Application instructions

State and national competitive new and continuation

As applicable to the Notice of Funding Opportunity or Notice of Funding Availability

OMB Control #: 3045-0047 **Expiration Date: 09/30/2027**

Important notice

These application instructions conform to the Corporation for National and Community Service's online grant application system, eGrants. Visit AmeriCorps and Grants.gov to see all competitive funding announcements by the Corporation for National and Community Service, dba as AmeriCorps.

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

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

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

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

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

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

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Attachments
These attachments are worksheets only. All information must be entered in eGrants.

Application resources

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

If you are submitting a request for continuation to AmeriCorps, please see the Continuation Instructions in this document.

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

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

Full regulations are available online at GovInfo.

Table 1: Requirements in the AmeriCorps regulations

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

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

1) AmeriCorps Regulations 45 CFR §§ 2520–2550 take precedence over the
2) Notice of Federal Funding Opportunity/Notice of Federal Funding Availability, which takes precedence over the
3) Application Instructions.

See Grant Gateway Application Instructions for a step-by-step guide on submitting your application in Grant Gateway before starting an eGrants application.

Submitting your application in eGrants

New and recompeting applicants

New applicants need to establish an eGrants account by accessing eGrants and selecting "Don't have an eGrants account? Create an account."

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

- [1]One AmeriCorps Volunteer Service Year (MSY) is equivalent to at least 1700 service hours, which is a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award. Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select the correct NOFA that corresponds to your application type and year specified on the Notice (see the Notice for a listing)

Your application consists of the following components. Make sure to complete each section.

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

Applicant info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Face sheet. **If you can only submit your application in hard copy, please follow the instructions in the Notice of Funding Opportunity.**

- 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. (Note: previous competitive funding history for the same project, even if more than five years ago, may still affect some application requirements; see the Notice of Funding Opportunity for more details)**
- If you are a current planning grantee applying for an implementation grant, select **New.**

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.

Application info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two- letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the
- Notice.
- 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 *Notice*. 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 the *Notice*.
- **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.
- Follow the instructions and discuss each criterion in the order they are presented in the instructions. Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

- Executive Summary
- Rationale and Approach (Program Design)
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

Note: The Narratives Section also includes fields for Evaluation Summary or Plan, Clarification Summary, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. The latter three fields may be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

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

A. Executive summary

Please complete the executive summary per the instructions in the **Notice.**

B. Selection criteria

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

1. Program design (50 percent)

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

2. Organizational capability (25 percent)

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.

3. Cost effectiveness and budget adequacy (25 percent)

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

C. Evaluation plan summary form

Enter N/A. If you have previously received three or more years of competitive funding for the same project proposed in your application (see the Mandatory Supplemental Information for the AmeriCorps definition of "same project"), you must submit an evaluation plan summary form as an attachment. Please use the evaluation plan summary form available on the Notice webpage.

D. Amendment justification

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

E. Clarification information

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.

F. Continuation changes

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

Logic model

Complete the logic model using the instructions provided in the Notice.

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

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

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

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

Performance measures

All applicants must submit performance measures with their application. See Attachments for instructions for entering performance measures and see the Performance Measure Instructions for details about the number and type of performance measures required.

Program information

In the Program Information Section, applicants must check the relevant boxes that align with the proposed program design. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

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 and intended outcomes.

B. Grant characteristics

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

C. Additional documents

For the additional documents section, the information provided will be compared to the information received via the Grant gateway application. Applicants will be asked to explain any differences between this information provided in the application compared with the information in the email.

Applicants that do not have any documents to submit must send an email to natasha.tienhaara@labor.idaho.gov indicating that they are not submitting any additional documents.

Documents

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B., below), other required documents listed in the *Notice* (if applicable), and an explanation of federal debt delinquency (if applicable) as part of your application. After you have submitted the documents via the instructions in the *Notice*, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at AmeriCorps."

A. Evaluation

Submit any completed report as described in D., below. Select Evaluation, then select "Sent" once you have submitted a completed evaluation report. If an evaluation is required, you must submit a copy at the time of application even if AmeriCorps may already have it on file.

B. Labor union concurrence

1) If a program applicant—

    a) Proposes to serve as the placement site for AmeriCorps Volunteers; and

    b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps Volunteers; and

    c) 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. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

2) If a program applicant proposes to place AmeriCorps Volunteers 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 submit a written description of how it will ensure that:

    a) They will not place AmeriCorps Volunteers in positions that were recently occupied by paid staff.

b) They will not place any AmeriCorps Volunteer 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.

