



# Request for Applications & Instructions

## 2025-26 AmeriCorps State Funds

**A Notification of Intent (NOI) to Apply is required for all applicants.**

Access the NOI [here](#).

Notification of Intent must be submitted by

**12:00 Midnight EST on September 30, 2024**

All Proposals and Required Additional Documents must be received

no later than **4:30 PM EST on October 15, 2024**

For further information or any questions regarding this RFA, contact [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov).

## FY25 Serve Kentucky AmeriCorps Dates and Deadlines

Date	Item
September 2, 2024	RFA Release
September 11, 2024	Technical assistance pre-recorded webinars released
September 30, 2024	<a href="#">Notification of Intent to Apply</a> due to Serve Kentucky
October 15, 2024	<b>Applications and additional documents due to Serve Kentucky</b> (in eGrants)
October 15, 2024	Alternative Match Requests due (if applicable)
November 15, 2024	Applications in eGrants will be returned to applicants for revisions/clarifications
November 25, 2024	<b>Revisions due to Serve Kentucky, applications still pending Board of Commissioners Approval</b> ; there may be further rounds of revisions after this date
December 12, 2024	Serve Kentucky Board of Commissioners Meeting
January 23, 2025	Board of Commissioners-approved applications due to AmeriCorps
Mid-April 2025	Expected AmeriCorps notification date of competitive awards
Early spring 2025	Formula grant process will open, if funds available
Mid-July 2025	Successful competitive applicants will be issued grant awards

### **Application Resources**

Please use this document to apply for AmeriCorps Kentucky State grant funding for program year 2025-2026.

These grants are awarded to organizations that propose to place AmeriCorps members in service solely within Kentucky. Selected organizations will receive grants to support AmeriCorps member positions that engage members in service to meet critical needs in Kentucky. If you are a national or multi-state applicant, please refer to [AmeriCorps' National list of Funding Opportunities](#). National applicants include Native Nations.

Use this document in conjunction with the [AmeriCorps Regulations](#) (45 CFR § 2520–2550), the AmeriCorps [Mandatory Supplemental Information](#), and the [AmeriCorps Performance Measure Instructions](#) to complete your AmeriCorps State grant proposal for program year 2025-2026.

This document, and other resources to help complete this application, can be found on Serve Kentucky's [AmeriCorps Grant Information](#) webpage.

**On3Learn courses** are available for your use as a resource. Serve Kentucky encourages you to use these in conjunction with writing your application. For details on how to access these, please email [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov), or see Basecamp.

*Note: AmeriCorps and Serve Kentucky reserve the right to re-open the RFA and/or reallocate funding.*

# Contents

<b>I. Program Description</b>	<b>4</b>
Who We Are	4
Funding Priorities	5
Federal Award Information	6
<b>II. Eligibility Information</b>	<b>10</b>
Eligible Applicants	10
New Applicants	11
Continuation Applicants	11
Threshold Issues	11
Other Eligibility Requirements	11
Other Considerations	11
<b>III. Application and Submission Information</b>	<b>12</b>
How to Apply	12
Content and Application Form	13
Late Applications	13
<b>IV. Submitting Your Grant Application in eGrants</b>	<b>13</b>
Important Details About eGrants	13
New and Recompete Applications	14
Continuation Applications	27
Late Applications	29
<b>V. Proposal Selection and Award Process</b>	<b>29</b>
Procuring and Contracting Agency	29
Initial Application Compliance and Eligibility Review	29
Serve Kentucky Application Review	30
AmeriCorps/Federal Review	31
Transparency in Grantmaking	31
Appeal of Grant Decision	31
<b>VI. Award Administration Information</b>	<b>32</b>
Federal Award Notices	32
Administrative and National Policy Requirements	32
<b>VII. Notices</b>	<b>34</b>
<b>VIII. Attachments</b>	<b>35</b>

**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 (CFR) and NOFO and this RFA, the AmeriCorps regulations (CFR) and NOFO take precedence. Find an electronic version of the CFR here: <https://www.law.cornell.edu/cfr/text/45/chapter-XXV> and <https://ecfr.federalregister.gov/>.

## **I. Program Description**

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps Grants are awarded to eligible organizations (see Eligible Applicants section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities.

An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) from the National Service Trust that can be used to pay for higher education expenses or apply to qualified student loans.

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for AmeriCorps State funding for the creation, expansion, or enhancement of programs that meet the requirements of the AmeriCorps national service program.

### **Who We Are**

Serve Kentucky’s mission is to engage Kentuckians in volunteerism and service to positively impact our communities. We achieve this mission primarily through our work with AmeriCorps programs and AmeriCorps members throughout the state of Kentucky. We are governed by a bipartisan citizen board of up to 25 members that are appointed by the Governor.

AmeriCorps is a federal agency that funds organizations to make positive impact in communities. To support the placement of AmeriCorps members and AmeriCorps Seniors volunteers in communities, AmeriCorps provides more than \$800 million in grant funding every year.

## Funding Priorities

**Funding Priorities:** For this funding opportunity, AmeriCorps will prioritize consideration from organizations that:

### Serve Communities

- Serve communities with concentrated poverty, rural communities, tribal communities, and historically underrepresented and underserved individuals. These may include people of color, immigrants, refugees, people with disabilities, LGBTQIA+ individuals, people with arrest or conviction records, religious minorities, etc.;
- Implement programs for or expand access to high-quality youth mental health and substance use recovery services and prepare AmeriCorps members to enter behavioral health careers. These may include individuals with lived experience with substance abuse and mental health challenges to support youth mental health efforts and continued AmeriCorps work on the opioid epidemic;
- Focus on improving the quality of life for veterans, active-duty members of the Armed Forces, and their families by recruiting veterans, military spouses, and their older children into national service;
- Promote environmental stewardship to help communities (especially underserved households and communities) to be more resilient by reducing greenhouse gas emissions, conserving land and water, increasing renewable energy use and improving at-risk ecosystems;
- Support civic bridgebuilding programs and projects to reduce polarization and community divisions; and providing training in civic bridgebuilding skills and techniques to AmeriCorps members;

### Benefit AmeriCorps Members

- Provide benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
- Develop and train the next generation of diverse public health leaders through service while addressing pressing community health challenges. Review Public Health AmeriCorps Priority in the Mandatory Supplemental Information (MSI) for eligibility information;

### Use Evidence

- Utilize reports from the AmeriCorps Evidence Exchange on programs assessed as having Moderate or Strong evidence to scale, replicate, or adapt the intervention;

### Faith-Based

- Organizations that are faith-based; and

### American Climate Corps

- Please note that applicants may propose projects to be affiliated with the American Climate Corps (ACC), which is a federal government national service and workforce development initiative focused on training young people for the clean energy and climate resilience workforce. Applicants who are interested must demonstrate that their project funds ACC eligible positions meeting the following criteria:
  - The position has verifiable climate or environmental impact.
  - The position is temporary (term-limited), and the term length is at least 300 hours.
  - The position includes skills-based training as part of the program and provides a pathway to employment.

