



Application Instructions

AmeriCorps State 2022-2023

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IMPORTANT NOTICE

These application instructions conform to the AmeriCorps online grant application system, [eGrants](#). All funding announcements by AmeriCorps are posted on www.nationalservice.gov and www.grants.gov. All funding announcements by Volunteer Mississippi are posted on <https://www.volunteermississippi.ms.gov/ameri-corps-funding-opportunity>.

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to AmeriCorps, Attn: Arminda Pappas, 250 E Street, SW Suite 300, Washington, D.C. 20525. AmeriCorps informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (see 5 CFR 1320.5(b)(2)(i)).

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

Indirect Cost Rates: AMERICORPS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% *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 state or federal negotiated indirect cost rate or will be using the 10% *de minimis* rate must enter that information in the Organization section in eGrants.

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the System for Award Management (SAM). All grant recipients are required to maintain a valid registration, which must be renewed annually.

APPLICATION RESOURCES

Please use these application instructions if you are a Planning Grant applicant that has made it to the next stage of the application process after review of your initial concept paper submission. Use these instructions in conjunction with the AmeriCorps Regulations, 45 CFR §§ 2520-2550. The AmeriCorps regulations include pertinent information (see Table 1, below). The Notice can be found at <https://www.volunteermississippi.ms.gov/ameri-corps-funding-opportunity>.

The full regulations are available online at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.

Table 1: Requirements in the AmeriCorps Regulations

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

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

1. AmeriCorps regulations 45 CFR §§ 2520-2550 take precedence over the;
2. Application Instructions take precedence over the;
3. Concept Paper Instructions.

VOLUNTEER MISSISSIPPI GRANT TERMS AND REQUIREMENTS

Grant Compliance

The specific requirements for AmeriCorps recipients are set forth in regulations, provisions, application guidelines, and the Notice of Grant Award and Terms and Conditions. In addition to being thoroughly familiar with the regulations, applicants should read application guidelines carefully as well as the regulations published in the Federal Register on July 8, 2005 (45 C.F.R. §§ 2520-2550). As with all federally funded programs, it is the responsibility of each AmeriCorps recipient to ensure appropriate stewardship of federal funds entrusted to them. It is important to make sure that all staff, sites and partners are familiar with the rules and regulations. The 2020-2021 Terms and Conditions can be found here:

- [General Terms and Conditions](#)
- [Specific Terms and Conditions for AmeriCorps State](#)

Allowable Costs

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

Point of Contact

Volunteer Mississippi requires that all recipients designate appropriate staff members to serve as primary and secondary program and fiscal staff contacts. The primary contacts have primary responsibility to manage the AmeriCorps program from both a programmatic and fiscal perspective. These people will serve as the primary contacts between the organization and Volunteer Mississippi throughout the duration of the AmeriCorps program. Grant funds can be utilized for personnel expenses. Timely responsiveness throughout the project period is tracked as a grant performance criterion.

Records Retention

All financial records, supporting documentation, statistical records, evaluation and performance data, and personnel records must be retained for three years after the close of Volunteer Mississippi's AmeriCorps grant from the AMERICORPS under which your organization's application is funded.

Volunteer Mississippi Sponsored Training Events

Each year, Volunteer Mississippi hosts two mandated AmeriCorps training events to provide tools and resources, as well as review program requirements or updates. Recipients are required to send appropriate individuals associated with the program to each training (Program Director, Program Assistant, Site Supervisors, Fiscal Staff, etc.). Recipients must include funds in the budget to attend these required training events. See the budget instructions for more information.

VOLUNTEER MISSISSIPPI RIGHTS AND DISCLAIMER

Interpretive Conventions

Whenever the terms "shall", "must", "will" or "is required" are used in these instructions in conjunction with a specification or performance requirement, the specification or requirement is mandatory. Failure to address or meet any mandatory requirement in a proposal may be cause for Volunteer Mississippi's rejection of an application.

Whenever the terms, "can", "may", "should" or "recommended" are used in these instructions in conjunction with a specification or performance requirement, the specification or requirement is desirable, but not mandatory. Accordingly, failure to address or provide any items so referred to will not be the cause for rejection of the proposal, but could result in a less favorable evaluation.