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

C. Federally approved indirect cost agreement

Applicants applying directly to AmeriCorps that include a federally approved indirect cost rate amount in their budget or are using a *de minimis* rate must enter the current approved indirect cost rate agreement information or *de minimis* rate information into eGrants at the same time they submit their application. See AmeriCorps eGrants Indirect Cost Rate (IDCR) User Instructions.

D. Other documents

Provide other required documents listed in the Notice (if applicable) via the email listed in the Notice as part of your application. For example: Evaluations, Labor Union Concurrence, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable.

E. Delinquent on federal debt

Any applicant who checks Yes to the question on federal debt delinquency must submit a complete explanation to natasha.tienhaara@labor.idaho.gov at the same time they submit their application.

Budget instructions

For Fixed Amount grants, including EAPs: Use the Budget Instructions for Fixed Amount applicants (Attachment) and the Budget Worksheet (Attachment) to prepare your budget.

A. Match requirements

Program requirements, including requirements on match, are located in the AmeriCorps Regulations and summarized in Table 2..

Table 2: Match requirements in the AmeriCorps regulations

Grant Type	Match Requirement
Cost Reimbursement including States and Territories without Commissions, Native Nations.	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in year four to 30%* by the tenth year of funding and any year thereafter**.**
EAP Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the cost in the *Notice* provided by AmeriCorps.
Professional Corps Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the cost in the *Notice* provided by AmeriCorps.
Stipend Fixed Amount Grants	There are no specific match requirements for full-cost fixed amount grants. Grantees pay all program costs over the maximum cost in the *Notice* provided by AmeriCorps.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus AmeriCorps Volunteer Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used. See **Attachment G** for instructions for applying for the Alternative Match Schedule and/or a match waiver.

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

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

B. Preparing your budget

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

Follow the detailed budget instructions in the Attachments to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in the Attachments.

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

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g. entertainment costs (which include food and beverage costs), unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Please add the costs associated with the National Service Criminal History Checks. These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, you must note in the budget an explanation for how you will cover the costs.

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

Funding/demographics

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

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program.

Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed amount grants will have other revenue.

- Number of Volunteers Generated by AmeriCorps Volunteers. Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps Volunteers will generate.

Operating sites (for multi-state applicants only)

In the Multi-State Operating Section (for applicants that are operating in more than one state):

- Please fill in the following information for your operating sites: organization name, address, city, state, zip code + 0000 (eGrants will correct the last four digits to the correct numbers), proposed amount of funding going to the operating site (if applicable), and number of proposed AmeriCorps Volunteers who will be located at the site.

Review, authorize, and submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. 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 who may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing eGrants and selecting "Don't have an eGrants account? Create an account."

Continuation requests

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

See Grant Gateway Application Instructions for step by step guide on submitting your application in Grant Gate before starting an eGrants application.

When to submit your continuation request

See the *Notice* for application deadlines.

How to submit your continuation request

- Click **Continuation/Renewal** on your eGrants home page. eGrants will show a list of grants that are eligible for continuation. 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.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your Portfolio Manager.

What to include in your continuation request

A. Applicant info and application info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

B. Narrative (narratives section)

Your original application 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, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

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

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VI).

The page limit for the Continuation Changes field is six pages as the pages print out from eGrants.

Any continuation applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.

C. Logic model

Continuation applicants do not need to enter content into these fields.

D. Performance measures (Performance Measures Section)

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 current-year Performance Measure Instructions must also revise their measures to conform with the current instructions. To revise performance measures, "View/Edit" the performance measures that copy over from your original application or add new performance measures (see Attachments). 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.

E. Program information

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

1. AmeriCorps funding priorities

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

2. Grant characteristics

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

F. Budget (Budget Section)

Enter your detailed budget for the upcoming year. Incorporate any required AmeriCorps increase, such as an increase to the AmeriCorps Volunteer living allowance, into your budget. Continuation applicants may apply for increases to their awarded MSY and/or AmeriCorps Volunteers. Please refer to the Notice for information on whether continuation applicants may apply for an increase in awarded funding.

1. Source of funds (match)

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field must match the total amount in the budget narrative **exactly**.) Define all acronyms the first time they are used.

2. Carry forward funding

AmeriCorps will allow you to use prior-year unexpended grant funds for continuation competitive grants to enhance program activities, referred to as carry forward. AmeriCorps will allow you to carry forward unexpended competitive funds to support the next program year. Funds may only be carried forward if the prime grant is a continuation grant in the next program year; unexpended funds cannot be transferred to a new or recompete grant. Prior year unexpended competitive grant funds may be used towards your FY 2027 program activities, not to exceed the cost/MSY maximum amount specified in the Notice. Per 45 CRF 2521.60, the required match for the program year must also be met or a match waiver request submitted. It is your responsibility as an AmeriCorps grantee to accurately track your use of carry forward funds within your internal systems, including updating your program policies and procedures to reflect this tracking.

