



**AmeriCorps**  
**Alabama**

**FY 2026 AmeriCorps State Formula  
Notice of Funding Opportunity**

**The Governor's Office of Volunteer Services**  
**Alabama State Service Commission**

Program Year: 2026-2027

New, Recompete and Continuation

**Cost Reimbursement, Fixed Amount, Professional Corps, and  
Education Award Programs**



**Governor's Office  
of Volunteer Services**

Governor's Office of Volunteer Services  
400 South Union Street, Suite 395  
Montgomery, AL 36104

## NOTICE OF FUNDING OPPORTUNITY

**Federal Agency Name:** AmeriCorps  
**State Commission:** Alabama Governor’s Office of Volunteer Services (GOVS)/Alabama State Service Commission  
**Funding Opportunity Title:** Fiscal Year (FY) 2026 AmeriCorps State and National Grants  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.006

**Disclosure:** Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps or the Governor’s Office of Volunteer Services (GOVS) to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

Any award made under this Notice may be terminated by the AmeriCorps agency if it no longer effectuates the program goals or agency priorities.

### Important Dates

All applicants will need to submit an **Intent to Apply Form**. Forms are submitted online and should be submitted by 11:59 PM CST on **April 30, 2026**.

Initial Applications and required documents, should be submitted to GOVS via email to [Info.AmeriCorps@ServeAlabama.gov](mailto:Info.AmeriCorps@ServeAlabama.gov) by **11:59PM CST on May 7, 2026**. Successful applicants will be notified by mid-June 2026 with awards issued by mid-August 2026.

Governor’s Office of Volunteer Services reserves the right to reopen the formula competition after the initial deadlines and/or grant award dates have passed. If this happens, GOVS will communicate revised due dates to the public.

**On March 10, 2026, GOVS learned that access to eGrants will not be available for initial submission of formula grant applications. Guidance for submission is in this Notice.**

### Timeline for Formula Applicants

	New Applicants	Recompete Applicants	Continuation Applicants
<b>Apr. 30, 2026</b>	<ul style="list-style-type: none"> <li>• Notice of Intent</li> <li>• Program Readiness Assessment</li> <li>• Formula Operational and Financial Management Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Intent</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Intent</li> </ul>
	<b>Application &amp; Additional Documents</b>	<b>Application &amp; Additional Documents</b>	<b>Application &amp; Additional Documents</b>
<b>May 7, 2026</b>	<ul style="list-style-type: none"> <li>• Application and Budget info submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Application and Budget info submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Application and Budget info submitted</li> </ul>
	<ul style="list-style-type: none"> <li>• Program Design</li> <li>• Logic Model</li> </ul>	<ul style="list-style-type: none"> <li>• Program Design</li> <li>• Logic Model</li> </ul>	<ul style="list-style-type: none"> <li>• Changes: Program Design/Logical Model</li> </ul>
	<ul style="list-style-type: none"> <li>• Financial Audit (<i>most recent</i>)</li> <li>• Financial Review Form</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Audit (<i>most recent</i>)</li> <li>• Fiscal Assessment 1 &amp; 2</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Audit (<i>most recent</i>)</li> <li>• Fiscal Assessment 1 &amp; 2</li> </ul>
	<ul style="list-style-type: none"> <li>• Performance Measures</li> <li>• *Letters of support</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Measures</li> <li>• *Letters of support</li> <li>• Evaluation briefs, reports, studies, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• *Evaluation briefs, reports, studies, if applicable</li> </ul>
	<ul style="list-style-type: none"> <li>• Evaluation briefs, reports, studies, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• *Evaluation Plan Temp./Report, if applicable</li> </ul>	

## **TABLE OF CONTENTS**

<b>A. PROGRAM DESCRIPTION.....</b>	<b>5</b>
1. Purpose of AmeriCorps State and National Funding	
2. Focus Areas	
3. Funding Priorities	
4. Performance Goals/Expected Outcomes	
5. Program Authority	
<b>B. FEDERAL AWARD INFORMATION .....</b>	<b>7</b>
1. Estimated Available Funds	
2. Estimated Award Amount	
3. Period of Performance	
4. Type of Award	
<b>C. ELIGIBILITY INFORMATION.....</b>	<b>10</b>
1. Eligible Applicants	
2. Cost Sharing or Matching	
3. Other Eligibility Requirements	
<b>D. AMERICORPS PROGRAM INFORMATION .....</b>	<b>14</b>
1. Which Program is Right for My Organization?	
2. National Reference Materials	
3. AmeriCorps State Components	
<b>E. APPLICATION AND SUBMISSION INFORMATION.....</b>	<b>17</b>
1. Address to Request an Application Package	
2. Content and Form of Application Submission	
3. Unique Entity Identifier and System for Award Management (SAM)	
4. Submission Dates and Times	
5. Intergovernmental Review	
6. Funding Restrictions	
7. Other Submission Requirements	
<b>F. APPLICATION REVIEW INFORMATION .....</b>	<b>24</b>
1. Guidance on Narrative Form	
2. Selection Criteria	
3. Review and Selection Process	
4. Feedback to Applicants	
5. Transparency in Grantmaking	
<b>G. FEDERAL AWARD ADMINISTRATION INFORMATION.....</b>	<b>32</b>
1. Federal Award Notices	
2. Administrative and National Policy Requirements	
3. Use of Material	
4. Reporting	
5. Continuation Funding Information and Requirements	
<b>H. FEDERAL AWARDCING AGENCY CONTACTS</b>	
<b>I. OTHER INFORMATION</b>	
<b>J. IMPORTANT NOTICES</b>	
<b>K. ADDITIONAL DOCUMENTS</b>	
<b>L. APPENDIX A. MATCH WAIVER REQUEST</b>	
<b>M. APPENDIX B: DETAILED BUDGET INSTRUCTIONS FOR COST REIMBURSEMENT GRANTS</b>	
<b>N. APPENDIX C: DETAILED BUDGET INSTRUCTIONS FOR FIXED AMOUNT GRANTS</b>	

# FULL TEXT OF THE NOTICE

## A. PROGRAM DESCRIPTION

### 1. Grant Information

The Governor's Office of Volunteer Services is seeking grant applicants to operate or develop AmeriCorps programs solely within Alabama. The AmeriCorps programs will enroll AmeriCorps volunteers (members) to address community-identified needs in one or more focus areas during their term of service: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, or Veterans and Military Families. The Governor's Office of Volunteer Services (GOVS) is the legal applicant to the federal AmeriCorps agency, and applicants applying under this notice are subgrantees of GOVS. Applicants will initially submit their grant to GOVS via email and successful applicants will enter the final grant application in eGrants for submission (when required) to the AmeriCorps agency.

All program proposals will be required to align with and adhere to President Trump's Executive Orders and directives: [Executive Orders – The White House](#)

### 2. Purpose of AmeriCorps State and National Funding

The Governor's Office of Volunteer Services (GOVS) works to increase an ethic of service and volunteerism in the State of Alabama, strengthen the capacity of Alabama's faith and community-based organizations, and promote collaboration among individuals and organizations striving to meet some of the greatest needs in the state. The GOVS serves as the Alabama State Service Commission, providing AmeriCorps funding to AmeriCorps State programs through annual grant competitions. We provide grants management, oversight, training, and technical assistance to AmeriCorps State programs and encourage volunteerism in the state.

AmeriCorps, the federal agency, brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps volunteers (members) and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps volunteers (members) in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps volunteer (member) is an individual who engages in community service through an approved national service position. Volunteers (members) may receive a living allowance and other benefits while serving. Upon successful completion of their service, volunteer (members) earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans.

### 3. AmeriCorps Funding Priorities

For this funding opportunity, AmeriCorps will prioritize consideration that:

Faith-Based:

- **Organizations that are faith-based.**

Serve Communities

- Serve community with concentrated poverty, rural communities, and tribal communities.
- Implement programs for or expand access to high-quality youth mental health and substance use recovery services and prepare AmeriCorps members to enter behavioral health careers. These may include individuals who have experienced substance use and mental health challenges.
- Focus on improving quality of life for veterans, active-duty members of the Armed Forces, and

their families through models that provide effective interventions or services or that are designed to recruit veterans, military spouses, and their older children into national service, e.g., veterans serving in mentorship roles.

- Focus on public safety, crime prevention, and/or partnerships between law enforcement and the community.
- Focus on expanding outdoor recreation opportunities for future generations by maintaining public lands; supporting wildland fire mitigation and sustainable forest management; and providing reforestation services.
- Create workforce pathways for AmeriCorps members, including deliberate training, such as pre-apprenticeship and apprenticeship opportunities, certifications, and hiring preferences or support;
- Focus on strengthening families, e.g., activities that aim to support low-income parents through parenting education, responsible parenting and healthy relationship skills.

#### Benefit AmeriCorps Members

- Enhanced member experience **by providing opportunities for skill attainment, personal growth and connection to the community they are serving in support of a lifetime of civic participation.**
- Enhance and expand services to formerly incarcerated and at-risk youth **and/or engage those youth as AmeriCorps members.**

#### Use Evidence

- Utilize reports from the [AmeriCorps Evidence Exchange](#) on programs assessed as having Moderate or Strong evidence to scale, replicate, or adapt the intervention.