Applicants submitting a workforce development project to qualify for affiliation with ACC should note that in their application. Successful applicants will be notified if they are part of the ACC and may be subject to additional reporting requirements.

To receive priority consideration, applicants must show that the priority area is a **significant part** of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding. It is also important to remember that you **do not need to fit into a Funding Priority** to be considered for funding.

## Federal Award Information

### Estimated Available Funds

AmeriCorps expects a highly competitive grant competition. Given limited funding, AmeriCorps may prioritize funding existing grantees instead of making new awards. The actual level of funding depends on annual appropriations.

### Estimated Award Amount

Award amounts will be different depending on the scope of the projects.

### Period of Performance

The project period is generally one year with a start date of August 1 or September 1, 2025, and end date of July 31 or August 31, 2026, respectively. Continuation awards for subsequent years are not guaranteed; they depend on availability of appropriations and satisfactory performance.

### Types of Awards

- **AmeriCorps State Competitive Grants:** These grants are awarded to fund a portion of program costs and members' living allowance. AmeriCorps State competitive applications are submitted to Serve Kentucky through this RFA process. Eligible applications are reviewed at the state level and then sent to AmeriCorps (federal level) where they are selected for funding or returned back to the state for further consideration under the formula grant process.
- **AmeriCorps State Formula Grants:** The State of Kentucky receives an annual formula allocation of funds from AmeriCorps. Serve Kentucky determines which applications receive formula grants in the state of Kentucky. An applicant that is not selected for competitive funding may be considered for formula funding. Dependent on funding availability, a separate RFA process for Formula Application will be run in early spring 2025.

### Grant Types

There are two types of grants: **cost reimbursement** and **fixed amount**. With either a competitive or formula grant, AmeriCorps/Serve Kentucky may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant. Full-Cost Fixed Amount grants are limited to applicants who have received at least three years of funding from Serve Kentucky and/or Professional Corps as they are not eligible to apply for Cost Reimbursement grants. See Table 2 below for more information. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

**Table 2. Grant Types**

Grant Types	Cost Reimbursement	Fixed Amount			
		Full-Cost	Education Award Program (EAP)	Professional Corps – See <a href="#">MSI</a> for further requirements	No Cost Slots
<i>Available Subtypes</i>	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps – See <a href="#">MSI</a> for further requirements	No Cost Slots
<i>Maximum Cost per MSY</i>	\$25,000	\$25,000	\$800 or \$1,000*	\$1,000	\$0
<i>Type of Slots in the National Service Trust</i>	FT, TQT, HT, RHT, QT, MT	FT, TQT, HT, RHT, QT, MT	FT, TQT, HT, RHT, QT, MT	FT only	FT, TQT, HT, RHT, QT, MT
<i>Budget Submission Required</i>	Yes	Minimal Budget		Yes, if requesting operating funds	No
<i>Availability of Funds linked to enrollment and retention of awarded MSYs</i>	No	Yes			No
<i>Special Requirements</i>	N/A	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in the budget.	N/A
<i>Financial Reporting Requirements</i>	Yes	No			
<i>Available to New Applicants</i>	Yes	No	Yes		

\*For the Education Award Program, AmeriCorps may provide a maximum of \$800 per individual enrolled in an approved national service position. If at least 50 percent of a program’s enrollees are disadvantaged youth, AmeriCorps may provide \$1,000 per enrollee, [42 U.S.C. § 12581a](#).

FT = full time, TQT = three quarter time, HT = half time, RHT = reduced half time, QT = quarter time, MT = minimum time,

**Funding Requirements**

**Member Living Allowance:**

- A living allowance is not considered a salary or a wage.
- Programs are required to provide a living allowance for members serving in full-time terms of service.
- Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must

comply with the maximum limits in the table below. For Cost Reimbursement Grants, the amount must be included in the proposed budget as either AmeriCorps or Grantee Share. Exceptions are noted below.

- While Fixed Amount Grants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

**Table 3. Member Service Year (MSY) & Living Allowance Amounts**

Service Term Type	Min # of Hours	Member Service Year (MSY) Calculation	Minimum Living Allowance	Maximum Living Allowance
Full time	1700	1.0	\$20,400	\$40,800
Three-quarter time	1200	0.70	n/a	\$28,560
Half time	900	0.50	n/a	\$20,400
Reduced half time	675	0.38095240	n/a	\$15,504
Quarter time	450	0.26455027	n/a	\$10,608
Minimum time	300	0.21164022	n/a	\$8,568

*Exceptions to the Living Allowance Requirements:*

- Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.
- EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.
- Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance table above. Professional Corps member allowances are paid entirely by the organization with which the members serve and are not included in the budget.

**Maximum Cost Per Member Service Year (MSY):**

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of the budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount of applicant may request from AmeriCorps per MSY is determined on an annual basis.

**Table 4. Maximum Cost Per MSY**

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$25,000
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Full-cost competitive Fixed Amount Grant	\$25,000
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	\$800 or \$1,000*
All non-EAP formula grants	\$25,000

\* AmeriCorps requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.