Unlike previous continuation application rounds, AmeriCorps will not ask you to declare your grant's unexpended funds as part of your Continuation application, and you should not include carry forward funds in your Continuation application budget.

If you have unexpended funds from your previous grant year and wish to use them during your upcoming grant year, post-award, you will re-budget them as necessary for the operation of your program and document the change within your internal systems and request a budget amendment as required in the Terms and Conditions of your award. Ultimately, the management and documentation of unexpended funds is your responsibility as an AmeriCorps grantee.

State commission grantees may permit subgrantees to carry forward funding at the program level, not at the prime level. Awarded funds must remain with the designated sub. If a subgrantee was awarded competitive funding in a prior program year and is not competitively funded in the current year, unexpended funds will not revert to the prime grantee for use by other subgrantees and will be DE obligated at the time of the prime grant closeout. Unexpended funds cannot be transferred between grant types.

3. Fully funded partners

Fully funded grantees, previously known as multi-year funded grantees, are grantees that received program year two and/or program year three funds in a previous grant year. Fully funded grantees should submit a continuation application and may request up to the dollar and MSY amounts they were granted for the continuation year for which they are applying. Fully funded grantees may not request funds or MSYs in excess of the amounts they were awarded for each year (year two or year three) of their fully funded grants. Fully funded grantees that wish to use carry forward funding should refer to the Carry Forward funding section above.

G. Increasing grantee overall share of total budgeted costs

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

See Attachment G for instructions for applying for the Alternative Match Schedule and/or a match waiver.

In the Funding/Demographics Section, enter the requested information:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Volunteers Generated by AmeriCorps Volunteers. Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps Volunteers will generate.

H. Operating sites (for multi-state applicants only)

In the Multi-State Operating Section (for applicants who are operating in more than one state):

- Make any changes to operating sites being requested as part of Continuation Changes.

I. Review, authorize, and submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and

certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances and Certifications . The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body's authorization for this official

representative to sign on file in the applicant's office.

Be sure to check your entire application 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 you need to correct 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.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing eGrants and selecting "Don't have an eGrants account? Create an account."

Attachment A: Performance measures instructions

eGrants Performance Measures Section

In the performance measures module, you will:

- Provide information about your program's connection to AmeriCorps focus areas and objectives.
- Show MSY and AmeriCorps Volunteer allocations.
- Create the required performance measure(s) as specified in the Performance Measure Instructions
- Set targets and describe data collection instruments and strategies for your performance measures.

Home page

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page. Do not use the back and forward buttons on your internet browser.

Once you have started the module, click "Continue Working" to return to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSY, and AmeriCorps Volunteer allocations for your application, click the "Edit Objectives/MSYs/AmeriCorps Volunteers" button.

After you have created at least one performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives tab

On the Objectives tab, applicants will account for the full range of their program activity. Applicants are not expected to create performance measures for every focus area, objective, or intervention they select on this tab.

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

First click on a focus area. Then click on an objective. Only the performance measures that correspond to the objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the Performance Measure Instructions.

Next, select all interventions that are part of your program design. Interventions are the activities that AmeriCorps Volunteers and/or volunteers will carry out to address the problem(s) identified

in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the AmeriCorps focus areas or objectives.

Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure (output paired with outcome) that contains your primary intervention. Note that your primary intervention and the performance measure associated with your primary intervention must be focused on the community impact of the program, not on AmeriCorps Volunteer development.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus areas may be the same if you have more than one intervention within the focus areas.

MSYs/AmeriCorps Volunteers tab

On this tab, you will enter information about the allocation of MSYs and AmeriCorps Volunteers across the focus areas and objectives you have selected. You must allocate 100% of your program's MSYs to focus areas and objectives. When you create your performance measures, you will be asked to allocate MSYs to each performance measure; however, you will not be required to assign 100% of your total MSYs to performance measures.

Begin by entering the total MSYs for your program. This must match the total MSYs in your budget. Please double-check your budget to make sure that the total MSY values match.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If the only activity in an objective that you have selected is focused on AmeriCorps Volunteer development rather than beneficiary impact, enter 0 MSYs for that objective.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.