The Governor's Office of Volunteer Services will prioritize resources to align with Governor Kay Ivey's top priorities for Alabama. Special consideration will be given to applications that address critical identified areas of need. Governor's Office of Volunteer Services Funding Priorities are:

- Education - Interventions that address pre-kindergarten readiness; school readiness; grade level literacy and numeracy by age eight/3rd grade; computer science and STEM education; and college and career readiness, exploration, and discovery.
- Health - Interventions that address infant mortality, opioid abuse, obesity, food insecurity, homelessness, human sex trafficking, mental health, suicide prevention, elder care and abuse prevention, and disease self-management.
- Disaster Services - Interventions that address disaster preparedness and response readiness, support recovery readiness, and mitigation efforts.
- Economic Opportunity - Interventions that address high-speed broadband internet access statewide, specifically connecting rural communities with high-speed internet; workforce development activities such as pre-employment training and GED classes.
- Rural Communities – Interventions that address teacher shortages in public schools of the Black Belt region, rural areas, and high-need areas.
- Service to Workforce Pathway- Interventions that engage service to workforce pathway activities, including training pre- apprenticeships and apprenticeship models, industry recognized credentials, certifications, and hiring supports.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

## 4. Performance Goals / Expected Outcomes

### National Performance Measures

AmeriCorps and GOVS expects applicants to use National Performance Measures as part of a

comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.

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

## **5. Program Authority**

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. §12501 et seq.](#))

## **B. FEDERAL AWARD INFORMATION**

### **1. Estimated Available Funds**

AmeriCorps and GOVS expects a highly competitive AmeriCorps State grant competition. AmeriCorps and GOVS reserves the right to prioritize providing funding to existing awards over making new awards. GOVS also reserves the right to re-open competition and use funds for planning grants and other funding opportunities. The actual level of funding is subject to the availability of annual appropriations.

### **2. Estimated Award Amount**

Award amounts will vary as determined by the scope of the projects.

### **3. Period of Performance**

AmeriCorps and GOVS anticipates making three-year grant awards. AmeriCorps and GOVS generally makes an initial award for the first year of the period of performance, based on a one-year budget. Applicants must submit a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

This project period is 12 months. Applicants may propose any program start date that aligns with their program design but within the timeframe of September 1, 2026 to August 31, 2027 or October 1, 2026 to September 30, 2027. The program start date may not occur before the date AmeriCorps awards the grant. AmeriCorps volunteers (members) may not be enrolled before the start date of the award. AmeriCorps volunteers (members) may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a volunteer (member) performs prior to the beginning of service.

### **4. Type of Award**

Award recipients will be assigned to an AmeriCorps Program Officer, who will be responsible for assessing recipient performance, providing training and technical assistance, and serving as the agency's primary point of contact.

AmeriCorps State Operating Grants: AmeriCorps may award a **Cost Reimbursement or a Fixed Amount** grant to any successful applicant, but the availability of a Full-Cost Fixed Amount grant is limited to certain applicants.

**Professional Corps** applicants are ineligible to apply for Cost Reimbursement grants. See the Eligible Applicants section in this Notice and the Mandatory Supplemental Information document for more information, including definitions of terminology. AmeriCorps and GOVS will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full- Cost	Education Award Program (EAP)	Professional Corps <i>See MSI for requirements</i>	No Cost Slots
Maximum Cost per MSY*	\$25,000	\$25,000	\$800 or \$1,000**	\$1,000	\$0
Type of Slots in the National Service Trust***	All slot types	All slot types	All slot types	FT Only	All Slot Types
Budget Submission Required	Yes	No	No	No	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes	Yes	Yes	No
Special Requirements	N/A	N/A	N/A	Must place qualified professionals in communities with an inadequate # of such professionals. Member salaries/benefits must be paid entirely by organization where member serves & not included in budget.	N/A
Financial Reporting Requirements	Yes	No	No	No	No
Available to new Applicants	Yes	Yes	Yes	Yes	Yes

\*Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

\*\*Per [42 U.S.C. § 12581a](#), the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

\*\*\*FT = Full Time, TQT = Three Quarter Time, HT = Half Time, QT= Quarter Time, MT = Minimum Time

## C. ELIGIBILITY INFORMATION

### 1. Eligible Applicants

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Indian Tribes (Indian tribes are also eligible to apply directly to the AmeriCorps agency)
- Institutions of higher education
- local governments, including school districts
- nonprofit organizations
- State Service Commissions (submit sub-applicants but not operate programs);
- states and US Territories

### **New Applicants**

GOVS encourages organizations that have not received prior funding from GOVS to apply. New applicants are eligible to apply for Cost Reimbursement, Education Award Program (EAP) and Full Cost Fixed Amount grants. See the Mandatory Supplemental Information for descriptions of grants.

### **Type of Applicants**

State and Territory Service Commissions (for Single-State Applicants)

Organizations that propose to operate only in Alabama must apply through the Governor's Office of Volunteer Services/Alabama State Service Commission. The Governor's Office of Volunteer Services administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps.

A Single-State application from Alabama is submitted directly to AmeriCorps by the applicant rather than the Commission will be considered noncompliant and will not be reviewed. See the Mandatory Supplemental Information for descriptions of National Direct and Single-State applicants.

National Direct Applicants *Multi-State*: Organizations that propose to operate AmeriCorps programs in more than one State or Territory should apply directly to AmeriCorps. To do so, please click [here](#).

### **Operating Grants**

AmeriCorps Alabama operating grants are AmeriCorps programs that enroll AmeriCorps volunteers (members) and receive funds to support the program's operations. Programs may submit a grant that is for a Cost Reimbursement, Fixed Cost, Professional Corps, or Education Award Program (EAP) grant. There is a cost-share (match) requirement for all cost reimbursement grants. There is no required match for Fixed Cost, Professional Corps, or EAP grants, but the program will be expected to obtain funding to support the program costs.

Professional Corps programs are not eligible to apply as a cost reimbursement grant and may only request Full-Time AmeriCorps volunteer (members). The program must place qualified professionals in communities with an inadequate number of such professionals. Volunteer (member) salaries and benefits must be paid entirely by the organization where the volunteer (member) serves and are not included in the application budget.

Award amounts will vary as determined by the scope of the projects. The maximum allowable dollar amount of the federal award on the applicant budget varies by the type of grant and is calculated by the number of Member Service Year (MSY) requested and the allowable cost per MSY (cost/MSY) per grant type. A Member Service Year (MSY) is the AmeriCorps equivalent of an FTE. One full-time AmeriCorps volunteer (member) position is One MSY and is equivalent to One FTE. Cost Reimbursement grants will include a detailed line-item budget with the application and will submit monthly and quarterly financial reports. The availability of grant funds is not linked to AmeriCorps volunteer (member) enrollment or retention. Fixed Cost, Professional Corps, and EAP grants will request a dollar amount determined by the allowable cost/MSY for the grant type. Fixed Cost and EAP grants providing a living allowance will submit a limited budget indicating the living allowance amount

to be provided for each AmeriCorps volunteer (member) slot type. Subgrantees do not submit financial reports during the project. Availability of grant funds is linked to AmeriCorps volunteer (member) enrollment and retention.

**Threshold Issues**

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

- All AmeriCorps members must serve in Alabama.
- GOVS requires programs have a minimum of 10 MSY. New and recompile applicants with less than 10 MSY will be deemed noncompliant and will not be reviewed. Applicants with less than 10 MSY are encouraged to apply to be a host site of an existing Alabama AmeriCorps program. Email [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov) for more information.
- New applicants are generally not awarded more than 20 members, unless the organization has experience managing other types of AmeriCorps grants.
- Applicants are required to include at least one-full-time program staff person to manage the AmeriCorps grant.
- Alabama AmeriCorps subgrantees are required to use the **AmeriCorps agency-approved vendors for conducting the National Service Criminal History Checks for all grant-covered individuals**. This **includes AmeriCorps members and any grant-funded staff positions**. Grant-funded positions include individuals whose salaries are include in the grant, regardless of placement in federal or grantee share.
- Alabama AmeriCorps programs are required to conduct, at minimum, a **half-day pre-service orientation training for site supervisors, host site staff, and teachers** who will directly work with AmeriCorps volunteers (members). This orientation must include training on the AmeriCorps prohibited activities.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by GOVS or AmeriCorps, must show that the community in which it will place AmeriCorps volunteers (members) has a shortage of professionals in the relevant area, e.g. teachers, medical professionals, etc.
- If the proposed service activities require specialized volunteers (members) qualification and/or training (for example, tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.
- If service activities require special member qualifications and/or training, such a [tutoring programs](#), the applicant must describe how these requirements will be met.
- All applicants must propose program designs that are either evidence-based or evidence-informed.

**2. Maximum Cost per Member Service Year (MSY)**

AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. The cost per MSY does not include child-care benefits or the cost of the Education Award a member may earn, which are paid for by AmeriCorps outside of the grant award. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis.