*\*\* Per 42 U.S.C. 12581a, the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth. \$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers (As of March 2024 CPI was 0.4).*

*AmeriCorps may 1) treat an applicant as a Professional Corps if they meet the legal requirements for a professional corps (even if they did not submit a professional corps application); and 2) decide not to provide a grant to an organization that it determines cannot operate effectively without AmeriCorps funds.*

**Cost Sharing or Matching:**

- **Fixed Amount Grants:** There is no specific match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program; therefore, organizations must raise the additional revenue required to operate the program. New applicants are not eligible to apply for Fixed Amount Grants. Serve Kentucky recommends organizations have at least two months’ worth of cash on hand to operate the AmeriCorps program.
- **Cost Reimbursement Grants:** A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every three years to 30 percent by year ten. Serve Kentucky recommends organizations have at least two months’ worth of cash on hand to operate the AmeriCorps program. Serve Kentucky also requires, with rare exception, that organizations do not overmatch.

**Table 5. Cost Sharing or Matching Requirements**

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

*Important things to note:*

- Law requires that grantees that use other federal funds as matchings funds for an AmeriCorps grant to report the amounts and sources of these funds to AmeriCorps on a Federal Financial Report found in 42 U.S.C. §12571(e). Grantees must track and be prepared to report on that match separately each year and at closeout.
- Match can be non-AmeriCorps cash and/or in-kind contributions.
- If you have any questions on what documentation should look like for a type of match, contact Serve Kentucky staff.
- Serve Kentucky requires, with rare exception, that Grantees do not exceed their required match percentage.
- If you propose to use another federal source as match, there must be written documentation from that federal source citing its allowability.
- Applicants must indicate if the match is proposed or secured.
- The living allowance or salary provided to AmeriCorps members in Professional Corps programs does not count toward the matching requirement.

**Match Waiver:** Please see the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps website’s [Manage Your Grant](#) webpage. Contact [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) for more information.

## Funding Restrictions

- *Religious use.* AmeriCorps assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- *Political activity.* AmeriCorps assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State, or local election to public office.
- *Contracts or collective bargaining agreements.* AmeriCorps assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- *Supplantation.* AmeriCorps assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive AmeriCorps support.
- *Nonduplication.* AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities currently provided.
- *Nondisplacement.*
  - An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.
  - An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
  - A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
  - A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
  - A participant in any program receiving AmeriCorps assistance may not perform any services or duties, or engage in activities, that –
    - Will supplant the hiring of employed workers; or
    - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
  - A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any –
    - Presently employed worker;
    - Employee who recently resigned or was discharged;
    - Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
    - Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
    - Employee who is on strike or who is being locked out.
- *Prohibited Activities.* See [Mandatory Supplemental Information](#) (MSI) for full text.

## II. Eligibility Information

### Eligible Applicants

Eligible applicants are organizations that propose to place AmeriCorps members in service within Kentucky to meet critical needs in Kentucky.

The following non-Federal entities (all of which are defined in 2 CFR §200.1) are eligible to apply to Serve Kentucky: 1) Institutions of higher education; 2) Local governments; and 3) Nonprofit organizations.

Entities must have a valid SAM registration and Unique Entity Identifier to receive an award.

## New Applicants

If you are applying to be a new program, please reach out to Serve Kentucky staff at [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) before proceeding. Serve Kentucky requires, with rare exception, that New Program proposals are submitted during the spring Formula competition. Serve Kentucky staff can assist you with next steps, which will likely require applying for a Planning Grant for the first year to be best prepared for the first operational program year.

## Continuation Applicants

Continuation requests 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/third year of its grant cycle, you must apply using the application instructions for new and re-competing programs.

Continuation applicants must submit an application in order to be eligible for funding for the following year. The submission deadline for continuation requests is also October 15, 2024, by 4:30 p.m. Eastern Time.

AmeriCorps reserves the right to award applications in an amount other than the requested level of funding.

## Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- Professional Corps must show that the community where it will place AmeriCorps members has a shortage of professionals in the relevant area, e.g., teachers, medical professionals, etc.
- If the proposed service activities require special member qualifications and/or training (e.g., tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier must provide adequate responses to the Evidence Quality review.

## Other Eligibility Requirements

- Organizations that have violated a Federal criminal statute may not receive AmeriCorps funds.
- Organizations that propose activities that are not allowed by AmeriCorps' laws, rules, or terms and conditions cannot receive AmeriCorps funding.
- Organizations that have any unpaid federal tax liability are not allowed to receive an award. AmeriCorps cannot provide funding to any corporation that has unpaid federal taxes that are not being paid through an agreement with the relevant tax authority. However, this does not apply if a federal agency decided that a suspension of debarment for the corporation is not necessary.
- Organizations that are described in the [Internal Revenue Code of 1986, 26 U.S.C. 501 \(c\)\(4\)](#) that lobby cannot receive AmeriCorps funding according to the [Lobbying Disclosure Act of 1995](#).

## Other Considerations

Serve Kentucky supports programs that actively engage qualified people with disabilities as AmeriCorps members and volunteers. These efforts are part of a larger initiative from AmeriCorps which supports efforts to increase participation in national service by people with disabilities. Serve Kentucky stands behind the principle that everyone can serve their community and encourages programs to engage people with disabilities in their local service efforts.

### III. Application and Submission Information

This document should be used together with the AmeriCorps Regulations and Mandatory Supplemental Information. These documents can be found on [AmeriCorps' FY2025 NOFO](#) webpage. The full regulations can be found at [www.ecfr.gov](http://www.ecfr.gov).

Please note that Kentucky organizations/applicants that apply to Serve Kentucky through this RFA have different deadlines, required additional documents, and different instructions than national applications. Please ensure that you use this RFA to complete your proposal to Serve Kentucky and **not** the FY2025 Notice of Funding Opportunity from AmeriCorps.

#### How to Apply

1. Submit a Notification of Intent by September 30, 2024 at midnight EST (<https://forms.gle/s5Z3rLyssTf2wh5XA>).
2. Obtain a valid Unique Entity Identifier (UEI) number.
3. Register (or update) your organization within the System for Award Management (SAM).
4. Establish an eGrants account.
5. Write a high-quality proposal that is responsive to this RFA.
6. Submit required additional documents to [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) by October 15, 2024 at 4:30 p.m. EST.
7. Submit the application in eGrants by October 15, 2024 at 4:30 p.m. EST.

#### Notification of Intent to Apply

All applicants, including continuation applicants, must submit a Notification of Intent via an online form.