In the AmeriCorps Volunteers column, enter the number of AmeriCorps Volunteers you will assign to each objective. Some AmeriCorps Volunteers may perform services across more than one objective. If this is the case, allocate these AmeriCorps Volunteers to all applicable objectives. For example, if one AmeriCorps Volunteer performs service in both school readiness and K-12 success, allocate one AmeriCorps Volunteer to each of these objectives. It is acceptable for the total number of AmeriCorps Volunteers in this table to exceed total slots requested in the application due to counting AmeriCorps Volunteers' service across multiple objectives. If the only activity in an objective that you have selected is focused on AmeriCorps Volunteer development rather than beneficiary impact, enter 0 AmeriCorps Volunteers for that objective.

To ensure that information is entered accurately, please refer to additional instructions in Appendix A of the Performance Measure Instructions on calculating and entering MSY and AmeriCorps Volunteer allocations.

Performance measure tab

This tab allows you to create performance measures for all the grant activities you intend to measure.

Begin by creating the aligned performance measure for your primary intervention. After creating your required performance measure, you will be able to create additional performance measures if desired.

To create a performance measure, begin by selecting an objective. The list of objectives includes those you selected on the Objectives tab. Note that programs may not create performance measures for the Find Opportunity, Teacher Corps, Green Jobs, or Access & Attract objectives since these are AmeriCorps Volunteer- focused objectives. AmeriCorps Volunteer-focused outputs and outcomes related to these objectives may be reported as Performance Data Elements on grantee progress reports.

Provide a short, descriptive title for your performance measure.

Select the intervention(s) to be delivered by AmeriCorps Volunteers and/or AmeriCorps Volunteer-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outputs (plus outcomes, if applicable) of the performance measure and that are applicable to all beneficiaries counted under the measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention. Do not add an applicant-determined intervention that duplicates an intervention already available in the system.

Select output(s) for your performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures and if the objective you have selected permits applicant-determined outputs, you may create an applicant-determined output by clicking in the checkbox next to the empty output text box and entering the text of your output indicator. You may create additional applicant- determined outputs for the performance measure by clicking "Add User Output." (Note: you are not permitted to create an applicant-determined output that duplicates a National Performance Measure output. If you do not see the National Performance Measure output that you wish to use, check the Selection Rules in the Performance Measure Instructions to make sure you selected the correct objective associated with that National Performance Measure output.)

Select outcome(s). If you have selected a National Performance Measures output that has corresponding National Performance Measures outcome(s), these outcomes will be available to select. If you do not wish to select a National Performance Measure outcome, you may create an applicant- determined outcome by clicking in the checkbox next to the empty outcome text box

and entering the text of your outcome indicator. If you do not wish to select any outcome for your National Performance Measure output, click in the checkbox next to the empty outcome text box and enter "NA" in the outcome indicator text box.

If you have not selected a National Performance Measure output or if there is no corresponding National Performance Measure outcome, create an applicant-determined outcome by clicking "Add User Outcome." All applicant-determined outputs must be paired with an applicant-determined outcome.

Enter the number of MSYs and AmeriCorps Volunteers your program will allocate to achieving the outcomes and/or outputs you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/AmeriCorps Volunteers tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective.

AmeriCorps Volunteers may be double-counted across performance measures, but MSYs may not.

Click "next" to proceed to the data collection tab. Later you can return to this tab to create additional performance measures.

Data collection tab

On this tab, you will provide additional information about your interventions, instruments, and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week), intensity refers to the length of time devoted to the intervention (for example, number of minutes per session), and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the "Add new method" button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how you will administer the instrument, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percentages.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the beneficiary population you intend to count (children, miles, etc.). Do not enter percentages or AmeriCorps Volunteer service hours as units of measure. In

most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

For output-only performance measures, eGrants will require text in the outcome data collection fields. If you do not wish to have an outcome for your National Performance Measure output, enter the following:

- Method: Select "other"
- Instrument Description: Enter "NA"
- Target: Enter "1"
- Unit of Measure: Enter "NA"

After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click "Next."

Summary tab

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

To print a summary of all performance measures, click "Print PDF for all Performance Measures." To print one performance measure, expand the measure and click "Print This Measure." Click "Edit Performance Measure" to return to the Performance Measure tab. Click "Edit Data Collection" to return to the Data Collection tab. Click "Validate Performance Measures" to validate this module prior to submitting your application. You should also use the Performance Measures Checklist in Appendix B of the Performance Measure Instructions to self-assess your measure(s) prior to submission.

Attachment B: Detailed budget Instructions for cost reimbursement grants (eGrants Budget Section)

Fixed Amount Grants refer to Attachment D.