New and re-competing Commission subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

**Table: Maximum Cost per MSY**

<b>Grant Program</b>	<b>Maximum</b>
Formula Professional Corps Fixed Amount	\$1,000*
Education Award Program (EAP) Fixed Amount	\$800 or \$1,000**

Formula Cost Reimbursement and Fixed Cost Programs	\$25,000
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\*See Mandatory Supplemental Information (MSI) for further requirements.

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

### 3. Cost Sharing or Matching

There is no cost share or matching requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

New applicants are eligible to apply for Cost Reimbursement, Education Award Program (EAP), and Full- Cost Fixed Amount grants.

#### Cost Reimbursement

A cost reimbursement grant provides funding to grantees after expenses have been incurred. The grantee must follow a certain procedure to obtain the reimbursement for program expenses. Reimbursements are provided on a set payment schedule determined by GOVS and after the organization has submitted sufficient documents to verify expenses.

#### Match: Cash and In-Kind

AmeriCorps State grants partially cover the expense of operating an AmeriCorps program and do not cover general organizational expenses. Additional cash and in-kind resources are required and, for cost- reimbursement grants, such as this grant, need to be reported as local share (match).

In-kind is restricted to non-cash resources provided to the program by partners, host sites, or supporters. Resources paid by the applicant organization from unrestricted funds (space, office supplies, etc.) are considered cash support for the program because these can be identified in the agency accounting system. Both in-kind and cash typically make up the local share (match).

AmeriCorps programs must raise some non-federal cash as part of the local share. State or municipal public funds as well as private donations from corporate, philanthropic, nonprofit, or individuals can be used as match.

Some federal agencies have agreed that their funds may be used as part of AmeriCorps match under certain conditions. Because the allowable funds vary by program within each agency (HUD, OJJDP, Interior, Education, FEMA, etc.) please discuss your desire to use other federal funds with the federal agency that awards those funds prior to submitting your AmeriCorps application. Have the agency document permission or concurrence in writing. Be sure that funds coming to you from state agencies using federal dollars to award contracts or grants are part of your conversation.

**Note: Fixed-amount grants are not required to document or report local resources used to implement the program. Therefore, this section is not relevant.**

Applicants are required to match funds based on the chart below. The applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 30 percent by year ten, according to the minimum overall share chart found in [45 CFR 2521.60](#) and below.

AmeriCorps Funding Year	1, 2, 3	4, 5, 6	7, 8, 9	10+
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<b>Grantee Share Requirements</b>	24%	26%	28%	30%
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**Calculating For Federal Share - Example**

AmeriCorps annually sets a maximum cost per Member Service Year (MSY = 1700 hours). This amount is, in essence, a formula for determining the maximum amount of funds that can be awarded.

Maximum Cost per MSY **\$25,000**

If an applicant wants to request 10 MSY, their maximum federal share is \$250,000 (= 10 x \$25,000). \$250,000 is the 76% Federal Share of your total budget. (See the Maximum Cost per MSY Table on page 16). The applicant is required to match the 76% with 24%. To find the 24% match, do the following.

To find the Budget Total:  $\$250,000 \div 0.76 = \underline{\$ 328,947}$  **This is your total budget (100%)**

To find your 24% match:  $\$328,947 - \$250,000 = \underline{\$ 78,947}$  **This is your match share (24%)**

Law requires grantees that use other Federal Funds as matching funds for an AmeriCorps grant to report those amounts and sources to GOVS on a Federal Financial Report [found in 42 U.S.C. §12571\(e\)](#). Grantees must track and be prepared to report on that match separately each year and at closeout.

**Match Waiver**

See Appendix A for guidance on match waivers. **Please see the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps website’s [Manage Your Grant](#) webpage. Match Waiver requests must be submitted to GOVS. GOVS will review and, if appropriate, submit the request to AmeriCorps on your behalf.**

**4. Other Eligibility Requirements**

Under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this Notice.

Applications that propose to engage in activities that are prohibited under AmeriCorps’ statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability

- that has been assessed;
- for which all judicial and administrative remedies have been exhausted or have lapsed; and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability;

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation that a federal agency has considered for suspension or debarment and determined that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. §501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible.

## D. AMERICORPS PROGRAM INFORMATION

### 1. Which Program is Right for My Organization?

AmeriCorps programs and grants ASN – AmeriCorps State & National AV – AmeriCorps VISTA AN – AmeriCorps NCCC	ASN		AV	AN
	CR	FA		
AC State/National Grant types: CR= Cost Reimbursement Grant; FA= Fixed-amount Grant;				
Grant dollars are awarded to local or national agencies	X	X	X	X
Grants consist of 1) authorization of AmeriCorps positions at levels needed to achieve targets set in performance measures and 2) federal funds to support volunteers (members) in the positions	X	X		
Grant requires that local cash and in-kind resources used to carry out program services be reported as match in order to qualify for and receive the funds.	X			
Grant relieves program of financial reporting requirements, ties reimbursement to enrollment, and limits AmeriCorps volunteers (member) terms to full-time (40 hours/week) no matter what the duration of the term		X		
Program is required to use at least one of the standardized national performance measures.	X	X		
Volunteers (members) can serve terms of less than 1700 hours over a 12-month period * Volunteers serving less than 1700 hours must do so at the rate of 40 hours/week for consecutive weeks.	X	*X		
Volunteers (members) who successfully complete service always qualify for an education award **May choose end of term cash stipend	X	**X		X
Volunteers (members) may have other employment or be in college if it does not interfere with their service	X	X	X	
Volunteers (members) must be at least 17 years of age and out of school. No upper age limit.	X	X		
Volunteers (members) who are 55 years of age or older and successfully complete a term of service may transfer the use of the Education Award to a child, grandchild, or foster child.	X	X		
Grants include only authorization (allocation) of AmeriCorps positions at levels needed to achieve targets set in performance measures. Grantees may be required to reimburse the federal agency for living allowance expense of several AmeriCorps positions.			X	
Payment of AmeriCorps volunteers (member) stipends and benefits is handled directly by the federal agency			X	X
Primary mission is poverty alleviation			X	
Primary mission is disaster response and recovery				X
Volunteers must be between 18 and 24 years of age				X
Volunteers generally need some college or a degree			X	

For more information on AmeriCorps [VISTA](#) and [NCCC](#), please click on the links.

## 2. National Reference Materials

The **Code of Federal Regulations** sections on AmeriCorps (<https://ecfr.federalregister.gov/>). The table below highlights sections that are useful in designing a program; however, applicants are urged to review the full text of 45 CFR §2520, §2521, §2522 to acquire a full understanding of AmeriCorps regulations.

### AmeriCorps Program Regulations

**Requirements and Selection:** Citation in the AmeriCorps Regulations

- **Volunteer (Member) Service Activities:** §2520.20 - §2520.55
- **Prohibited Activities:** §2520.65
- **Minimum Requirements for Every AmeriCorps Program Type:** §2522.100
- **Types of AmeriCorps Programs:** §2522.110
- **Tutoring Programs:** §2522.900-2522.950
- **Matching Funds:** §2521.35-2521.90
- **Volunteer (Member) Benefits:** §2522.240-2522.250
- **Calculating Cost Per Volunteer (Member) Service Year (MSY):** §2522.485
- **Performance Measures:** §2522.500-2522.650
- **Evaluation:** §2522.500-2522.540 and §2522.700-2522.740
- **Selection Criteria and Selection Process:** §2522.400-2522.475
- **Standards for Financial Management Systems:** §2541.200

## 3. AmeriCorps State Components

Organizations that are awarded AmeriCorps State grants are responsible for recruiting, training, and managing their AmeriCorps volunteer (members) to serve in their program. Programs are required to develop AmeriCorps volunteer (member) position descriptions for each service position in the organization's program design (e.g., tutor, mentor, health educator, coach) so applicants understand what their duties will be, what is expected of them, and what training as well as supervision they will receive.

### Member Term of Service / Slot Type and Member Service Year (MSY)

Terms of service must be completed within 12 months. The duration and intensity of the volunteer's (member's) effort, a few hours a week or 40 hours per week, is determined by the program's amount and type of activity needed to meet the organization's/program's identified need. Some programs have a few volunteers (members) who serve 9-12 months and bring on half-time volunteers (members) for a "high activity" period. Examples would be summer service activities supporting K-12 students in summer learning programs.

A single Member Service Year (MSY) is at least 1700 hours which a person serving in a full-time capacity completes within 12 months (52 weeks). Many programs do not have sufficient work to keep 8 volunteers (members) fully occupied for 1700 hours each year. That is where the other levels of service (terms of service) become useful. See the table below.