#### Unique Entity Identifier and System for Award Management (SAM)

All applicants must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the [SAM Quick Guide for Grantees](#) for more details.

SAM registration must be renewed annually. Serve Kentucky is responsible for ensuring our state applicants have compliant registrations. We suggest applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI.

Applications must include an Employer Identification Number (EIN). The UEI and EIN must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

## Content and Application Form

### Application Fields

In eGrants, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet. This is automatically generated when applicants complete the Applicant Info, Application Info, and Budget sections
- Applicant Info
- Application Info
- Narratives
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Summary/Plan (if applicable)
- Logic Model
- Performance Measures
- Budget
- Continuation Changes
- Clarifications
- Authorization, [Assurances](#), and [Certifications](#)

### Page Limits

There are two application sections with page limits that must be adhered to: the Narrative and the Logic Model.

1. Narrative: The narrative must not exceed **eleven pages**. The application sections that count towards the page limit are:
  - a. SF-424 Face Sheet
  - b. Executive Summary
  - c. Program Design, Organizational Capability, and Cost Effectiveness & Budget Adequacy narrative sections
2. Logic Model: The Logic Model may not exceed **eight pages**

**Please note that the number of pages of a document printed from word processing software will be different than number of pages that will print out from eGrants.** Serve Kentucky will consider the number of pages only as they print out from eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits.

### Late Applications

Submitting an application after the deadline may result in disqualification of the application.

## IV. Submitting Your Grant Application in eGrants

### Important Details About eGrants

- Applicants must submit applications electronically via the AmeriCorps web-based system, [eGrants](#). Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process as soon as possible.
- New applicants need to establish an eGrants account by accessing this [link](#) and selecting “Don’t have an eGrants account? Create an account.”

- The applicant’s authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.
- This RFA should be read together with the AmeriCorps Regulations, 45 CFR. §§2520-2550, Budget Instructions, and the National Performance Measure Instructions, which are incorporated by reference. These documents can be found on the [Serve Kentucky](#) website. The full Regulations are available [online](#).
- Contact the National Service Hotline at (800) 942-2677 or via the [web form](#) if a problem arises when creating an account or preparing or submitting the application. The general hours for the National Service Hotline hours are posted [online](#) as well.

Be prepared to provide the application ID, organization’s name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via eGrants. You must then submit a brief paragraph including your eGrants ticket number issued to you by the National Service Hotline with your explanation of the technical issues that prevented you from submitting in eGrants by the deadline via email to [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) before the application submission deadline.

**If you are in a Continuation year, please skip to Page 27**

## New and Recompete Applications

In eGrants, before you begin entering your application, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA
  - Select NOFA FY2025 AmeriCorps State and Territory Commission (New and Continuation).
  - Cost Reimbursement: Grant Application ID 25AC268817, Grant #24ACCKY001.
  - Fixed Cost: Select Prime Grant: Grant Application ID 25ES268818, Grant #23ESCKY001.

## Applicant Information

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

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
- If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
  - Previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements. Contact [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) if you have questions.

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.

If you are applying to be a new program, please reach out to [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) before submitting an application. With rare exception, Serve Kentucky requires new organizations to apply for a Planning Grant before operating a full program. Serve Kentucky staff will assist you with next steps.

### Application Information

In the Application Information section, enter:

- Areas affected by your proposed program. Please include the city and/or county name for each host site location, separated with a comma. Include the two-letter capitalized state abbreviation (KY). If there is not enough space to list all cities/counties, note the number of cities/counties, the two-letter capitalized state abbreviation (KY), and ensure to list all the locations in your grant narrative.
- Requested project period start and end dates. Projects start on August 1, 2025 or September 1, 2025, and complete on July 31, 2026 or August 31, 2026, respectively.
- 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.

### Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the RFA. It is strongly recommended that you create your narrative in a word processing document prior to entering into eGrants. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or RFA.
- **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **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. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from 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.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative, including using the GARP Review Form (Attachment J).
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

**Table 6. Application Section Point Values**

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	15
Member Supervision	6
Commitment to Diversity, Equity, Inclusion, and Accessibility	4
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>
Member Recruitment	8
Member Retention	9
Data Collection	8

**Narrative Sections and Selection Criteria**

**1. Executive Summary (Required – 0 points)**

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

The [Name of the organization] proposes to 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.

**2. Program Design (50 points)**

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value.

**a. Community and Logic Model (24 points)**

- i. **Narrative:** The applicant will provide a detailed summary of the community problem, including –



1. How the inequities faced by underserved communities may contribute to the problem.
  2. How the [CDC's Social Vulnerability Index](#) explains the extent of the problem.
  3. How the applicant's intervention(s) will lead to the outcomes identified in the organization's Logic Model.
- ii. **Logic Model:** The applicant must describe in the Logic Model –
1. The inputs or resources that are necessary to deliver the intervention, including but not limited to:
    - a. Locations or sites in which members will provide services.
    - b. Setting and community condition where the intervention is delivered.
    - c. Number of AmeriCorps members who will deliver the intervention.
    - d. Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention.
  2. The core activities that members will deliver as part of the intervention including:
    - a. Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention)
    - b. Dosage of each activity (e.g., the number of hours per session or sessions per week)
    - c. Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
  3. The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which [National Performance Measure](#) will be used as output indicators.
  4. Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators.

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

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

**b. Evidence Base (20 points) – Evidence Tier + Evidence Quality**

It is encouraged to review the [AmeriCorps Evidence Exchange](#) in conjunction with completing this section.

- i. The assessment of an applicant's evidence base has two parts:
  1. **Evidence Tier (12 points):** The applicant will self-determine (and AmeriCorps will later assign) which evidence tier is appropriate for their program. Definitions and requirements are below. The evidence tiers are –
    - a. Pre-preliminary
    - b. Preliminary
    - c. Moderate
    - d. Strong

2. **Evidence Quality (8 points):** The quality of the applicant’s evidence and the degree to which it supports the proposed program design (including alignment with priorities) will be assessed and scored.

**Evidence Tier (12 points):**

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant’s evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the Logic Model narrative.

In 2024, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong (55%), Moderate (16%), Preliminary (19%), and Pre-Preliminary (11%). AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, applicants should not be deterred from applying for funding due to their current evidence level.