Section I. Program operating costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount column in the budget," "CNCS Share column in the budget," and "Grantee Share column in the budget" for Parts A–I, for year one of the grant, as follows below. (Note: CNCS = AmeriCorps)

A. Personnel expenses

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

B. Personnel fringe benefits

Under "Purpose/Description," identify the types of fringe benefits you will cover and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contribution Act (FICA), Worker's Compensation, Retirement, State Unemployment Tax Act (SUTA), Health and Life Insurance, Individual Retirement Account (IRA), and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff travel

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

State Commission programs and National Direct applicants should include travel funds in this section for staff and site staff to attend other technical assistance meetings as required.

- Include staff travel costs for a minimum of one staff AmeriCorps Volunteer to attend the two-day Serve Idaho Conference located in Boise, ID.

- Include staff travel costs for a minimum of one staff AmeriCorps Volunteer to attend the three-day America's Service Commission (ASC) National Service Training. Previous locations have included Dallas, Atlanta, St. Louis (it will be in a major city with a major airport).
- Include staff travel costs for a minimum of one staff AmeriCorps Volunteer to attend three in-person Program Directors meetings. Two will be in Boise, ID and one may be in East or North Idaho.

Please itemize all costs. For example:

Per diem - $79/day x 4 days (@ 75% on first and last days); lodging - $258 x 3 nights; round trip airfare -

$303.50; local transportation - $50 (estimated)] x 2 staff.

C. 2. AmeriCorps Volunteer travel

Describe the purpose for which AmeriCorps Volunteers will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for AmeriCorps Volunteers to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category.

Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

All applicants must include travel costs for half-time AmeriCorps Volunteers and above to attend the two-day Serve Idaho Conference located in Boise.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **$10,000 or more per unit** (including accessories, attachments, and modifications). You should enter any items that do not meet this definition in E. Supplies below.

Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

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

Include the amount of funds to purchase consumable supplies and materials, including AmeriCorps Volunteer service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment,

grantees may only charge the cost of AmeriCorps Volunteer service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and consultant services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. Itemize each contract or consultant and provide a brief justification of the need for each. The cost calculation should provide a basis for determining the cost, such as a daily or hourly rate. There is no maximum daily rate.

G. 1. Staff training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is no maximum daily rate.

- All applicants must include costs for at least one staff to attend the Serve Idaho Conference located in Boise at a cost of $150 per person.
- All applicants must include the cost for at least one staff AmeriCorps Volunteer to attend the America's Service Commissions (ASC) National Service Training at a cost of $525 per person.

G. 2. AmeriCorps Volunteer training

Include the costs associated with AmeriCorps Volunteer training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. ere is no maximum daily rate.

- All applicants must include costs for all AmeriCorps Volunteers half-time and above to attend the Serve Idaho Conference located in Boise at a cost of $150 per person.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not

budgeted in Section A Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other program operating costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all AmeriCorps Volunteers and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or

similar payment from the grant (federal or non-federal share). Please include the cost of the NSOPW, state check, and FBI check for criminal history checks for all covered positions. If you do not budget funds, you must note an explanation in the budget for how you will cover the costs.

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If you budget space and it is shared with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps Volunteers and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If you budget and share such expenses with other projects or activities, you must equitably pro-rate and allocate the costs between the activities or projects.
- Recognition costs for AmeriCorps Volunteers. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- Multi-state applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the "grantee share" column in this category. Subgrantee funds may only cover costs allowable under federal and AmeriCorps regulations and terms and conditions.
- Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures.
- All applicants must include costs to support America Learns fees and services at a cost of $2,500.00.

Section II. Costs (AmeriCorps Volunteer costs)

AmeriCorps Volunteer Costs are identified as "Living Allowance" and "AmeriCorps Volunteer Support Costs."

A. Living allowance

The narrative should clearly identify the number of AmeriCorps Volunteers you are supporting by category (i.e., full- time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time, abbreviated time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS Share column in the budget and grantee share column in the budget (match). Please do not select the 2-Year Half Time (1st Year) and 2-Year Half Time (2nd Year) slot types.

The minimum and maximum living allowance amounts and available slot types are provided in the *Notice*.

In eGrants, enter the total number of AmeriCorps Volunteers you are requesting in each

category. Enter the average amount of the living allowance for each type of AmeriCorps Volunteer. In addition, enter the number of AmeriCorps Volunteers for whom you are not requesting funds for a living allowance but for whom you are requesting education awards.