**Table: Member Term of Service, MSY Value, and Weeks to Serve**

Member Term of Service	Service Term Minimum Hours	MSY Value	# of weeks needed to complete term if serving 40 hrs./wk.	# hours/week required if term of service is 1 yr. (52 wks.)
FT	1700	1.00	42.5 weeks	33 hrs./wk.
TQT	1200	0.70	30.0 weeks	23. hrs./wk.
HT	900	0.50	22.5 weeks	17.5 hrs./wk.
RHT*	675	0.3809524	17 weeks	13 hrs./wk.
QT	450	0.26455027	11.25 weeks	9 hrs./wk.
MT	300	0.21164022	7.25 weeks	6 hrs./wk.
AT*	100	0.05627705	2.5 weeks	not recommended

**FT = Full Time, TQT = Three Quarter Time, HT = Half Time, RHT\* = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT\* = Abbreviated Time (RHT and AT apply to FY 26-27 recomplete applicants only)**

**Determining the MSY and Slot Counts for your Organization - Example**

If your organization determines it needs **3 FT, 3 TQT, 8 HT, and 12 QT** positions, then your MSY is **12.27 with 26 slots.**

**3 FT (3 X 1 MSY Value) = 3 MSY**

**3 TQT (3 X .70 MSY Value) = 2.1 MSY**

**8 HT (8 X .50 MSY Value) = 4 MSY**

**12 QT (12 X 0.26455027 MSY Value) = 3.17460324 MSY Rounded to 3.17 MSY**

**3 MSY + 2.1 MSY + 4 MSY + 3.17 MSY = 12.27MSY**

**3 FT + 3 TQT + 8 HT + 12 QT = 26 Slots (Members)**

**Reporting and Compliance Requirements**

Every program must develop policies and a system for collecting, organizing, and analyzing data on an ongoing basis. The categories of data include member records, service activities and impact, identities of partners, as well as financial (in-kind and cash). The most common reporting mechanisms are fiscal reports, monthly progress reports, and final reports.

All grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing GOVS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

In addition, the program must cooperate with state or national program evaluation studies the funders may undertake. These studies do not supplant the evaluation requirements of each grantee. Also, if selected you must compile data on civil rights compliance, as detailed in the AmeriCorps Grant Provisions that are part of your grant award.

### **Volunteer (Member) Childcare and Health Care**

**Childcare.** For full-time volunteers (members) who need childcare in order to participate, grantees must assist volunteers (members) in accessing the AmeriCorps childcare benefit (either childcare through an eligible provider or a childcare allowance in an amount determined by AmeriCorps). AmeriCorps makes direct payments to childcare providers. Therefore, this benefit is not paid from the grantee budget and should not be included as an expense. For more information click [here](#).

**Health Care.** The grantee must provide, or make available, healthcare insurance to those volunteers (members) serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the volunteer (member) begins his/her term of service. The grantee must also provide, or make available, healthcare insurance to volunteers (members) serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. CNCS will not cover healthcare costs for dependent coverage.

Less-than-full-time volunteer (members) serving in a full-time capacity for a sustained period of time (e.g. a full-time summer program) are eligible for healthcare benefits. Programs may provide health insurance to less- than-full-time volunteers (members) serving in a full-time capacity, but they are not required to do so. For purposes of this provision, a volunteer (member) is serving in a full-time capacity when his/her regular term of service will involve performing service on a normal full-time schedule for a period of six weeks or more. A volunteer (member) may be serving in a full-time capacity without regard to whether his/her agreed term of service will result in a full-time Segal AmeriCorps Education Award.

### **Manage Your Grant**

For more helpful resources and information, please click [here](#). This webpage will provide a wealth of information on properly managing an AmeriCorps grant. It includes resources you need to effectively manage your grant, including eGrants instructions, terms and conditions, individual match waiver, pre- award requirements, financial reporting requirements, and training and technical assistance.

## **E. APPLICATION AND SUBMISSION INFORMATION**

This Notice should be read together with the AmeriCorps regulations, Application Instructions, Performance Measure Instructions, Mandatory Supplemental Information, and Other Required Documents for Submission. These documents are available online at Alabama AmeriCorps State Notice of Funding Opportunity webpage.

**NEW (as of 3/10/2026): Formula Applicants – see Part 3 of this section for instructions on submitting formula applications. Part 2 no longer applies to initial formula applications.**

### **1. Ways to Request Application Packet**

Information associated with this funding opportunity is available on the GOVS AL AmeriCorps Funding Opportunities webpage. Applicants can send email to [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov) for a copy of application materials.

### **2. Content and Form of eGRANTS Application Submission**

#### ***Complete eGRANTS application (if requested)***

- Standard Form 424 (SF-424) FACE sheet is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:

- Executive Summary: This is a brief description of the proposed program.
- Program Design
- Organizational Capability
- Cost-Effectiveness & Budget Adequacy
- Evaluation Summary/Plan (please enter N/A if applicable)
- Performance Measures
- Logic Model
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Authorization, Assurances, and Certifications

### Page Limits

Page counts are determined by the number of pages that print out from the grant system.

***In eGRANTS, there are page limits for the Narratives and Logic Model:***

- *Narratives*
  - Applications must not exceed 10 double-spaced pages for the narratives.
  - The application sections that count towards the page limit are the:
    - SF-424 Face Sheet
    - Executive Summary
    - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
  - The application page limit does not include Evaluation Summary/Plan, Clarification Summary, Continuation Changes, Budget, Performance Measures, or any required additional documents.
- Logic Model
  - The Logic Model may not exceed eight pages

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limit in eGrants do not align with page limits set in the Notice. AmeriCorps and GOVS strongly encourages applicants to print out the application from the “Review and submit” tab in eGrants prior to submission to confirm that the application does not exceed the page limit.

AmeriCorps and GOVS will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

### **3. Formula Submission Instructions (NEW April 2026)**

Submit Formula Applications & Application Documents via email to [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov)  
Application Documents can be found at: [www.servealabama.gov/ameri-corps-nofo-2026-27](http://www.servealabama.gov/ameri-corps-nofo-2026-27)

Complete applications must include the following elements:

- Correct Alabama AmeriCorps FY26 AmeriCorps Formula Application
  - Application & Budget Worksheet
    - New/Recompete Application **or**
    - Continuation Application
  - Program Design (changes for continuation applicants)
  - Logic Model for new/recompete grant applicants
  - Performance Measures, if applicable
  - Letters of support, if applicable
  - Evidence Documents, if applicable

- Copy of the organization’s Indirect Cost Rate Agreement, if applicable
- Authorizations, Assurances, Certifications (All Applicants) - By authorizing the application, you are certifying to the best of your knowledge and belief, all data in the application are true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.  
Assurances: <https://egrants.cns.gov/cnsmisc/eAssur.htm>  
Certifications: <https://egrants.cns.gov/cnsmisc/eCerts.htm>

**Page Limits:**

New/recompete applications must not exceed 18 pages of double-spaced text for the narrative. Continuation applications must not exceed 8 pages with double-spaced text for the narrative. The logic model may not exceed 8 pages as a Word Document.

**4. Unique Entity Identifier and System for Award Management (SAM)**

All applicants **must** register with the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) and maintain an active registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See [SAM Quick Guide for Grantees](#) and [Align Your Organization’s eGrants and SAM.gov Information](#)

SAM registration must be renewed annually. AmeriCorps and GOVS suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and physical address on all grant applications. The legal applicant’s name and physical address must match exactly the applicant’s SAM-registered information.**

AmeriCorps and GOVS will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

**Applications must include an Employer Identification Number**

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process.

**5. Submission Dates and Times**

**Notice of Intent to Apply and Assessments (Program Readiness and Financial)**

Applicants intending to apply for a New, Recompete, or Continuation program are **REQUIRED** to:

- Submit a Notice of Intent form by 11:59 p.m. CT on April 30, 2026 [here](#) or at <https://forms.cloud.microsoft/g/QbpY74V7tQ>
- Submit Assessments to [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov)

The subject of the e-mail must read: Alabama AmeriCorps Formula Assessments. In body of the e-mail, include organization name, mailing address, contact person, and phone number. Applicants should state the type of grant for which they intend to apply (cost reimbursement or fixed amount) and the focus area the application will address. **Failure to submit a Notice of Intent will render an applicant ineligible to apply.** All Notices of Intent will receive an e-mail response acknowledging receipt. Submission of a Notice of Intent is not an obligation to apply, but it does mean the applicant may move forward and begin the application process.

For the complete timeline, go to page 2 of this Notice.

**Application Submission Deadline**

AmeriCorps and GOVS will not consider applications submitted after the deadline, except as noted in

the Late Applications section below. AmeriCorps and GOVS reserves the right to extend the submission deadline. AmeriCorps and GOVS will post a notification in the event of an extended deadline on the GOVS AmeriCorps' funding opportunities webpage.

See the complete timeline for the submission dates on page 2. The GOVS will not consider applications received after the due date, except as noted in the *Late Applications* section below. The GOVS reserves the right to extend the submission due date, and any notice of such extended due date(s) will be posted on the GOVS' website. These due dates apply to continuation grantees, as well as new and recompeting applicants.

### **Additional Documents Deadline**

Additional documents are due by the application submission deadline. See the complete timeline for the submission dates on page 2.

### **Late Applications**

GOVS will not consider applications submitted after the deadline unless a prior written deadline extension has been approved. Deadline extensions will be decided case-by-case and only for extremely extenuating circumstances.

Ensure GOVS receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to [Info.AmeriCorps@ServeAlabama.gov](mailto:Info.AmeriCorps@ServeAlabama.gov). Applicants that do not submit a justification will not be reviewed or selected for award.

Communication with GOVS staff is not a substitute for the written explanation or justification of the extenuating circumstance that caused the delay.

## **6. Resources**

All application materials and resources are available on GOVS's [website](#).