To qualify for the Preliminary, Moderate, or Strong evidence tier, applicants may submit up to two evidence documents, plus the evaluation report from their last three-year grant cycle, if applicable. If multiple evidence documents are submitted by the applicant, the most recent – as measured by the date of completion or publication– will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.

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

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

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

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

Applicants should provide citations for the studies they describe.

**Evidence Quality (8 points):**

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

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

Submitted evidence documents:

- Are of satisfactory methodological quality and rigor for the type of evaluation conducted e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.;

- Describe evaluations that were conducted relatively recently, preferably within the last six years; and
- Show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

Standards for scoring in the Pre-Preliminary evidence tier:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years; and
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest

### **Evidence Definitions:**

***Pre-preliminary:*** the applicant has not submitted an outcome or impact evaluation of the same intervention described in the application, although the applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence Base section of the application how their program design is evidence-informed (see definition above). Applicants may also cite prior performance measure data if applicable.

***Preliminary:*** the applicant has submitted up to two outcome evaluation reports (non-experimental) that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant's logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre- and post-assessments without a statistically matched comparison group or a post-assessment comparison between intervention and comparison groups. In some cases, a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.

AmeriCorps grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps – required evaluation report may count towards one of the two reports allowed for the Preliminary evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

***Moderate:*** the applicant has submitted up to two well-designed and well-implemented evaluation reports that evaluated the same intervention described in the application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or Quasi-Experimental Design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single site). The evaluations were conducted by an independent entity external to the organization implementing the intervention.

AmeriCorps grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps-required evaluation report may count towards one of the two reports allowed for the Moderate evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

**Strong:** the applicant has submitted up to two evaluation reports demonstrating that the same intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented experimental design evaluation (i.e., Randomized Controlled Trial (RCT)) or a Quasi-Experimental Design evaluation (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of the same intervention described in the application in different locations or with different populations within a local geographic area. The overall pattern of evaluation findings must be consistently positive on one or more key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED evaluations may be generalized beyond the study context. The evaluations were conducted by an independent entity external to the organization implementing the intervention.

AmeriCorps grantees re-competing for their third competitive grant cycle are required to submit an evaluation report of their AmeriCorps funded program. The AmeriCorps -required evaluation report may count towards one of the two reports allowed for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three evaluation reports will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their AmeriCorps funded program, then more than two reports will not be considered.

**c. Notice Priority (0 points)**

The applicant's proposed program fits within one or more of the AmeriCorps funding priorities.

**d. Member Experience (6 points)**

- i. The applicant describes how AmeriCorps members will be provided leadership and skill development opportunities.
- ii. The applicant describes how the organization will provide members an asset-based orientation to the community.

**3. Organizational Capability (25 points)**

This section should explain how your organization is qualified to operate the proposed programs. Reviewers will consider the quality of the application's response to the following criteria. Do not assume all sub-criteria are of equal value.

**a. Organizational Background and Staffing (15 points)**

- Describe the roles, responsibilities, and structure of the staff that will be implementing and providing oversight of the program.

- Describe the organization’s mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.
- Describe the organization’s experience with managing grants, especially federal or state grants. Include your past performance in meeting:
  - Grant goals and objectives.
  - Compliance and reporting requirements.

Note: if you do not have experience with managing grants, please indicate that.

- The applicant has facilitated, partnered, or participated in educational or workforce development programs e.g., work experience or job training programs, etc.

**b. Member Supervision (6 points)**

In the narrative demonstrate how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service (e.g., 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.).

Also explain how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations (e.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check-ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.).

**c. Commitment to Diversity, Equity, Inclusion, and Accessibility (4 points)**

In the narrative demonstrate how the leadership and staff of the organization have similar lived experience as the beneficiary population and/or community being served.

Also explain how the applicant’s definitions of diversity, equity, inclusion, and accessibility are demonstrated by the organization (e.g., diversity on the Board of Directors, agency staff and leadership, and/or volunteers) and the organization upholds a supportive and safe environment for individuals of diverse backgrounds.

**4. Cost Effectiveness and Budget Adequacy (25 points)**

This section includes two parts: 1) responding to the three scoring criteria in the narrative, and 2) completing the budget.

*Part one (narrative):*

**a. Member Recruitment (8 points)**

In the narrative provide a description of budget expenses to support recruitment of AmeriCorps members best suited to serve the community. For example, from geographic or demographic communities in which the program operates.

Describe how the AmeriCorps member living allowance and other benefits are adjusted within the maximum and minimum living allowance to accommodate for regional variations in contributing to the 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, HT, RHT, etc.

**b. Member Retention (9 points)**

In the narrative provide a description of budget expenses to support retention of AmeriCorps members (e.g., additional member benefits such as paying above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.).

**c. Data Collection (8 points)**

In the narrative provide a description of budget expenses to support data collection, continuous improvement activities, and evaluation in service to evaluating the interventions and impact on the community and the member experience.

*Part two (budget sections I, II, and III tabs in eGrants):*

- Follow the detailed budget instructions in Attachment C to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Template in Attachment D.
- Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative.
- As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist to ensure your budget is compliant. eGrants will perform a limited compliance check and you will receive a warning and/or error messages if there are compliance issues. 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.
  - Understand the required budget items to be included, as described in the Budget Checklist and seen below.
  - Budget for timekeeping system. OnCorps and America Learns are already approved options. If your organization seeks to use a different one, you must show Serve Kentucky how it meets the requirements.
  - Itemize each cost and present the basis for all calculations in the form of an equation.
    - Example: Program Director – 1 person at \$60,000 each x 80% usage = \$48,000
  - 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 include the cost for criminal history checks for each covered position listed in the AmeriCorps share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget. \$80 per check is an estimate for each criminal history check.
  - It is required no fewer than 8 MSYs, with rare exception, to be requested. This is in an effort to be cost-effective.
  - Budget overnight stays, travel costs, and meals for a minimum of 70% of your allotted members for Kentucky AmeriCorps Accelerator.