B. AmeriCorps Volunteer support costs

Consistent with the laws of the states where your AmeriCorps Volunteers serve, you must provide AmeriCorps Volunteers with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any AmeriCorps Volunteer receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of AmeriCorps Volunteers who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Health Care.** You must offer or make available health care benefits to full-time AmeriCorps Volunteers in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time AmeriCorps Volunteers with AmeriCorps funds. You may choose to provide health care benefits to less-than-full-time AmeriCorps Volunteers from other sources (i.e., non-AmeriCorps sources) but you cannot include the cost in the budget. Less-than-full-time AmeriCorps Volunteers who are serving in a full- time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time AmeriCorps Volunteers serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of AmeriCorps Volunteers who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If you do not budget health care for all full-time AmeriCorps Volunteers, please confirm all full-time AmeriCorps Volunteers will have access to coverage.
- **Worker's Compensation.** Some states require worker's compensation for AmeriCorps Volunteers. You must check with State Departments of Labor or State Commissions where AmeriCorps Volunteers serve to determine if you are required to pay workers' compensation, and if so, at what level. If you are not required to pay workers' compensation, you must obtain Occupational, Accidental, Death and Disability coverage for AmeriCorps Volunteers to cover in-service injury or accidents.
- **Unemployment Insurance and Other AmeriCorps Volunteer Support Costs.** Include any other required AmeriCorps Volunteer support costs here. Unemployment Insurance is not allowable in the state of Idaho. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law.

Section III. Administrative/Indirect Costs

A. Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established

indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

B. Options for calculating administrative/indirect costs

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

While the Application Instructions present three options for budgeting indirect costs, there are only two places to enter those details in eGrants. Applicants who chose to use the Corporation Fixed Percentage will enter the line item details in Section III.A. Applicants who have a Federally Approved Indirect Cost Rate or are using a *De Minimis* Rate will enter the line item details in Section III.B. Please see the AmeriCorps eGrants Indirect Cost Rate (IDCR) User Instructions. Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Federally Approved Indirect Cost Rate

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

1) Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2) To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.
3) To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for administrative costs.

De Minimis Rate of 15% of Modified Total Direct Costs

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government

and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than $35 million in direct federal funding may indefinitely use a de minimis rate of 15% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) under Indirect (F&A) costs and Definitions. If you elect to use this option, you must use it consistently across all federal awards.

1) Determine the base amount of direct costs to which you will apply the de minimis rate, including both the CNCS and Grantee shares. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $50,000. AmeriCorps volunteer living allowance and other AmeriCorps Volunteer costs are not considered "participant support costs" subject to exclusion from the MTDC. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Once you determine the base, multiply the appropriate costs by 15% (0.15). This will determine the total amount of costs allowable in this section.
2) To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect/administrative costs.
3) To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as grantee share for indirect/administrative costs.

C. Source of Funds

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. The total amount in the Source of Funds field must match the total amount in the budget narrative **exactly**. Define all acronyms the first time they are used.

Note: The value of the Segal Education Awards that AmeriCorps Volunteers earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible AmeriCorps Volunteers are not included in the budget.

Attachment C: Budget worksheet (eGrants Budget Section)

Section I. Program operating costs

A. Personnel expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
			Totals			

B. Personnel fringe benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

C. 1. Staff travel

Purpose	Calculation	Total	CNCS Share	Grantee Share
	Totals			

C. 2. AmeriCorps Volunteer travel

Purpose	Calculation	Total	CNCS Share	Grantee Share
	Totals			

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total	CNCS Share	Grantee Share
		Totals			

E. Supplies

Purpose	Calculation	Total	CNCS Share	Grantee Share
	Totals			

F. Contractual and consultant services

Purpose	Calculation	Daily Rate	Total	CNCS Share	Grantee Share
		Totals			

G. 1. Staff training

Purpose	Calculation	Daily Rate	Total	CNCS Share	Grantee Share
		Totals			

G. 2. AmeriCorps Volunteer training

Purpose	Calculation	Daily Rate	Total	CNCS Share	Grantee Share
		Totals			

H. Evaluation

Purpose	Calculation	Daily Rate	Total	CNCS Share	Grantee Share
		Totals			

I. Other program operating costs

Purpose	Calculation	Daily Rate	Total	CNCS Share	Grantee Share
		Totals			

Subtotal Section I:	Total	CNCS Share	Grantee Share

Section II. AmeriCorps Volunteer costs

A. Living allowance

*Please refer to the Mandatory Supplemental Information for allowable slot types

Item	# Mbrs	Allowance Rate	# w/o allowance	Total	CNCS Share	Grantee Share
Full-time (1700 hrs)						
Three quarter-time (1200 hrs)						
Half-time (900 hrs)						
Reduced Half-time (675 hrs)						
Quarter-time (450 hrs)						
Minimum-time (300 hrs)						
Abbreviated-time (100 hrs)						
			Totals			