Please submit all questions concerning the application to: [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov)

## **7. Training**

The following [On3Learn](#) trainings are offered to assist in completion of application. Please request coupon code from [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov) to complete courses at no cost.

### **New Applicants**

1. Is Our Organization a Good Fit?
2. Understanding the Overall Application and Narrative
3. Developing Logic Models
4. Selecting and Developing Performance Measurements
5. Understanding the AmeriCorps Budget

### **Recompete Applicants**

2. Understanding the Overall Application and Narrative
4. Selecting and Developing Performance Measurements
5. Understanding the AmeriCorps Budget

## **8. Intergovernmental Review**

This Notice is not subject to [Executive Order 12372](#), "Intergovernmental Review of Federal Programs."

## **9. Funding Restrictions**

### **Volunteer (Member) Living Allowance**

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

maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to volunteer (members) that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants should indicate that amount in the application.

**Table: Minimum and Maximum Living Allowance for PY 2026 New and Recompete**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Member Service Year Value</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1,700	1.0	\$20,400	\$40,800
Three Quarter-time	1,200	.70	n/a	\$28,560
Half-time	900	.50	n/a	\$20,400
Quarter-time	450	.26455027	n/a	\$10,608
Minimum-time	300	.21164022	n/a	\$8,568

**Table: Minimum and Maximum Living Allowance for PY 2026 Continuation Applicants in Year 2 or Year 3 of funding**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Member Service Year Value</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1,700	1.0	\$20,400	\$40,800
Three Quarter-time	1,200	.70	n/a	\$28,560
Half-time	900	.50	n/a	\$20,400
Reduced Half-Time (RHT)	675	.3809524	n/a	15,504
Quarter-time (QT)	450	.26455027	n/a	\$10,608
Minimum-time (MT)	300	.21164022	n/a	\$8,568
Abbreviated Time (AT)	100	.05627705	n/a	\$2,448

**Exception to the Living Allowance Requirements**

**Programs existing prior to September 21, 1993**, are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

**EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

**Professional Corps Grantees** must provide volunteer (members) a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps volunteer (member) salaries and benefits including childcare are paid entirely by the organizations with which the volunteer (members) serve; and are not included in the budget request to AmeriCorps (Federal share).

**Segal AmeriCorps Education Award**

AmeriCorps volunteer (members) who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A volunteer (member) has up to seven years after their term of service to use the Education Award.

**Indirect Costs**

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally approved indirect cost rate or a 15 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.413](#). States, local governments, and Indian Tribes may use previously approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 15 percent *de minimis* rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#), no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.

The instructions for how to enter the organization's indirect cost rate are located here: [Indirect Cost Guidance](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to [IndirectCostRate@AmeriCorps.gov](mailto:IndirectCostRate@AmeriCorps.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

### **Pre-Award Costs**

Pre-award costs, where authorized, are allowed for up to one month before the grant start date. Pre-award costs require written approval from the Governor's Office of Volunteer Services. Email pre-award costs requests to [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov).

### **10. Other Submission Requirements**

Electronic Application Submission in eGrants – **NEW (as of 3/10/2026): Formula Applicants – Submission through eGRANTS no longer applies to initial formula applications.**

Applicants may be requested to submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). AmeriCorps and GOVS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

**The applicant's authorized representative must be the person who submits the application.** A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. [AmeriCorps Hotline hours](#) are posted.

Be prepared to provide the application ID, organization's name, and the name of the *Notice* to which the organization is applying.

### **Submission of Additional Documents**

In addition to the application to submit via email, you are required to provide additional documents. Applicants are required to submit the following additional documents by the submission deadline:

New/Recompete Applicants:

- Program Design
- Logic Model
- Performance Measures Template
- Financial Audit (most recent)
- Financial Review Form (New Applicants)
- Fiscal Assessments 1 & 2 (Recompete)

- Letters of support
- Evaluation briefs, reports, studies (if applicable)
  - Please refer to the Evidence Base section and Mandatory Supplemental Information for detailed instructions by evidence tier. **Please note:** All applications submitted in response to the 2026 Alabama NOFO are Formula applications. This means that applicants are not required to submit an evaluation plan or report. However, if an applicant has conducted an evaluation of the same intervention that they are proposing in this application, they may submit the evaluation report as an additional document.
- Labor union concurrence (if applicable).
- Federally approved indirect cost rate agreement (if used to claim indirect/administrative costs)
- Operational and Financial Management Survey (OFMS). Please submit the OFMS as a Word document. Forms submitted as a PDF, or any other document format may not be accepted. (New Applicants)
- Evaluation Documents (Recompete Applicants) - Formula funding applicants are *not required* to conduct an evaluation of the program and will not be required to submit evaluation documents.

**Recompete applicants** who have previously received three or more years of **competitive funding** for the same project being proposed must submit:

- **Evaluation plan.** Please use the evaluation plan template available on the GOVS website. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

**Recompete applicants** who have previously received six or more years of **competitive funding** for the same project being proposed:

- **Evaluation report.** Please submit in Microsoft Word. The evaluation report should include a title page with the AmeriCorps grant number for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

#### Continuation Applicants :

Continuation applicants must submit an application to be eligible to receive funding for the FY 2026 program year. Requests by existing applicants for increases in the level of funding or number of AmeriCorps volunteer (member) positions will be assessed using the following criteria:

To be approved for continuation funding, applicants must be in good standing. Continuation application review will also be based on progress reports, the federal financial report, evaluation plans, and GOVS' and AmeriCorps' staff knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant. GOVS and AmeriCorps reserve the right to award applications in an amount less than the requested level of funding.

- Federally approved indirect cost rate agreement (if used to claim indirect/administrative costs)
- Financial Audit (most recent)
- Fiscal Assessment 1 & 2
- Labor union concurrence (if applicable).
- Evaluation briefs, reports, studies (if applicable)

Additional documents must be emailed to [Info.AmeriCorps@ServeAlabama.gov](mailto:Info.AmeriCorps@ServeAlabama.gov) with the labels as outlined below:

Emails should include the following information:

- **Subject line:** [Legal Applicant Name] – PY 2026-2027 – [Application ID Number] (Continuation Applicants)
  - If the size of the file requires multiple emails, include an ordering system in the subject line, such as 1 of 3.
- **Body of the email should include:**
  - The legal applicant name and the point of contact information
  - A list of documents that are attached to the email
- **Attachments to emails should include:**
  - Individually saved files that are clearly labeled.
  - **Do NOT send documents as one combined file.**
  - The legal applicant name within the file name and heading of each document.

**Failure to submit the required additional documents, following the email instructions in this section, by the deadline may have a negative effect on the assessment of your application.**

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

## **F. APPLICATION REVIEW INFORMATION**

### **1. Guidance on Narrative Form**

The application narrative section is your opportunity to demonstrate to reviewers your program meets the selection criteria. Below are some recommendations and requirements for writing your application.

#### **General Guidance on Narrative Form** (*Recommended*)

- Lead from the organization’s strengths and be explicit, and do not attempt to stretch the program concept to fit every strategic initiative, special consideration, and priority articulated in the regulations in this Notice. Focus on the considerations and priorities that apply to the organization’s program idea.
- Be clear and succinct. Answer the questions/Respond to the statements. Do not include information that is not necessary. Refrain from including jargon, boilerplate, rhetoric, or exaggeration. Reviewers are interested in learning precisely what the program intends to have members do, and how the program will respond to the selection criteria. Answer the questions in the order they are asked, and without distracting stories or unrelated data. Reviewers want to understand the severity or prevalence of the need in the identified target demographic and geographic area not a national description of the problem. Therefore, use local not national data.
- Avoid circular reasoning. The problem to be addressed should not be described as the lack of the program you are proposing.
- Explain how. Provide detail. Avoid simply stating that the criteria will be met. Describe what AmeriCorps members will do, how often, for how many, for what length of time, with what impact or change or outcome.
- Don’t make assumptions. Do not assume proposal reviewers know anything about your organization, its programs, the geographic area you intend to serve, the local issues, 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 the selection criteria and critique your narrative.

#### **General Guidance on Narrative Form** (*Required*)

- When using acronyms, spell out the original word at least once in the narrative.
- Use headings for the Program Design and Organizational Capability sections and subsections. Use only uppercase letters for all section headings.

- **Continuation Applicants ONLY.** Do NOT remove or change any part of the original grant application.

## 2. Selection Criteria

Each applicant must describe a project that will deploy AmeriCorps volunteer (members) effectively to solve a significant community problem. AmeriCorps urges applicants to submit applications that carefully follow the guidance in this Notice and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly. They will also consider the weights assigned to each criterion.

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
• Community Need and Logic Model	24
• Evidence Base	10
• Notice Priority	0
• GOVS Funding Priority	3
• Service Activities	10
• Member Experience	3
<b>Organizational Capability</b>	<b>25</b>
• Organizational Background and Staffing	20
• Member Supervision	5
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>25</b>
• Member Recruitment	7
• Member Retention	8
• Funding/Demographics	0
• Data Collection	7
• Budget Alignment to Program Design	3

### EXECUTIVE SUMMARY (Required – 0 percent):

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

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

#### Cost Reimbursement grant applicants:

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

#### Fixed-Amount grant applicants (e.g. EAP, Full-Cost Fixed, No Cost Slots)

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

\*If the program is not leveraging volunteers in the proposed AmeriCorps program, omit this sentence.