Cancellation/Partial Award/Non-Award

Publication of these instructions does not obligate Volunteer Mississippi to award any specific number of grants. Volunteer Mississippi reserves the right to cancel this funding opportunity, to make a partial award, or to make no award if it determines that such action is in the best interest of the State of Mississippi.

Right to Reject Proposals or Portions of Proposals

Volunteer Mississippi may, in its discretion, reject any and all proposals or portions thereof.

IMPORTANT DATES

Important Dates – Planning Grants

May 2, 2022,	Planning Grant Application Due in eGrants
May 3-9, 2022,	Review and Clarification Time Period
May 10-13, 2022,	Applicant Clarification Period
May 16, 2022,	Final Submission of Planning Grant Application Due
June 2022	Notification of Selection for Funding
October 1, 2022,	Anticipated Program Start Date

SUBMISSION INFORMATION

New applicants need to establish an eGrants account by accessing this link:

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

In eGrants, before Starting Section I you will need to:

- At the bottom of the home page, click on *New* under the *Creating an Application* section
- Select *AmeriCorps* from the drop-down box that says “Select a program area...”
- Select a NOFA: (FY2022 AmeriCorps State and Territory Commission – New and Continuations)
Click the blue box at the bottom labeled “next →”

- The next page will prompt you to select the state in which you are applying, select ***Mississippi***
- Select the following Prime Application ID: 22AC242874 – STATE FORMULA
- When choosing a Program Name, choose a title such as: “[YOUR PROGRAM NAME] – AmeriCorps Planning Grant”

Your eGrants application consists of the following components. You must complete each section, as detailed later.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

Via Email:

Applicants are required to submit the following additional documents by the application submission deadline. Additional Documents must be emailed to acms@ihl.state.ms.us with the following subject line: [Legal Applicant Name]-[Application ID number]. Emails should include the following information:

- The legal applicant’s name and its point of contact information
- The application ID number
- A list of documents that should be attached to the email
- Individually saved files that are clearly labeled.
- Files that include the legal applicant’s name and application ID number in the body of each document.

Documents to be submitted via email (do not submit items *not* listed below – Volunteer MS will not review or return):

- Current indirect cost rate agreement, if used to claim administrative/indirect costs.
- Federal and State Award Schedule (*do not submit if you are submitting a Single Audit*)

- Organizational Chart - The Organizational Chart that is submitted must clearly show where the AmeriCorps program would be within the Organization.
- Independent Financial Statement Audit from 2020 or 2021 (*submit the most recently completed*) - Not required for Colleges and Universities
- Single Audit from 2018 or 2018 (*submit the most recently completed*) (*if applicable*) - Not required for Colleges, Universities, or School Districts

I. APPLICANT INFO

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.

Select “New” since this will be a new application type. Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. APPLICATION INFO

In the Application Info Section enter:

- Areas affected by your proposed program. For city or county information, please follow each one with the two-letter capitalized state abbreviation MS.
- Requested project period start and end dates. You may request a start date of October 1, 2022. Exceptions to the start dates may be considered in exceptional circumstances.
 - If you select October 1, 2022, as the start date, then you must select August 31, 2023, as the end date.
- The Application is Subject to Review by State Executive Order 12372 Process. This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A

III. NARRATIVE

All applicants must submit a narrative with their application.

Respond to each of the following in the order in which the item is presented. The eGrants narrative must not exceed **10 pages**. Volunteer Mississippi will consider the number of pages only as they print out from the “Review” tab in eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits. Volunteer Mississippi will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. Volunteer Mississippi strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit.

A. Executive Summary

Fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template.

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

B. Rationale and Approach/Program Design

Please copy and paste the narrative for this section approved in final clarifications of your concept paper.

C. Organizational Capability

Please copy and paste the narrative for this section approved in final clarifications of your concept paper.

D. Cost Effectiveness and Budget Adequacy

Please write “see budget”

E. Evaluation Summary or Plan (0 percent). Enter N/A.

F. Amendment Justification (0 percent). Enter N/A.

G. Clarification Information (0 percent). Enter N/A.

H. Continuation Changes (0 percent). Enter N/A.

IV. LOGIC MODEL

All applicants must submit a logic model with their application.