B. AmeriCorps Volunteer support costs

Purpose	Calculation	Daily Rate	Total	CNCS Share	Grantee Share
		Totals			

Subtotal Section II:	Total	CNCS Share	Grantee Share
Subtotal Sections I + II			

Section III. Administrative/indirect costs

A. Corporation fixed percentage

Purpose	Calculation	Total	CNCS Share	Grantee Share
	Totals			

B. Federally Approved Indirect Cost Rate or De Minimis Rate of 15% of Modified Total Direct Costs

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total	CNCS Share	Grantee Share

Subtotal Section III:	Total	CNCS Share	Grantee Share
Subtotal Sections I + II + III			

Budget Total: Validate this budget Required Match Percentages:	Total	CNCS Share	Grantee Share

C. Source of funds

Match description (Note whether secured or proposed)	Amount	Match Classification (Cash or In Kind)	Match Source (Federal, State/Local, Private)

Attachment D: Detailed budget instructions for Fixed Amount grants (eGrants Budget Section)

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

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

Budget Section II. AmeriCorps Volunteer positions

*Please reference the Mandatory Supplemental Information for allowable slot types

A. AmeriCorps Volunteer positions

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

Member Positions

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

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

AmeriCorps Volunteer Positions	**Calculation**	**MSY**
_____Full-time (1700 hours)	(_____ AmeriCorps Volunteers x 1.000)	=
_____Three quarter-time (1200 hours)	(_____ AmeriCorps Volunteers x 0.70000000)	=
_____Half-time (900 hours)	(_____ AmeriCorps Volunteers x 0.500)	=
_____Quarter-time (450 hours)	(_____ AmeriCorps Volunteers x 0.26455027)	=
_____Minimum-time (300 hours)	(_____ AmeriCorps Volunteers x 0.21164022)	=
	Total MSY_____	

B. Fixed award

Display your calculation in the following format:

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

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

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

C. Source of funds

Match description	Description

Attachment E: Budget worksheet for fixed amount grants (eGrants Budget Section)

Complete the fields for the # w/o Allowance and Allowance Rate only.

AmeriCorps Volunteer positions

*Please reference the Mandatory Supplemental Information for allowable slot types

Purpose	Calculation	Total amount	CNCS share	Grantee share
Program Grant Request				
Subtotal				

Item	# Mbrs	Allowance rate	# w/o allow	Total amount	CNCS share	Grantee share		
Full-time (1,700 hrs)								
Three quarter-time (1,200 hrs)								
Half-time (900 hrs)								
Quarter-time (450 hrs)								
Minimum-time (300 hrs)								
Subtotal							**MSY**	**Cost/MSY**

Source of funds

Match	Description

Attachment F: Budget checklist

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

In compliance?	Section I. Program operating costs
Yes ☐ No ☐	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff who recruit, train, place, or supervise AmeriCorps Volunteers as well as manage the project.
Yes ☐ No ☐	Staff indirectly involved in the management or operation of the applicant organization are funded through the administrative cost section (Section III) of the budget? Examples of administrative costs include central management and support functions.
Yes ☐ No ☐	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff AmeriCorps Volunteers' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ☐ No ☐	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, the benefits are listed separately?
Yes ☐ No ☐	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ☐ No ☐	The purpose for all staff and AmeriCorps Volunteer travel is clearly identified?
Yes ☐ No ☐	You have budgeted funds for National Direct staff travel to the AmeriCorps Symposium in the budget narrative under Staff Travel?
Yes ☐ No ☐	You have budgeted funds for State Commission and National Direct staff travel, as required, to attend other technical assistance meetings under Staff Travel?
Yes ☐ No ☐	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ☐ No ☐	All single equipment items over $10,000 per unit are specifically listed?
Yes ☐ No ☐	Justification/explanation of equipment items is included in the budget narrative?
Yes ☐ No ☐	All single supply items over $1,000 per unit are specifically listed and explained in the budget narrative?
Yes ☐ No ☐	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps Volunteers? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps Volunteers using funds other than AmeriCorps grant funds?

In compliance?	Section I (continued). Program operating costs
Yes ☐ No ☐	You only charged to the federal share of the budget AmeriCorps Volunteer service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes ☐ No ☐	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ☐ No ☐	Have you budgeted the cost of the NSOPW, FBI, and state check in the CNCS share for criminal history checks of each AmeriCorps Volunteer and grant-funded staff that are in covered positions per 45 CFR 2522.205? If not, have you provided an explanation of how the costs will be covered?
Yes ☐ No ☐	Are all items in the budget narrative itemized and the purpose of the funds justified?