## **PROGRAM DESIGN (50 percent)**

### **1. Community Need and Logic Model (24 percent)**

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

- The severity or extent of the problem and, specifically, as compared to similar communities in Alabama.
- If applicable, how the application aligns with one or more of the GOVS funding area(s).

No additional narrative is needed other than what is contained within the logic model. Applicants must complete one Logic Model chart which incorporates each intervention. Logic Model content that exceeds eight pages will not be reviewed.

Note: The Logic Model is a visual representation of the applicant's Theory of Change. Programs should include short, medium, or long-term outcomes in the Logic Model. Applicants are not required to measure all components of their Logic Model. The applicant's performance measures should be consistent with the program's application narrative and should represent significant program activities.

The Logic Model shall include:

- Brief summary (1-2 short sentences) of the community problem.
- Inputs or resources necessary to deliver the intervention (program), including but not limited to:
  - Locations or sites where members will provide services.
  - Setting and community condition where the intervention is delivered.
  - Number of AmeriCorps volunteer (members) who will deliver the intervention.
  - Characteristics of AmeriCorps volunteers (members), including specific knowledge, skills, and abilities required to implement the intervention.
  - Funding, program staff, volunteers, training, and research.
- Core activities volunteer (members) will deliver, as part of the intervention (activity) including:

*Activities are the processes, tools, events, and actions used to bring about the intervention's (program's) intended changes or results.*

  - Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention)
  - Dosage of the activity (e.g., the number of hours per session or sessions per week)
  - Target population for the activity (e.g., disconnected youth, third graders at a certain reading proficiency level)
- Measurable Outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which [2026 National Performance Measures](#) will be used as output indicators.

*Outputs are the direct product of an intervention's (program's) activities and may include types, levels, and targets of services to be delivered by the intervention (program)*

  - Examples: # of individuals attending workshops, # of individuals receiving services, # of individuals receiving referrals
- Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators.

*Outcomes are the expected changes in the population served that result from the program's activities and fall along a continuum, ranging from short to long-term results.*

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

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

- Short-term: Changes in knowledge, skills, and/or attitudes. Example: Increased knowledge of community food programs and resources
- Medium-term: Changes in behavior or action. Example: Increased access to more food options
- Long-term: Changes in condition of status in life. Example: Increase in food security

### **AMERICORPS AND AMERICORPS STATE Volunteer (Member) REMINDERS**

- AmeriCorps – Capitalize the C in the middle of AmeriCorps
- AmeriCorps members are not employees, or staff
- AmeriCorps volunteer (members) serve, they do not work, and they are enrolled, not hired
- AmeriCorps volunteer (members) DO NOT displace staff at your organization
- AmeriCorps volunteer (members) DO NOT perform any services or duties that would replace the hiring of employed workers.
- AmeriCorps State volunteer (members) provide direct service to beneficiaries and/or perform capacity building activities.
- A term of service is the length of time an AmeriCorps volunteer (member) has agreed to serve. There are five AmeriCorps volunteer (member) terms or slots: full-time (1700hrs./yr.), three-quarter-time (1200hrs./yr.), half-time (900hrs./yr.), quarter-time (450hrs./yr.), minimum-time (300hrs./yr.). AmeriCorps volunteer (members) serve within a 12-month period, September 1, 2026 or October 1, 2026, to September 30, 2027. The term of service depends on the needs of the organization.

## **2. Evidence Base (10 points)**

This is a two-fold section where the applicant will first briefly discuss the evidence used to inform the program design and interventions and then will describe performance measurement and data collection activities.

Describe whether the program is evidence-informed or evidence-based:

**Evidence-informed** - Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application.

Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data on the intervention described in the application.

**Evidence-based** - programs that have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means conducting at least one Randomized Controlled Trial (RCT) or Quasi-Experimental Design (QED) evaluation of the same intervention described in the application.

Evidence is information from performance measurement results or evaluation/research findings that inform your understanding of why the intervention you have selected will result in the change identified as the outcome.

For new applicants, evidence provides the basis to choose an intervention to meet a specific community need. If you are a new applicant, please describe the evidence or studies used for your proposed intervention. How did the applicant determine what kind of intervention to select to address the community

need/problem? Was the proposed program modeled after an existing program? If yes, describe the original program and how similar or different the proposed program will be compared to the original. Discuss community nuances and how the program may need to be adapted to meet the specific community need identified. Has the applicant conducted an evaluation or study of this program? If yes, discuss the evaluation results and how the evaluation informed programmatic decisions going forward.

For existing applicants, evidence assists you in understanding if your intervention is producing the intended outcomes. If you are applying for continuation or recompeting, please describe the evidence for your intervention. This can include performance data, evaluation(s) of your program, and/or evaluations of other programs that use the same intervention.

### **3. Notice Priority (0 points)**

Describe whether one or more of the AmeriCorps Funding Priorities is a significant part of the program focus and intended outcomes. See the Funding Priorities fully described in the Mandatory Supplemental Information.

### **4. Governor's Office of Volunteer Services Funding Priority (3 points)**

Does your proposed program fall within any of the Governor's Office of Volunteer Services Funding Priorities? If so, please list them here.

### **5. Service Activities (10 points)**

- Where will your volunteers (members) serve? This may be one or more counties, municipalities, neighborhoods, as well as specific organizations where they will be based (we refer to such places as service sites or host sites).
- Describe the role(s) of the AmeriCorps volunteer (members). What services will they provide and to whom? What will an average day or week look like for an AmeriCorps volunteer (member)? What is the term type and length of term; and what is the rationale for the term selection(s)?
- How do you expect volunteer (member) service to impact those who are served? Please describe these benefits in terms of short, medium, and long-term outcomes. Please be sure to focus in this section on benefits to those who receive services, including the natural environment if applicable to your program design. You will be able to describe benefits to the AmeriCorps volunteer (members) themselves in another section of the narrative.
- Representation of the Community to be served. How have you engaged the community to be served in determining AmeriCorps volunteer (member) service activities? How will you obtain community feedback throughout the program year?
- Describe plans to recruit AmeriCorps volunteers (members).

*If proposing to add or expand an AmeriCorps component to an existing program or initiative, explain how the addition/expansion of AmeriCorps will enable the organization to better meet the community need; and clearly describe the difference in scope and/or program design.*

### **6. Volunteer (Member) Experience (3 points)**

*Volunteer (Member) Professional Development/Leadership Opportunities*

- Describe how AmeriCorps volunteer (members) will be provided opportunities for skill attainment, personal growth and connection to the community they are serving in support of a lifetime of civic participation.
- Describe when, what, and how AmeriCorps volunteer (members) be provided with leadership, skill attainment and personal and professional development opportunities.
- Describe how the program will provide experience and opportunities for members to connect with fellow members and, if applicable, with other AmeriCorps volunteer (members) within their service community.

- Describe the applicant’s approach to member training and orientation. Detail specific member training topics included in the budget in addition to any trainings members will receive that may result in a professional certificate and/or licensure.
- Describe how program will help volunteers (members) plan for life after AmeriCorps service. Describe how the program will help members plan for life after AmeriCorps service.
- Describe any additional benefits the volunteer (member) may receive not identified above.

*Describe the skills, knowledge, and experience that AmeriCorps volunteer (members) will gain during service. How will service prepare AmeriCorps volunteer (members) for careers or post-secondary education? For AmeriCorps volunteer (members) who have already completed post-secondary education and/or those who have retired, what support do you provide in transitioning from service to their next opportunity that will be valued by future employers (e.g. workforce pathways, increasing levels of responsibility and leadership roles of volunteer (members))?*

The following language is not required, but GOVS does recommend it for flexibility of service:  
 Disaster Response: AmeriCorps programs and volunteers (members) may participate in disaster relief. There is no cap on the amount of time programs and volunteers (members) may spend on disaster relief efforts during the program year; however, programs will not engage in disaster relief on such a long-term basis that the program focuses on significant changes. Hours served by volunteers (members) responding to disaster will count toward their AmeriCorps term of service, if they are pre-approved by the Program Director. Disaster response on-site supervisors will track and verify AmeriCorps volunteers (members) activities and hours.

**ORGANIZATIONAL CAPABILITY (25 percent):**

Reviewers will consider the quality of the application’s response to the following criteria below.

**1. Organizational Background and Staffing (20 points)**

- The applicant details the roles, responsibilities, and structure of the staff, including volunteer (member) supervisors, who will implement and provide oversight of the program, including but not limited to demonstrating the organization has sufficient policies, procedures, and controls to effectively implement a federal grant.
- Describe how the applicant has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.)
- Describe the organization’s mission and relevant experience with managing grants, especially federally or state grants. Include experience in program implementation such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc. Include past performance in meeting:
  - Grant goals and objectives.
  - Compliance and reporting requirements.

Note: If applicant has no experience with managing grants, please indicate that information here.