A template has been provided to you on the Volunteer Mississippi NOFO website:

(<https://www.volunteermisissippi.ms.gov/americorps-funding-opportunity>). Please use the posted template as a guide for your logic model.

- First, read the entire logic model to make sure you understand the commitment required and outputs and outcomes expected.
- Second, complete the items that are requested for you to insert which is only information requested in the problem column from which you can use some of your narrative from your concept paper. **Please make sure that whatever you insert does not make the logic model go over 3 pages as it prints out in eGrants.**
- Third, make sure you do not edit or make any changes to any of the logic model elements that do not have the language “Insert”. With the exception of the problem column, the remainder of the logic model is simply a copy and paste.
- To enter your logic model, from your eGrants application page select “Logic Model” in the left side navigation menu.
- In the first blank row of the logic model, click “edit”. Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete all fields. When you are finished, click “save and close”.

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

V. PERFORMANCE MEASURES

All applicants must submit performance measures with their application.

- First, read performance measure instructions all the way through (Appendix A)
- Second, follow each step in the performance measure instructions as detailed in Appendix A.

VI. PROGRAM INFORMATION

In the Program Information Section, applicants must check the relevant boxes in order to be considered for AMERICORPS’s assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent

a significant part of the program.

AmeriCorps Funding Priorities.

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

Grant Characteristics

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

- Faith-based organizations
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

VII. DOCUMENTS

In the documents section of eGrants, please follow the selections outlined below:

- **Evaluation:** Select “Not Applicable”
- **Federally Approved Indirect Cost Agreement:**
 - Option 1:** Applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to Volunteer Mississippi at acms@ihl.state.ms.us at the same time they submit their application. If applicable, select “Sent”
 - Option 2:** Applicants that do not have a federally-approved indirect cost rate, select “Not Applicable”
- **Labor Union Concurrence:** Select “Not Applicable”
- **Other Documents:** Select “Sent”

In addition to the application submitted in eGrants, you are required to provide your federally-approved indirect cost agreement (if applicable) via email to acms@ihl.state.ms.us as part of your complete application.

VIII. BUDGET INSTRUCTIONS

A. Preparing Your Budget

The proposed budget should be sufficient to allow you to perform the tasks described in the logic model. As detailed budget information is entered, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission, review Budget Checklist (Appendix B) to ensure budget is compliant. eGrants will perform a limited compliance check to validate budget. If eGrants finds any compliance issues you will receive a warning and/or error message. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- 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).
- **Please add the cost of the NSOPW, state check and/or FBI check for criminal history checks for each covered position in the CNCS 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 Grants Guidance (UGG) (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements. The UGG can be found online at <http://www.ecfr.gov/>.

Section I: Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount”, “CNCS Share”, and “Grantee Share” for Parts A - I, for the 2022-2023 grant year, as follows:

A. Personnel Expenses

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

Volunteer Mississippi requires that new programs include the cost for a staff person who will be the Primary Program contact for a future AmeriCorps State grant. This person may be a Program Manager, Program Director, etc. The expectation is that this person would spend at least 75% of their time on the Planning Grant and 100% of their time on a future AmeriCorps state grant.

B. Personnel Fringe Benefits

Under “Purpose/Description” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health 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.

C. 1. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses, multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. If there is a training registration fee it should be included in the Staff Training line item. Only domestic travel is allowable.

Applicants may include funds in this line item for travel for staff to attend AMERICORPS-sponsored technical assistance meetings. There are two to three such opportunities per year, including, but not limited to the National Conference on Service and Volunteering and the National Service Regional Training Conference. It is strongly suggested that applicants budget funds in this line item for travel to the America’s Service Commissions Regional Training Conference in Spring 2021 at a location to be determined.

Volunteer Mississippi requires applicants to budget for the following staff travel:

- Program/Fiscal staff orientation – One day training in Jackson in August 2020 that the program director and one fiscal staff person are required to attend. Applicants should include mileage along with lodging and meals if an overnight stay is necessary due to distance.
- AmeriCorps Staff Training – This training will be in Jackson and will most likely be two days. The program director is required to attend and other program staff are encouraged to attend. Applicants should include mileage along with lodging and meals if an overnight stay is necessary due to distance.
- Regional Staff Training – One day training to be held in a location and at a date to be determined. The program director is required to attend and other program staff are encouraged to attend. Applicants should include approximately 100 miles round trip.