- Budget travel costs for program staff to attend Serve Kentucky-sponsored training/technical assistance meetings (four meetings, including a 2 day event).
- Travel costs for program staff to attend the America's Service Commissions conference (virtual or in-person). Location TBD, but will likely include flight, hotel, per diem, etc.
- Sufficient AmeriCorps gear for members to be wearing the logo every day they serve. It is recommended that 4 to 5 shirts/member or equivalent logo placement and size. It should be more than a nametag, lanyard, or lapel pin. Consider the member's service site, and what gear is appropriate for them to wear.
- Budget for site signage if your program does not already have it.
- Adequate Program Staffing:
  - 20 or fewer = 1 FT director (or two individuals combined to 1 FT)
  - 21-40 members = 1.5 FT
  - 41-60 members = 2 FT
  - 61-80 members = 2.5 FT
  - For every 20 members over 80, program must budget for an additional 0.5 FT staff
- Serve Kentucky retains a 2% share of the 5% federal funds available to programs for administrative costs and this needs to be identified within your budget. See Attachment C for more details.
- Budget should be submitted without mathematical errors.
- Proposed costs should be allowable, reasonable, and allocable to the award.
- Budget should allow reviewers enough detail to assess how each line item is calculated.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to the required match for the given program year. Please do not over-match.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 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. The Uniform Guidance can be found [here](#).

If you are proposing to use non-AmeriCorps federal funds as match for the grantee share of the budget, please see page 10 of the [ASN Application Instructions](#).

Applicants must complete the budget and the following information must be in the budget screens:

- Current indirect cost rate if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

**5. Evaluation Plan (Required for re-competing grantees – 0 points)**

If the applicant has previously received three or more years of competitive funding for the same project being proposed, the applicant must submit an evaluation plan as an attachment. If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

Applicants should use the evaluation plan template available in Attachment I to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45CFR 2522.700-710) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made by AmeriCorps (mid-April 2025).

All applicants should enter “N/A” in the “Evaluation Summary or Plan” field of the Narrative.

**6. Amendment Justification (0 points)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

**7. Clarification Information (0 points)**

Enter N/A. This field may be used to enter information that requires clarification in the post-notification period. Please clearly label new information added during clarification with the date.

**8. Continuation Changes (0 points)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

**9. Performance Measures (0 points)**

All applicants must submit performance measures with their application. See Attachment A for instructions for entering performance measures, and see the [National Performance Measure Instructions](#) for details about the number and type of performance measures required.

**10. Program Information**

In the Program Information Section, applicants must check the relevant boxes in order to be considered for AmeriCorps’ 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.

- a. **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.
- b. **Grant Characteristics:** Check any grant characteristics that are a significant part of the proposed program.

**11. Additional Documents**

In eGrants, you are required to respond to:

- a. How many evidence documents did you submit via email to Serve Kentucky? For example, Program Evaluation Report, Studies. Do not include your evaluation plan in this number.
- b. Did you submit an evaluation plan?
- c. How many non-evidence documents did you submit?



In addition to the application submitted in eGrants, you are required to submit the requested required additional documents.

For each document you submit to AmeriCorps via eGrants, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at AmeriCorps”.

For each document you submit, please clearly title each individually and include a header or title that includes the legal applicant’s name on each document. Please do not combine additional documents into one large document. Additional documents should be submitted via email. Submit all additional required documents as individual attachments via email to [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) with the subject line: **2025-2026 AmeriCorps – [Organization Name] [AmeriCorps Program Name]**. If an alternate submission method is required, contact [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov). All additional documents must be received by Serve Kentucky no later than October 15, 2024 at 4:30 p.m. EST.

**Table 7. Additional Document Requirements**

Document	Description	Required for New/Recompete	Required for Continuation
<b>Organization Readiness Assessment</b>	Located on the Serve Kentucky grants website. Must be completed to confirm organization is qualified and ready for an AmeriCorps program.	Yes – New only	No
<b>Audit</b>	Most recent audit for your organization. If a management letter was provided as part of your audit, it must be included.	If applicable	If applicable
<b>Evaluation Plan</b>	If an evaluation plan is required, you must submit the completed <a href="#">template</a> at the time of application.	Yes – Recompete only	No
<b>Evaluation Report</b>	If an evaluation report is required, you must submit a copy at the time of application.	Yes – Recompete only	No
<b>Evaluation briefs, reports, or studies</b>	Applicants who have evaluation reports of the same intervention described in the application may submit up to 2 of those reports, to qualify for the Preliminary, Moderate, or Strong evidence tier.	If applicable	If applicable
<b>Labor Union Concurrence</b>	<p>If a program applicant:</p> <ul style="list-style-type: none"> <li>Proposes to serve as the placement site for AmeriCorps members; and</li> <li>Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and</li> <li>Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees.</li> </ul> <p>If a program applicant:</p> <ul style="list-style-type: none"> <li>Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must</li> </ul>	If applicable	If applicable

	<p>submit a written description of who it will ensure that:</p> <ul style="list-style-type: none"> <li>○ AmeriCorps members won't be placed in positions that were recently occupied by paid staff.</li> </ul> <p>No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.</p>		
<b>Federally Approved Indirect Cost Rate Agreement</b>	Applicants that include a federally approved rate must enter the current approved indirect cost rate agreement into eGrants.	If applicable	If applicable
<b>Delinquent Federal Debt</b>	Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in Word or PDF format.	If applicable	If applicable
<b>Organizational Chart</b>	Please ensure AmeriCorps members are located on the org chart.	Yes	Yes
<b>Cost Allocation Plan</b>	Submit this if your organization uses one or would like approval to use one.	If applicable	If applicable
<b>Permission to Use Federal Funds as Match</b>	If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match on the AmeriCorps grant.	If applicable	If applicable
<b>Operational and Financial Management Survey (OFMS)</b>	OFMS is completed as a PDF and submitted to Serve KY. Find the link on <a href="#">Serve KY's website</a> .	Yes	No
<b>Budget Template (excel doc)</b>	As you prepare your budget, use this template. Submit the template as an additional document. Find the template on <a href="#">Serve KY's website</a> .	Yes	Yes
<b>Priority Specific Documents</b>	Rural intermediaries must provide letters of support from the consortium members.	If applicable	If applicable

## 12. Funding/Demographic Section

This section has two parts:

**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 AmeriCorps 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 AmeriCorps or grantee share amounts in the budget. Fixed amount grantees should enter all non-AmeriCorps funds that support the program in this field. All fixed grants will have other revenue.