**2. Volunteer (Member) Supervision (5 points)**

- Who will supervise the AmeriCorps volunteer (members)?
- Describe how the AmeriCorps volunteers (members) will receive sufficient guidance and support from their supervisor to provide effective service.
- Describe how AmeriCorps supervisors will be adequately trained to follow AmeriCorps and program regulations, priorities, and expectations (e.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check ins, opportunities to assess strengths and opportunities for growth of supervisors, member training plan, etc.).

## **COST-EFFECTIVENESS AND BUDGET ADEQUACY (25 POINTS)**

Reviewers will assess the quality of the application's response to the following criteria below:

### **1. Volunteer (Member) Recruitment (7 points)**

Describe budget expenses to support recruitment of AmeriCorps volunteer (members) best suited to serve the community.

Describe how the AmeriCorps volunteer (member) living allowance and other benefits are adjusted within the maximum and minimum living allowance to accommodate for regional variations in contributing to cost of living including: housing, transportation, food, and other expenses. This may vary depending on a program's type of member slots, e.g. FT, PT, etc.

If the application is a renewal request or the applicant has received funding in the last 6 years, the application includes details from the most recent grant cycle on the program's past performance with member enrollment.

### **2. Volunteer (Member) Retention (8 points)**

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

If the application is a renewal request or the applicant has received funding in the last 6 years, the application includes details from the most recent grant cycle on the program's past performance with member retention.

### **Data Collection (7 points)**

Provide a description of budget expenses to support data collection, continuous improvement activities, and evaluation in service to evaluating the interventions and impact on the community and the member experience. Include the process for collecting and maintaining high-quality performance data from your organization and community partners, how data will be analyzed, and how this will ensure timely and accurate reporting to GOVS.

If the application is a renewal request or the applicant has received funding in the last 6 years, the application includes details from the most recent grant cycle on the program's past performance with meeting performance measurement goals.

### **FUNDING/DEMOGRAPHICS (0 points)**

1. Other Revenue Funds. Enter the amount of funds that your program uses to run the program that are not AmeriCorps share or match.
2. Enter the number of Volunteers Generated by AmeriCorps volunteers (members). Please enter the number of volunteers that will be participating in one day service projects or ongoing volunteer commitments that the proposed AmeriCorps volunteers (members) will generate.

### **BUDGET ALIGNMENT to PROGRAM DESIGN (3 points)**

The applicant's budget is aligned to the program design outlined in the narrative, meaning activities discussed in the narrative are incorporated in the budget in the agency or applicant share.

### **EVALUATION PLAN (0 percent)**

Enter N/A. Required for recompeting applicants.

If the applicant has previously received three or more years of funding for the same project being proposed, the applicant must submit an Evaluation Plan Summary Template as part of the application submission.

Applicants must use the evaluation plan summary template found on the Notice webpage to craft their

evaluation plans. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

**AMENDMENT JUSTIFICATION (0 percent)**

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

**CLARIFICATION INFORMATION (0 percent)**

Enter N/A.

**CONTINUATION CHANGES (0 percent)**

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

- Is your program requesting changes in Operating Sites?
- Is your program requesting significant changes in the program scope or design?
- Is your program requesting changes to Performance Measures?
- Is your program requesting significant changes to Monitoring Structures or Staffing?

**3. Budget Revisions**

- Fixed Amount applicants must complete the Fixed Budget Template.
- Cost Reimbursement applicants must complete the Cost Reimbursement Budget Template. Applicants should ensure the following:
  - Proposed costs are allowable, reasonable, and allocable to the award.
  - Budget is submitted with adequate information to assess how each line item is calculated.
  - Budget complies with the budget instructions and AmeriCorps Alabama requirements.
  - The budgeted match is equal to or more than the required match for the given program year.

**4. Application Review and Selection Process**

AmeriCorps and GOVS will engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process are intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice.

The stages of the review and selection process follow:

**Initial Application Compliance and Eligibility Review**

AmeriCorps and GOVS staff will conduct an initial compliance and eligibility check before reviewing applications. To pass this check, applicants must:

- Be an eligible organization;
- Be eligible to apply for a Fixed grant (if applicable)
- Submit an application by the submission deadline;
- Have an active SAM registration, and;
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this Notice.

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

**Application Review**

Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria. GOVS will also assess budget compliance and review for prohibited activities.

Upon submission to AmeriCorps by GOVS, **Competitive applications** will be assessed by AmeriCorps

staff. External reviewers will review and assess the evidence criteria in the Notice. **Formula applications** will be reviewed by GOVS staff and external reviewers. All reviewers will be screened for conflicts of interest.

### **Applicant Clarification and Resolution**

AmeriCorps and GOVS may ask an applicant for clarifying information after submission as well as before or after notification of funding results. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from the award process.

Not all applicants may require clarification. A request for clarification from GOVS does not guarantee an award or recommendation for consideration of an award. Applicants may be recommended for funding even if they are not asked for clarifying information.

**Post-Review Quality Control:** Some applications may be selected for a Post-Review Quality Control assessment.

### **Pre-Award Risk Assessment**

AmeriCorps and GOVS staff will assess the risks posed by each applicant. Results from this assessment will inform funding decisions. If AmeriCorps and/or GOVS determine that an award will be made to an applicant with risks, special conditions may be applied to that award. that correspond to the degree of risk assessed may be applied to the award. GOVS or AmeriCorps may decide to not fund an applicant based on the level of risk.

In assessing risks, AmeriCorps and GOVS may consider:

#### **Due Diligence, including:**

- Federal debt delinquency;
- Suspension and debarment;
- Information available through Office of Management and Budget (OMB) - designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - [U.S. Treasury Bureau of Fiscal Services;](#)
  - [System for Award Management \(SAM\);](#) and
  - "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations;
- IRS Tax Form 990;
- [Oversight.gov;](#) and
- Public Litigation Records.

#### **Operational and Financial Management, including:**

- Financial Stability
- Operational and Financial Management Survey (OFMS)

#### **Past Performance, including:**

- Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
  - Timely compliance with applicable reporting requirements;
  - Accuracy of data reported;
  - Validity of performance measure data reported;
  - Conformity to the terms and conditions of previous federal awards;
  - Ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients;
  - Timely closeout of other awards;
  - Meeting matching requirements;
  - Previous non-compliance and/or grievances;

- Prohibited activities;
- Grant progress reports – attainment of Performance Measures;
- Enrollment and retention;
- Monitoring findings;
- Extent to which any previously awarded amounts will be expended prior to future awards;
- Meeting National Service Criminal History Check (NSCHC) compliance.

**Other Programmatic Risks, financial, Organizational, Compliance, and Fraud including:**

- publicly available information, including information from the applicant organization's website
- amount of funding requested by the organization; and
- other elements, such as keyword searches for prohibited activities.

Additionally, AmeriCorps and GOVS may use the results of the review of the risk assessment evaluation of past programmatic performance in determining which applications to fund.

**Consideration of Integrity and Performance System Information**

Before making any award that exceeds \$250,000, AmeriCorps must consider information about the applicant from the designated integrity and performance system accessible through SAM.gov.

Any applicant may comment upon information previously entered by another Federal agency in the designated integrity and performance systems accessible through SAM.gov.

AmeriCorps may consider applicant comments when completing its review of risk. AmeriCorps may also consider other information about any applicant receiving an award, including those under \$250,000.

**Selection for Funding**

The review and selection process is designed to:

- Identify how well eligible applications are aligned with application selection criteria.
- Build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps and GOVS Funding Priorities
  - Meaningful representation of:
    - rural communities (see Mandatory Supplemental Information)
    - innovative community strategies
  - Director and/or Commissioner discretion to advance strategic goals.

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

GOVS and AmeriCorps reserve the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

**AmeriCorps and GOVS reserve the right to adjust or make changes to the review process, unforeseen circumstances make it impossible, impractical or inefficient to conduct the review process as planned.**

AmeriCorps and GOVS reserve the right to prioritize funding existing awards over making new awards.

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

**5. Applicant Resolution**

After the application review process, before any grant awards are issued, GOVS may ask an applicant for additional information to address any application compliance or risk issues. If an applicant does not respond promptly to these requests, then the applicant may be denied funding.

GOVS may ask all grantees for a written compliance implementation plan that includes notification of waste, fraud, and abuse to the agency's Office of Inspector General.

## **6. Feedback to Applicants**

Each compliant applicant will receive feedback from the review of its application.

## **7. Transparency in Grantmaking**

AmeriCorps and GOVS are committed to transparency in grant-making. A list of all approved applications for new and re-competing applications will be published on AmeriCorps Funded Grants and/or GOVS' website within 90 business days after all grants are awarded.

Further information about funded grants and subgrants is also available in [USASpending.gov](https://www.usaspending.gov).

# **G. FEDERAL AWARD ADMINISTRATION INFORMATION**

## **1. Federal Award Notices**

AmeriCorps will make Competitive awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding competition **by mid-June 2026**, depending on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

The GOVS anticipates announcing the results of the Formula competition by notifying applicants **by mid-June**. Applicants, successful or not, will be notified of funding decisions via email. This notification is not an authorization to begin grant activities. The executed subgrant agreement with GOVS is the authorizing document for grant activities.