All travel costs must be itemized. For example: Travel to VM AmeriCorps Staff Training for 2 staff: Lodging - \$110/night x 1 night x 2 staff = \$220; Mileage – 300 miles roundtrip x \$0.54/mile = \$162; Meals - \$30/day x 2 days x 2 staff = \$120 = \$502.

C. 2. Member Travel

Do not enter costs in this line.

D. Equipment

Do not enter costs in this line.

E. Supplies

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

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training consultants, who will be listed in Sections G. below. There is not a maximum daily rate.

Volunteer Mississippi requires applicants to budget for the following contractual and consultant services:

AmeriCorps Coaching Service – estimate hours needed per week, as well as the daily rate for same. Planning Grant Programs will be required to work with an “AmeriCorps Coach” that will assist in building quality management practices, monitoring plans, performance measurement/evaluation, etc. Include approximately \$7,200 for this consultation service (approximately 80 hours of coaching at an average hourly rate of \$90).

G. 1. Staff Training

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

G. 2. Member Training

Do not enter costs in this line.

H. Evaluation

Do not enter costs in this line.

I. Other Operating Costs

Allowable costs in this budget category should include when applicable:

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Gifts and/or food in an entertainment/event setting are not allowable costs as either CNCS or Grantee share.
- Volunteer Mississippi requires all applicants to include costs for an online fiscal and progress reporting. Specifically, applicants should budget for the use of OnCorps at \$25.00 per month. This will enable your organization to manage fiscal oversight of the grant in a centralized way.

Section II: Member Costs

Do not enter costs into Section II.

Section III: Administrative/Indirect Costs

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

For organizations that do not have an established state or federal indirect cost rate, **administrative costs include:**

- Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases where they are specifically approved in writing by AMERICORPS as project costs.

- Costs for internal evaluation, including the organization’s overall management improvement costs (except for independent evaluations and internal evaluations of a program or project).
- Costs for general liability insurance that protects the organization(s) responsible for operating a program or project, other than insurance costs solely attributable to the project.
- Costs of space, base utilities, and communication (telephone, fax, and Internet) supporting administrative personnel.
- Administrative costs may also include portion of salaries and benefits of project’s director and other administrative staff not attributable to time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in OMB circulars incorporated in AMERICORPS regulations [45 CFR 2541.220(b)].

Administrative costs do not include the following allowable expenses directly related to a project (including their operations and objectives), such as:

- Costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
- Costs for independent evaluations and any internal evaluations to the extent that the evaluations cover only the funded program or project.
- Costs, excluding those already covered in an organization’s indirect cost rate, attributable to staff that work in a direct program or project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support program or project activities; and staff who review, disseminate and implement AMERICORPS guidance and policies directly relating to a project.
- Space, facility and communications costs for program or project operations and other costs that primarily support program or project operations, and are specifically allocable thereto, excluding those costs that are already covered by an organization’s indirect costs rate.
- Other allowable costs, excluding those costs that are already covered by an organization’s indirect cost rate, specifically approved by AMERICORPS as directly attributable to a program or project.

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

Applicants choose one of three methods to calculate allowable administrative costs – 1) a CNCS fixed percentage rate method, 2) a federally approved indirect cost rate method, or 3) a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total AMERICORPS funds actually expended under this grant. Do not create additional lines in this category.

Applicants using a state or federally approved indirect cost rate are required to enter information about the rate into eGrants. Use the IDCR eGrants Instructions for guidance on how to enter this information.

A. CNCS-Fixed Percentage Method

Five Percent Fixed Administrative Cost Option

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

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

CNCS Share:

$$([\text{CNCS share of Section I}] + [\text{CNCS share of Section II}] \times 0.0526 = \text{Maximum Amount } 5\%)$$

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.