**Number of Volunteers Generated by AmeriCorps Members** – Please enter the number of volunteers participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate, if relevant to your program design.

### 13. Operating Sites

N/A – for multi-state applicants only.

### 14. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review; Authorize; Assurances; Certifications; Verify; and Submit.

Read the Authorization, [Assurances](#), and [Certifications](#) carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. **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 prior to submission to ensure that there are no errors. When you verify the application eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory that may appear and show on the application as the Authorized Representative.

## Continuation Applications

How to Submit your Continuation Request

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

Be sure to review the entire RFA when preparing your request. This is the time to request any changes, updates, additions, etc. If you have questions about the content of your continuation request, please contact [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov).

### Applicant Information and Application Information

Update the Applicant Information and Application Information sections in eGrants if necessary. If changes are made, make note of them in the Continuation Changes field.

## Narrative

Your original application narrative will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

**Do not modify these original narrative fields.**

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

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

- Changes in operating sites
- Significant changes in program scope or design
- Changes to performance measures
- Significant changes to monitoring structures or staffing
- Budget revisions (increase living allowance, increase max cost per MSY, etc.)

The page limit for the Continuation Changes section is six pages, as the pages print from eGrants. The six page limit is an aggregate for the full grant cycle (typically two continuation application years).

Any continuation applicant not requesting changes should enter “N/A” in the Continuation Changes section. AmeriCorps expects that most continuation applications will not be requesting changes. But that should not deter you from making changes.

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do **not** change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) along with the other required additional documents for your application. AmeriCorps will notify you if the changes are approved.

## Logic Model

Unless making changes, do not edit anything in this field. If your Logic Model appears to be blank, and you are not proposing any changes, it is okay. This is an eGrants glitch that happens often.

## Performance Measures

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures.

Continuation applicants whose measures do not align with the [2025 Performance Measure Instructions](#) must revise their measures to conform with the 2025 instructions. To revise performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures (see Attachments A and B for instructions). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

## Program Information

If your program now fits into a funding priority (see Section 1) and/or other grant characteristics, update this section. Otherwise, leave as-is.

## Additional Documents

In addition to the application submitted in eGrants, there are required additional documents for Continuation applications. Please see **Table 7** for a complete list of documents.

## Budget

Serve Kentucky retains a 2% share of the 5% federal funds available to programs for administrative costs and this needs to be identified within your budget. See Attachment C for more details.

Please budget for the Full-Time living allowance increase, the 2% share Serve Kentucky will retain, and any other budgetary changes. You may request an increase in funding during a Continuation year, but it is not guaranteed. In the Continuation Changes narrative, include details of budgetary changes.

## Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review; Authorize; [Assurances](#); [Certifications](#); Verify; and Submit.

Read the Authorization, [Assurances](#), and [Certifications](#) carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. **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 prior to submission to ensure that there are no errors. When you verify the application eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory that may appear and show on the application as the Authorized Representative.

## Late Applications

Submitting an application after the deadline may result in disqualification of the application.

# V. Proposal Selection and Award Process

## Procuring and Contracting Agency

This Request for Applications (RFA) is issued by Serve Kentucky. All contracts resulting from this RFA will be administered by Serve Kentucky.

Serve Kentucky selects applications using a multi-stage review and selection process. This process includes Board Members, staff, and peer review and evaluation of pre-determined performance indicators.

## Initial Application Compliance and Eligibility Review

Serve Kentucky will conduct an initial Eligibility Review to determine if an application meets the eligibility requirements as detailed in this RFA and advances to the next stage of the review process.

An application is compliant if the applicant:

1. Is an eligible organization
2. Is eligible to submit to Serve Kentucky
3. Submitted an application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, a determination of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and ineligible will not receive an award.

## Serve Kentucky Application Review

### 1. External Review:

For New and Recompete applications, External Reviewers will review portions of the application and assess criteria in the RFA using Attachment J. All External Reviewers will be screened for conflicts of interest.

External Reviewer scoring criteria can be found in Attachment J (GARP Review Tool). It is recommended that you use this document to assist in the drafting of your application. Note that applications who receive an average peer review score of less than 70 points may not be considered for funding and/or may require significant revisions prior to a decision being made.

### 2. Internal Review:

Serve Kentucky staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the RFA. Past performance will be considered as well. Staff will be screened for conflicts of interest.

### 3. Post-Review Quality Control:

After the initial review process is complete, Serve Kentucky staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications for which there are significant reviewer anomalies.

### 4. Pre-Award Financial Review:

Serve Kentucky staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If Serve Kentucky determines that an award will be made to an applicant with assessed risks, additional monitoring activities and training that correspond to the degree of assessed risk may be applied to the award. Additionally, if Serve Kentucky concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding. State Commission staff will assess their recompeting subgrantees' past performance.

### 5. Applicant Clarification:

Serve Kentucky may ask an applicant for clarifying information which is used to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

### 6. Feedback to Applicants:

Following the application reviews, applicants will receive summary feedback from the External Review and Staff Review of their compliant applications. This feedback will be based on the review of the original application and will not reflect any information provided during clarification.

7. Serve Kentucky Commissioners Meeting:

The applications that the Serve Kentucky staff recommends for funding then make their way to the Serve Kentucky Board of Commissioners for consideration/approval. Serve Kentucky staff will be in contact with each applicant within 24 hours of the meeting.

## AmeriCorps/Federal Review

The applications that the Board approves to be sent on to AmeriCorps for funding consideration then get submitted to AmeriCorps for Federal Review. For information on AmeriCorps' review process, please see pages 22-26 of the [AmeriCorps NOFO](#).

The review and selection process are designed to:

- Identify how well eligible applications are aligned with the application selection criteria
- Build a diversified portfolio based upon:
  - AmeriCorps funding priorities
  - Meaningful representation of:
    - Rural communities, and
    - Innovated community strategies; and
  - AmeriCorps CEO discretion to advance strategic goals.

In selecting applicants to receive awards under this Notice, the Chief Executive Officer will try to include a diverse portfolio of applications based on staff recommendations, alignment with selection criteria, and strategic considerations.