In compliance?	Section II. AmeriCorps Volunteer costs
Yes ☐ No ☐	Are the living allowance amounts correct? Full-time AmeriCorps Volunteers must receive at least the minimum living allowance. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ☐ No ☐	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ☐ No ☐	Is FICA calculated correctly? You must pay FICA for any AmeriCorps Volunteer receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?
Yes ☐ No ☐	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps Volunteers. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay workers' compensation, you will provide similar coverage for AmeriCorps Volunteers' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., death and dis AmeriCorps Volunteer coverage).

In compliance?	Section II (continued). AmeriCorps Volunteer costs
Yes ☐ No ☐	Health care is provided for full-time AmeriCorps Volunteers only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other part-time AmeriCorps Volunteers, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time AmeriCorps Volunteers who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time AmeriCorps Volunteer loses coverage during the term of service through no deliberate act of his/her own.
Yes ☐ No ☐	Unemployment insurance is only budgeted if state law requires it?

In compliance?	Section III. Administrative/indirect costs
Yes ☐ No ☐	Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes ☐ No ☐	Applicant has a current approved indirect cost rate and has entered the information into eGrants to support the costs budgeted?
Yes ☐ No ☐	Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?
Yes ☐ No ☐	Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ☐ No ☐	Applicant does not have a current federally approved indirect cost rate and is choosing to use a *de minimis* rate of 15% of modified total direct costs.
Yes ☐ No ☐	Applicant does not have a current federally approved indirect cost rate and is choosing to use a *de minimis* rate – the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted?

In compliance?	Source of funds (match)
Yes ☐ No ☐	Is the overall match being met at the required level, based on the year of funding?
Yes ☐ No ☐	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes ☐ No ☐	The amount of match is for the entire amount in the budget narrative? (The total amount of match equals the amount in the budget exactly?)

Attachment G: Match waiver request

Instructions

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

Following the ASN Rule Change in 2025 which reduces the match requirement starting in the fourth year and peaks at 30% in the tenth year of the match schedule, Alternative Match Schedules were phased out in FY2025.

Match waivers

In accordance with 45 CFR §§ 2521.70 and 45 CFR § 2521.60(b), applicants may request a full or partial waiver of match requirements. Information on how to submit a match waiver request is on AmeriCorps.

Criteria for match waiver eligibility include any of the following:

- Initial difficulties in the development of local funding sources during the first three years of operations; or
- An economic downturn, the occurrence of a natural disaster, or similar events in the service area that severely restrict or reduce sources of local funding support; or
- The unexpected discontinuation of local support from one or more sources that a project has relied on for a period of years; or
- Organizational revenue of less than $500,000.

Special eligibility for a match waiver: Under certain circumstances, applicants may also qualify for a match waiver as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. **Rural county:** In determining whether a program is rural, AmeriCorps will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match requirement. See Attachment H for the Table of Beale codes.

B. **Severely economically distressed county:** In determining whether a program is located in a severely economically distressed county, AmeriCorps will consider the following list of county-level characteristics. See Attachment H for a list of website addresses where this publicly available information can be found.

    - The county-level per capita income is less than or equal to 75% of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;

- The county-level poverty rate is equal to or greater than 125% of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program location: Except when approved otherwise, AmeriCorps will determine the location of your program based on the legal applicant's address. If you believe the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. AmeriCorps will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions above for applying for this waiver. You must submit your request per the information contained in the *Notice*. AmeriCorps will review your request and notify you within 30 days if you qualify for the waiver and provide instructions for entering your budget into eGrants.

If approved for the waiver, programs will base their budget in the upcoming application on the approved match waiver. The waived match requirement will be in effect for the period per your request and approved.

D. Instructions for a match waiver: Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then submit the approved request to AmeriCorps for consideration. Information on how to submit a request is on AmeriCorps.

Attachment H: Beale codes and county-level economic data for alternative match requests

Rural community

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

2003 Beale codes

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

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

Severely economically distressed community

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

Website	Explanation
BEA Regional Economic Accounts	**Bureau of Economic Analysis' Regional Economic Information System (REIS):** Provides data on *per capita* income by county for all states except Puerto Rico.
Census Bureau Data	**Explore Census Bureau Data:** Provides census data including estimates on poverty, per capita income, and unemployment by counties, states, and metro areas, including Puerto Rico.
BLS	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):** Provides data on annual and monthly employment and unemployment by counties for all states, including Puerto Rico.
USDA-ERS Rural-Urban Continuum Codes	**US Department of Agriculture's Rural-Urban Continuum Codes:** Provides urban rural code for all counties in US.