Grantee Share:

(Total of Section I + Total of Section II) x .1 = Maximum Amount 10%

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

The Commission elects to retain a share of the 5% of federal funds available to programs for administrative costs at 2%. This should be reflected in the applicant's budget. To calculate these fractional shares, within Section III of the subgrant budget, two-fifths (40%) of the federal dollars budgeted for administrative costs is allocated to the Commission's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between Commission and program shares is calculated as follows:

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission Share}$

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.60) = \text{Subgrantee Share}$

B. State or Federally Approved Indirect Cost Rate

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

1. **Indirect Cost Total:** Determine the base amount of direct costs to which you will apply the IDC rate, including both the AMERICORPS 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 AMERICORPS share: Multiple the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

CNCS Share:

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

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

Grantee Share:

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

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

Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a *de minimis* rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

Source of Funds

AmeriCorps Planning Grants are required to include match/cost share at 24% of total program costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

AMERICORPS legislation permits the use of non-AMERICORPS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AMERICORPS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants.

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Applicants are **required** to identify if the match is “secured” or “proposed” by typing “secured” or “proposed” next to each description. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) **for your entire match**. Define all acronyms the first time they are used. **The total amount of Source of Match must equal exactly the total Grantee Share amount from the budget narrative as well as the total amount reported in the Executive Summary.**

IX. FUNDING DEMOGRAPHICS

In the Funding/Demographics Section enter:

- **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.

All other fields in this section should be listed as zero.

X. REVIEW, AUTHORIZE, AND SUBMIT

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant’s Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

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

Note: Everyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

APPENDIX A: PERFORMANCE MEASURE INSTRUCTIONS

In the performance measures module, you will:

- Create a performance measure for your planning grant

Home Page

- To start the module, click the “Begin” button on the Home Page.
- As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.
- Once you have started the module, clicking “Continue Working” will return you to the tab you were on when you last closed the module.
- To edit the interventions, objectives, MSYs and member allocations for your application, click the “Edit Objectives/MSYs/Members” button.
- After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete”.

Objectives Tab

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

1. Click on “Capacity Building” and click on “Capacity Building & Leverage”.
2. Select “systems development” and “training” as the interventions.
3. Select “Capacity Building” as the primary focus area and “Capacity Building & Leverage: Systems Development” as the primary intervention.
4. Click “Next” to continue.

MSYs/Members Tab

On this tab, you must enter a numerical value of “1” in all MSY and slot fields in order to submit your application. Then click the next button to continue.

Performance Measure Tab

This tab allows you to create performance measures for the planning grant activities that will be entered..

- **Objective:** Select “Capacity Building and Leverage”
- **Title:** Planning Grant
- **Problem Statement:** N/A
- **Selected Interventions:** Select both systems development and training.
- **Outputs:** Select G3-3.4: Number of organization that received capacity building services.
- **Outcomes:** Select the blank box and then type “App. Determined Outcome: 1 org. that improved their capacity to implement an AmeriCorps program”
- **Capacity Building End Outcomes:** Do not select anything in this section.
- **Enter # of MSYs:** Enter 1
- **Enter # of Members:** Enter 1
- Click next to continue.

Data Collection Tab

- **Description of Interventions:** Type “Conduct a planning grant process, participate in training and learning opportunities and meet regularly with Volunteer Mississippi staff and consultants”.

Output: G3-3.4: Number of organizations that received capacity building services

- **Select Method:** Other
- **Enter Instrument Description:** N/A
- **Enter Target Number:** 1

Outcome: App. Determined Outcome: 1 org. that improved their capacity to implement an AmeriCorps program

- **Select Method:** Other
- **Enter Instrument Description:** Type “Improved will be defined as completing and submitting at least five elements from the output column in the logic model.”
- **Enter Target Number:** 1
- **Unit of Measure:** Organization
- Click “mark complete” to continue.
- Click “next” to continue.