AmeriCorps reserves the right to adjust or make changes to the review process, if unforeseen circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such changes will not affect the selection criteria that will be used to assess applications. AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

An applicant denied any portion of funding by AmeriCorps may request reconsideration of a funding decision within 5 business days of receiving notice of their denial. Reconsideration will only be granted if there is clear and substantial error. Any reconsideration of denied applications is entirely subject to the agency's discretion.

## Transparency in Grantmaking

AmeriCorps is committed to transparency in grant-making. A list of all approved Competitive applications for new and re-competing applications will be published on the [AmeriCorps Funded Grants](#) website within 90 business days after all grants are awarded.

Information about funded grants and subgrants is also available in [USASpending.gov](#).

## Appeal of Grant Decision

Serve Kentucky offers an appeal process for AmeriCorps grant applicants whose request for funding has been denied or reduced. This process offers dissatisfied grant applicants an avenue to appeal an award decision and assures that the Commission review process and subsequent grant award decisions are accurate, fair, and reasonable. Such a process encourages confidence in the grant process.

The Commission strives to assure that all grant awards fully reflect sound judgment and compliance with all RFA terms and conditions and all appropriate AmeriCorps federal, state and Commission regulations. Therefore, grant applicants may appeal an award decision based on substantive issues of fact concerning bias, discrimination,

conflict of interest, and/or non-compliance with procedures described in the RFA document, such as significant computational errors or contextual omissions.

If a grant applicant has substantive objections to the results of the external review process and wishes to appeal the decision made, the applicant may request reconsideration. A request for reconsideration must be made by the applicant in writing within 10 business days of the date of the notice of the Commission funding decision via a letter of appeal submitted to the Executive Director of Serve Kentucky.

The letter must:

1. Describe the factor(s) or fact(s) concerning bias, discrimination, conflict of interest, or non-compliance that cause the applicant to conclude that the proposal should have been approved.
2. Outline the specific area(s) in the proposal that the applicant believes significantly addresses the RFA requirements.
3. Identify specific information in the proposal that the applicant believes the Commission overlooked or misinterpreted.

Serve Kentucky Executive Director and/or other designated staff will review the appeal request within five (5) business days of its receipt to ensure that it complies with this policy and merits further review by the Commission. If the Executive Director or designee determines the appeal letter substantiates material issues concerning bias, discrimination, conflict of interest, or non-compliance with procedures set forth in the RFA, the Executive Director and the Commission Chair will re-review the proposal and submit the request to the Commission for a vote. Applicants will be notified in writing within three business days of final funding decisions. Ultimately, AmeriCorps has final approval rights for all grant proposals.

## VI. Award Administration Information

### Federal Award Notices

AmeriCorps will make awards following the grant selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by mid-April 2025 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

**Notification of an award is not an authorization to begin grant activities.** The Notice of Grant Award is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award unless it has received a written pre-award cost approval from AmeriCorps.

### Administrative and National Policy Requirements

#### 1. Uniform Guidance:

All awards under the criteria in this RFA are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR 200 and 2205.

#### 2. Requests for Monitoring or Payment Integrity Information:

AmeriCorps will request information from grantees to ensure compliance with legal requirements, including the Payment Integrity Information Act of 2019. If grantees do not respond promptly to these requests, then their funds may be placed on manual hold, reimbursement only status, or other restrictions as appropriate.



**3. AmeriCorps Terms and Conditions:**

All grants must follow the FY 2025 AmeriCorps General Terms and Conditions, and the FY 2025 AmeriCorps Program Specific Terms and Conditions. These Terms and Conditions contain mandatory compliance and reporting requirements, and applicants should review these prior to any Notice of Grant Award.

Current versions of the AmeriCorps General and Program Specific Terms and Conditions for each of its programs is available on the AmeriCorps [Manage Your Grant](#) webpage.

**4. National Service Criminal History Check Requirements:**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service.

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

**5. Use of Material:**

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to grantees and non-grantees, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR § 200.315](#)).

**6. Continuation Funding Information and Requirements:**

Organizations that have current AmeriCorps State awards that will be in program Year 2 or Year 3 in FY2025 are considered continuation applications. Continuation applicants must submit an application to be eligible to receive funding for the FY2025 program year. Continuation applicants must follow the requirements for continuation application content as outlined in this RFA.

Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the selection criteria published in this RFA and the AmeriCorps NOFO.

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

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

**7. Re-Focusing of Funding**

AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling need.

## VII. Notices

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

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to AmeriCorps, Attn: Arminda Pappas, 250 E Street, SW, Suite 300, Washington, DC 20525. AmeriCorps informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed are current and valid. (See 5 CFR 1320.5(b)(2)(i).) This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2026.

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

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

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

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

## VIII. Attachments

Unless otherwise noted, these are for reference. If an attachment indicates being requested via email, send to [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov) along with other additional documents by October 15, 2024 at 4:30 p.m. EST.

Attachment A: [Performance Measure eGrants Guide](#) (page 18-22)

Attachment B: AmeriCorps FY25 [National Performance Measure Instructions](#) & [Applicant Determined Performance Measure Instructions](#)

Attachment C: [Cost Reimbursement Budget Instructions](#) (page 23-29)

Attachment D: [Cost Reimbursement Budget Excel](#) (submit with additional documents)\*

Attachment E: [Cost Reimbursement Budget Checklist](#) (pages 37-39)

Attachment F: [Fixed Cost Budget Instructions](#) (pages 34-35)

Attachment G: [Fixed Cost Budget Excel](#) (submit with additional documents)\*

Attachment H: [AmeriCorps Operational Financial Management Survey](#) (submit if New/Recompete, and forward **Alexis your confirmation email**)

Attachment I: [Evaluation Plan Template](#) (submit if applicable)

Attachment J: [GARP Review Form](#)\*

Attachment K: [Mandatory Supplemental Information](#) (MSI)

Attachment L: [Indirect Cost Rate User Instructions](#) (eGrants guide)

Attachment M: [Alternative Match Schedule & Waiver](#) (page 40-41)

Attachment N: [Organizational Readiness Assessment](#)

\*Indicates document can be found on Serve Kentucky Grant Information webpage.