainings
Yes No	Funds for AmeriCorps members' relocation expenses are not included 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	The 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 provide the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes No	You only charged the CNCS share of the budget member service gear that includes the AmeriCorps logo, and noted that the gear will have the AmeriCorps logo, except for 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 are itemized, and the purpose of the funds is justified.

SECTION II. MEMBER COSTS

In Compliance?	
Yes No	Living allowance amounts are 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 into equal increments, 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 only for full-time AmeriCorps members (unless serving part-time for a sustained full-time period, such as summer service). If your project chooses to provide health

In Compliance?	
	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 lack adequate 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 have been specified.
Yes No	Applicant has a copy of the current approved state or federal indirect cost rate agreement, which has been submitted to gosv.md@maryland.gov
Yes No	The applicant has never had a federally approved indirect cost rate and is using a de minimis rate of 15% of the budgeted modified total direct costs.
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 of administrative costs does not exceed 5% of the total federal funds budgeted.

SOURCE OF FUNDS

In Compliance?	
Yes No	The overall match is 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 match is for the entire budget. (The total amount of the match equals the amount in the budget and the amount in the executive summary.)

APPENDIX F. Data Collection and Quality Plan

Purpose

This plan describes the systems and procedures **PROGRAM NAME** will use to collect, manage, verify, and report performance measures and other impact data.

In accordance with the annual **AmeriCorps Notice of Funding Opportunity (NOFO)** and approved grant application, this plan should include descriptions of the following components:

- Procedures and roles for **data collection, tracking, and reporting**
- How the program ensures data is collected and managed **consistently across staff and sites**
- Procedures for **reviewing, correcting, deduplicating, and verifying program data**
- Procedures for maintaining documentation supporting reported performance

Staff Involved

● LIST APPLICABLE STAFF TITLES INVOLVED IN ACTIONS RELATED TO THIS POLICY *(Add or modify roles as appropriate)*

Key tasks/Deliverables	Responsible	Accountable	Consulted	Informed
Oversight of performance measures and compliance				
Daily data management and monitoring				
Collection and verification of service data				
Recording service activities				
Data review, verification, and reporting				

Definitions & Examples

- Outputs represent the direct products of program activities and are used to measure the amount of service delivered.
- Outcomes measure the **changes or benefits experienced by beneficiaries** as a result of program activities.
- **Code:** Applicants are expected to use the system-defined intervention codes as named in the Performance Measure instructions, so long as they appropriately represent the applicant’s program activities. Applicants may not create user-defined intervention labels that duplicate existing intervention categories.
- **Examples of Unit of Measure:** time periods (days, hours), lessons, miles of land, individuals, participants, etc.

- **Example Data Collection Methods:** Attendance logs, service activity reports, sign-in sheets, participant surveys, pre/post assessments, service delivery logs, case management data, school or partner outcome tracking
- **Example Collection Frequency:** at program entry and exit, at completion of intervention, quarterly
- **Example Data Tracking System Examples:** program database, spreadsheet, case management system

Data Collection

PERFORMANCE MEASURES

	Output	Outcome	Other Data Collected
PM			
Description			
Unit of Measure			
Collection Method			
Collection Frequency (address frequency of collection by all involved)			

DATA ACCURACY AND COMPLETENESS

Please describe how your organization ensures data accuracy and completeness through your internal policies and procedures.

TRAINING

Describe training provided to staff and members on data collection procedures.

DATA REVIEW

Describe how data is reviewed regularly to identify missing information, data entry errors, duplicate participants, incomplete records

DEDUPLICATION

Describe how the program ensures participants are counted **only once per performance measure definition.**

VERIFICATION

Describe verification procedures used.

DOCUMENTATION

Describe how the program maintains supporting documentation. Documentation is stored in [location or system] and maintained according to AmeriCorps record retention requirements.