Summary Tab

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

- To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
 - Click “Edit Performance Measures” to return to the Performance Measure tab.
 - Click “Edit Data Collection” to return to the Data Collection tab.
 - Click “Validate Performance Measures” to validate this module prior to submitting your application.
 - Click “back to eGrants application” on the top right of the screen to return to the other application parts.
-

APPENDIX B: BUDGET CHECKLIST

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

SECTION I. PROGRAM OPERATING COSTS

In Compliance?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project. Examples include costs for staff that manage the project.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Staff indirectly involved in management or operation of applicant organization is funded through administrative cost section (Section III) of budget. Costs include central management and support.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Staff fundraising expenses are not charged to CNCS or Grantee share of grant. You may not charge AmeriCorps staff members' time and related expenses for fundraising to CNCS or Grantee share of grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	The types of fringe benefits covered and the costs of benefit(s) for each staff position described. Allowable fringe benefits include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. Provide calculation for total benefits as a percentage of salaries to which they apply or list each benefit as separate item. If fringe amount is over 30%, please list separately.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	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 <input type="checkbox"/>	No <input type="checkbox"/>	The purpose for all staff travel is clearly identified.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	You have included funds in Staff Travel for Volunteer Mississippi sponsored events.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	All single supply items over \$1,000 per unit are specifically listed and explained in budget narrative.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	You have budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for criminal history checks of 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 <input type="checkbox"/>	No <input type="checkbox"/>	All items in the budget narrative itemized and the purpose of the funds justified.

In Compliance?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Applicant has chosen to use the CNCS fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Applicant has a current approved federal indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Applicant has a current approved federal indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Applicant has a copy of the current approved federal indirect cost rate agreement which has been submitted to acms@ihl.state.ms.us .
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Applicant has never had a federally approved indirect cost rate and is choosing to use a <i>de minimis</i> rate of 10% of modified total direct costs has been budgeted?

SOURCE OF FUNDS

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

APPENDIX C: ALTERNATIVE MATCH INSTRUCTIONS

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

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

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

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. Volunteer Mississippi and AMERICORPS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative MatchSchedule.

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

- D. Instructions for the Alternative Match Schedule:** Programs must send their requests to Volunteer Mississippi via email to acms@ihl.state.ms.us for review and approval. If approved by Volunteer Mississippi, it will then be forwarded to AMERICORPS for consideration.

E-mail subject line: AmeriCorps Alternative Match Request

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

1. Basis of Request

- a. Identify the basis for your request as either a rural county or a severely economically distressed community as described above.
- b. Describe where your program operates and include the address of the legal applicant.

2. Rural Counties

- a. Describe the economic conditions.
- b. Confirm that your county has a Beale code of 4, 5, 6, 7, 8, or 9.

3. Economically Distressed Counties

- a. Provide your county per-capita income, poverty and unemployment levels.
- b. Demonstrate that your county per-capita income, poverty, and unemployment levels are above or below the national averages. Identify the data source(s) used to make your determination.
- c. Provide any other statistics you deem relevant to demonstrate your county is economically distressed.

4. Program Location: If you believe the location of your program should not be based on the address of the legal applicant, describe your justification for requesting an alternative location(s).

APPENDIX D: BEALE CODES AND COUNTY-LEVEL ECONOMIC DATA

Rural Community

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

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

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

Severely Economically Distressed Community

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

WEBSITE ADDRESS	EXPLANATION
http://www.bea.gov/regional/	Bureau of Economic Analysis' Regional Economic Information System (REIS): Provides data on per capita income by county for all states except Puerto Rico.
https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml	Census Bureau's American Fact-finder: Provides census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov	Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
https://www.ers.usda.gov/data-products/rural-urban-continuum-codes.aspx	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.

APPENDIX E: EGRANTS INDIRECT COST RATE (IDCR) USER INSTRUCTIONS

eGrants Indirect Cost Rate (IDCR) User Instruction

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

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

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

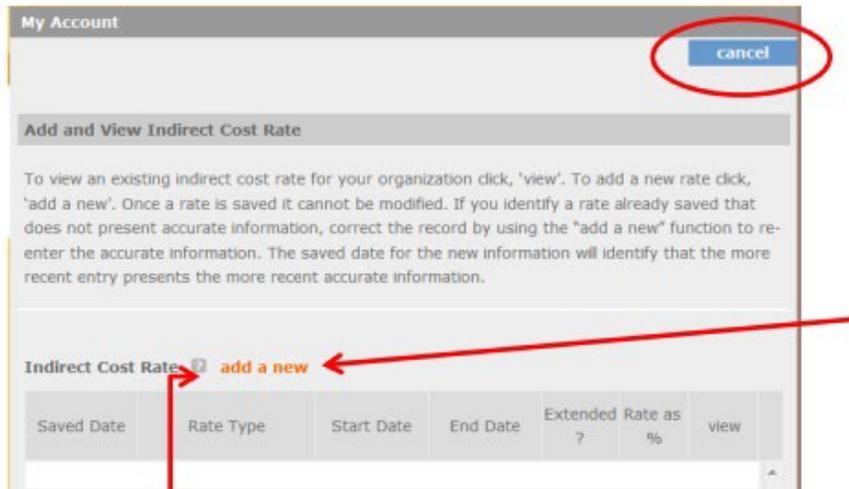
1. From the **eGrants home** screen, in the lower panel under **Managing My Account**, click on **My Account**.



2. From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**.



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



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

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

4. **Do you have an Indirect Cost Rate to Record?** Respond Yes or No. If **No** is selected, users cannot go any further and nothing will be recorded. If **Yes** is selected, users can continue on.

If your organization will be claiming a current, approved indirect cost rate on any AMERICORPS award, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have the opportunity to identify, in application submissions, if they elect to use a lesser percentage of an approved rate.

5. **Rate Type:** If your rate type is not one of the following options, contact Volunteer Mississippi (acms@ihl.state.ms.us) for guidance.
- **Federally Negotiated** – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;
 - **State Negotiated** – select if your rate has been negotiated by a state agency or other pass through entity; or
 - **10% of MTDC** – select if your organization qualifies for and elects to use the 10% *de minimis* rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they have never had a federally negotiated rate. State entities must also not receive more than \$35 million in direct federal funding.

Rates must be used consistently across ALL federal awards.

6. **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**.
- Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify Volunteer Mississippi (acms@ihl.state.ms.us). Other federal agencies may be added as needed.
7. **Acceptance Date.** Enter a valid date. The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.
8. **Rate Status.** Select one of the following options: **Final, Provisional, Predetermined, Fixed, Other, or Other – 10%.** Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here select **Other** and notify Volunteer Mississippi (acms@ihl.state.ms.us). Additional rate status options may be added as needed.
9. **Effective From.** Enter a valid date. The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.
10. **Effective To.** Enter a valid date. The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.
11. **No Expiration.** Check or leave unchecked. If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.
12. **Extended?** Respond Yes or No. If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.
13. **Rate Base.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A". If you need more than 500 characters, indicate "Summary" and record the most important content.
14. **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how the fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A". If you need more than 500 characters, indicate "Summary" and record the most important content.
15. **Treatment of Paid Absences.** Enter up to 500 characters including spaces. Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A". If you need more than 500 characters, indicate "Summary" and record the most important content.

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



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

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

APPENDIX F: ASSURANCES AND CERTIFICATIONS

(eGrants Review, Authorize and Submit Section)

Instructions

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

a) Inability to certify

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

b) Erroneous certification or assurance

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

c) Notice of error in certification or assurance

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

d) Definitions

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

ASSURANCES

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

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975,

as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a and 276a-77), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200, Chapter II, Subpart F.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by AMERICORPS will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-AMERICORPS funds or paid with AMERICORPS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a AmeriCorps-funded project and paid with AmeriCorps grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants”: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the National and Community Service Act of 1990 (NCSA);
- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;
- Will, before transporting minor children, provide the children’s parents or legal guardians with the reason for the transportation and obtain the parent’s or legal guardian’s permission for such transportation, consistent with state law;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.

- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the NCSA, and in AMERICORPS regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the NCSA and in AmeriCorps regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the NCSA or, with the approval of AMERICORPS, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by AMERICORPS;
- Will ensure the provision of a living allowance and other benefits to participants as required by AMERICORPS;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected consistent with the requirements of the NCSA;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless AMERICORPS approves otherwise.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the AmeriCorps regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior

to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

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

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Erroneous certification or assurance

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

Notice of error in certification or assurance

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

Definitions

The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

Assurance requirement for subgrant agreements

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

Assurance inclusion in subgrant agreements

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

Assurance of subgrant principals

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

Non-assurance in subgrant agreements

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

Prudent person standard

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