Resources (if applicable)

Relevant resources supporting this policy include:

- AmeriCorps Performance Measure Instructions
- AmeriCorps Notice of Funding Opportunity
- AmeriCorps Maryland reporting guidance
- PROGRAM NAME internal data collection tools

PROGRAM NAME monitoring procedures

APPENDIX G. 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, whose fee is calculated based on the total CNCS share of Section I and Section II costs, prior to the State Support and Oversight Fee being added to the Section I total.

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

State Support and Oversight Fees will be recalculated after funding notifications are received to reflect the number of funded 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 to cost-reimbursement subrecipients for the full amount of the State Support and Oversight Fee.

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 these 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 H. Recommendations for a Compelling Narrative

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria 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. Application reviewers should understand the intervention or service your members will provide to the communities or environments where the problems are prevalent. Program and financial staff should meet regularly, especially during the application process.

The narrative is your opportunity to convey, in writing, key elements that demonstrate both the need for your program and your organization's 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 technical. Before 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, AmeriCorps terms and conditions, 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 address these criteria, we suggest you include a brief discussion for 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.).
 - Strive to understand evidence and evaluation reports. Use the AmeriCorps Evidence Exchange and Metadata Glossary, [Mandatory Supplemental Information](#), and other authoritative resources.
- Follow the Notice instructions for how 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 the 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 the 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, 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.
- Use an impartial proofreader. Before you submit your application, have someone completely unfamiliar with your project read and critique the project narrative.

APPENDIX I. 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 on 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 and life skills development.

To request a training waiver, programs must upload the training waiver available on serve.maryland.gov to [the application portal](#).

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-verified, approved, and validated by the U.S.

Department of Labor or a State Apprenticeship Agency.

Job Training or Job Readiness Program

These programs are for individuals with little or no work experience, those who have been out of the workforce for an extended period, or those 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 series of four academic subject tests in the United States and its territories that certify 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 a high school diploma the opportunity to earn a Certificate of High School Equivalency or a 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 upon completion of a four-year course of study, 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, or the 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, it is endorsed by a nationally recognized trade association or organization that represents a significant portion 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 with meeting all the necessary qualifications, then taking the safety certification exam. After completing the exam, you will have earned the safety certification.
- There is no comprehensive national list of approved credentials. Please use your best judgment
- professional judgement.
- Primarily enrolls economically disadvantaged AmeriCorps members and is designed to provide soft or life-skills development for them.
- Primarily, more than 51% of the members.

Economically disadvantaged

An economically disadvantaged individual 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 managing time effectively, compromising and resolving conflicts, and maintaining an overall work ethic. Soft skills can affect interactions with colleagues, problem-solving, 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.

APPENDIX J. MSY Waiver Request

PROGRAM REQUIREMENTS

A. Member Service Year (MSY) Requirements

To support programmatic sustainability, the Maryland Governor’s Office on Service and Volunteerism (GOSV) requires all Maryland State AmeriCorps subgrantee applicants to propose and maintain program operations within established Member Service Year (MSY) thresholds.

Applicants must adhere to the following MSY requirements by grant type:

Grant Type	Minimum MSY	Maximum MSY
Planning Grant	0	0
New (First-Time) Operating Grant	5	15
Continuing or Recompeting Operating Grant	20	No current limit

1. Waiver of Minimum MSY Requirement

In limited and compelling circumstances, the Department of Service and Civic Innovation may approve a waiver of the minimum MSY requirement on a case-by-case basis.

Applicants requesting a waiver must submit a narrative justification that includes:

a. Requested MSY and Slot Configuration

The total number of MSYs requested and the proposed member slot types (e.g., full-time, half-time, quarter-time)

b. Recruitment Plan

A description of the strategy to recruit and enroll members to meet the proposed MSY level

c. Additional Justification

Any other relevant information supporting the waiver request

2. Submission of Waiver Requests

Waiver requests must be uploaded via the additional documents section and are available at serve.maryland.gov.

APPENDIX K: Match Waiver Request

An ASN Rule Change that is in effect reduces the match requirement starting in the fourth year and will top out 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.

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 [the application portal](#). All components must be addressed to be considered for a match waiver, which includes 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 it, submit it to AmeriCorps for review and approval.