## **2. Administrative and National Policy Requirements**

### **Uniform Guidance**

All awards under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR [Parts 200 and 2205](#).

### **Requests for Monitoring or Payment Integrity Information**

AmeriCorps will request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). If grantees do not respond promptly to these requests, then their funds may be placed on manual hold, reimbursement only status, or other restriction as appropriate.

### **AmeriCorps Terms and Conditions**

All grants must follow the FY 2026 AmeriCorps General Terms and Conditions, the FY 2026 Program-Specific Terms and Conditions and any terms and conditions imposed by GOVS, including but not limited to, execution of applicable funding agreements (and ancillary documents, if any, required by GOVS) satisfactory to GOVS. No funds will be released prior to all program conditions being met and funding agreements executed. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements, and applicants should review these instructions prior to any Notice of Grant Award. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant](#) webpage.

### **National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. Use [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

Successful applicants will be required to use the AmeriCorps-approved vendors to conduct NSCHCs: <https://americorps.gov/grantees-sponsors/history-check>. Failure to conduct a compliant NSCHC may result in significant disallowed costs. NSCHC is an allowable expense under the award and the person subject to the NSCHC may not be required to cover the cost without being reimbursed.

### **3. Use of Material**

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

### **4. Reporting**

Subgrantees are required to submit a variety of reports that are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

The GOVS subgrantees are required to provide quarterly progress reports, monthly and or quarterly financial reports, and an evaluation report as required by the AmeriCorps regulations [45 CFR §§2522.500-2522.540](#) and [§§2522.700-2522.740](#). A final report is due at the end of the grant.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices in place that provide reasonable assurance that they are providing AmeriCorps and GOVS with high quality programmatic and financial data. At a minimum, sub-grantees should have policies and practices that address the following five aspects of data quality for themselves and for sub- sites (if applicable):

- data measures what it intends to measure
- data reported is complete
- grantee collects data in a consistent manner
- grantee takes steps to correct data errors
- grantee actively reviews data for accuracy prior to submission.

In addition to semi-annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional performance data and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps volunteer (members) (both episodic and ongoing volunteers).

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

### **5. Continuation Funding Information and Requirements**

Organizations that have current AmeriCorps State awards that will be in program Year 2 or Year 3 in FY 2026 are considered continuation applicants. Continuation applicants must submit an application in order to be eligible to receive funding for the FY 2026 program year. Continuation applicants must follow the requirements for continuation application content as outlined in the Application Instructions under Continuation Requests.

Please see the Application Instructions for how to request Match Replacement funds and/or use of unexpended funds.

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

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

program goals and requirements, as well as compliance with the terms and conditions of the grant. AmeriCorps and GOVS reserve the right to award applications in an amount less than the requested level of funding.

GOVS will consider program data, including member enrollment, to approve awards in amounts other than requested. GOVS expects 100% enrollment of requested member slot and expects applicants to adjust requests based on previous program data including member enrollment and retention.

## H. CONTACT INFORMATION

This Notice is available at <https://www.servealabama.gov/funding-opportunities>. For further information or for a printed copy of this Notice, send an email to [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov) or call (334) 242-1549.

The mailing address is:  
Governor's Office of Volunteer Services  
400 South Union Street, Suite 395  
Montgomery, AL 36104

## I. OTHER INFORMATION

### Technical Assistance

GOVS will host virtual trainings and technical assistance calls to answer questions about this funding opportunity. Applicants are encouraged to email [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov) and visit GOVS' website for additional resources: <https://www.servealabama.gov/funding-opportunities>

Resources applicants need to effectively manage their grant award and training and technical assistance materials will be provided, if awarded funding.

Other resources applicants need to effectively manage their grant and training and technical assistance materials can be found on the [AmeriCorps Manage Your Grant webpage](#).

### J. Re-Focusing of Funding

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

## K. IMPORTANT NOTICES

**Public Burden Statement:** Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#).) This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2026.

**Privacy Act Statement:** The Privacy Act of 1974 ([5 U.S.C 552a](#)) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to [42 U.S.C. 12592](#) and [12615](#) 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 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 contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality of information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance.

Effects of Nondisclosure: The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$30,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients and subrecipients must have 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.

## Appendix A: Match Waiver

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.

### A. MATCH WAIVERS

In accordance with 45 CFR §§ 2521.70, applicants may request a full or partial waiver of match requirements. The match waiver request form must be submitted to GOVS at the time of your application. Applicants should reach out to [Info.AmeriCorps@ServeAlabama.gov](mailto:Info.AmeriCorps@ServeAlabama.gov) for guidance on how to apply for a match waiver prior to application deadline to receive the form to submit a match waiver request. All components must be addressed to be considered for a match waiver, which include a description of:

- Initial difficulties in developing local funding sources during the first three years of operations;
  - An economic downturn, natural disaster, or similar event in the grantee's service area that severely restricts or reduces sources of local funding support;
  - The unexpected discontinuation of local support from one or more sources that a project has relied on for a period of years; or
  - An organizational revenue of less than \$500,000
- GOVS will review the request, and if in support of the request, will submit it to AmeriCorps for review and approval.

### B. SPECIAL CIRCUMSTANCES FOR A MATCH WAIVER:

Under certain circumstances, applicants may qualify for a match waiver as specified in the regulations at [45 CFR §2521.60\(b\)](#). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined below.

**Rural County: Rural Communities:** AmeriCorps uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4-10).

Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the [USDA website](#).

The Office of Regional Operations uses Beale Codes when assessing alternative match requirements as required by Statute (45 CFR 2521.60(c)). AmeriCorps will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

## APPENDIX B: Detailed Budget Instructions for Cost Reimbursement Grants

**NEW (as of 3/10/2026):** Formula applicants will email their cost-reimbursement grant budget to [info.americorps@servealabama.gov](mailto:info.americorps@servealabama.gov). The cost-reimbursement budget is available on GOVS' Serve Alabama website. Aside from the change in submission format, all other parts of this Appendix still apply.

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

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

### A. MATCH REQUIREMENTS

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

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

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

- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- See Appendix A for instructions on requesting a match waiver.
- See part F of this appendix for instructions on entering source of matching funds.

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

### B. PREPARING YOUR BUDGET

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

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the Budget Checklist (Appendix E) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants finds any compliance issues you will receive a warning and/or error message. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

- **Add the cost of the National Service Criminal History Checks (NSOPW, state check(s), and FBI check for criminal history checks for each covered position in the AmeriCorps share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.**

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

## C. SECTION I. PROGRAM OPERATING COSTS

Complete Section I, Program Operating Costs, of the Budget. CNCS = AmeriCorps

### 1. Personnel Expenses

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

### 2. Personnel Fringe Benefits

Identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

### 3. Staff Travel

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

- GOVS **requires** all grantees to include funds to send program staff members to up to two required Commission sponsored meetings. These will potentially include an AmeriCorps Alabama Grantee Meeting and New AmeriCorps Staff Orientation/Boot Camp. The location in Alabama has not been determined for 2026-2027, so **all grantees** should budget estimated travel costs based on the GSA rate for Montgomery.
- The required budget component above should be entered as “Commission Sponsored Meetings” and should be itemized. For example: Two staff members will attend the AmeriCorps Alabama Grantee Training (2 staff x \$300 airfare=\$600) + \$50 ground transportation + (2 staff x 2 days x \$161 lodging = \$644) + (2 staff x 2 days x \$64 per diem=\$256) = \$1,550
- It is optional for grantees to include funds in this line item for travel for staff and site staff to attend National Service Training under this line item. This is a conference typically held in spring, 2026-2027 dates and locations have not been set yet.

#### 4. Member Travel

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

- GOVS **requires** all grantees to include funds to send volunteers (members) to up to one required Commission sponsored meeting/training in Alabama.

#### 5. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$10,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment (total of both Federal and Grantee share) are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment.

#### 6. Supplies

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

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-Federal funds.

#### 7. 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.

#### 8. Staff Training

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

#### 9. Member Training

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

#### 10. Evaluation

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

### 11. Other Operating Costs

Allowable costs in this budget category should include when applicable:

- National Service Criminal History Checks (NSCHCs) for all members 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 each covered position in the CNCS share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget. NSCHCs cost at least \$57 per person and will cost more if state of residence checks are required.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff and are not part of the organizations indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- America’s Service Commissions (ASC) AmeriCorps Program Membership. This membership is required to enroll AmeriCorps members in the Member Assistance Program (MAP). Membership is \$350/year. More information can be found [here](#).
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs as either Federal or Grantee share.
- Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization’s written policies and procedures.
- State Support and Oversight Fee.

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

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

After the fee is calculated, the CNCS Share Section I will increase by the amount of the State Support and Oversight Fee.

GOVS does not collect 2% of administrative costs in Section III.

## D. SECTION II: MEMBER COSTS

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

### 1. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter time, half-time, 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 are provided in this Notice.

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

## 2. Member Support Costs

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

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker's Compensation.** Budget for Workers' Compensation or Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.
- **Health Care. You must offer or make available health care benefits to full-time members in accordance** with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with AmeriCorps Funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the costs cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. AmeriCorps will not pay for dependent coverage. If health care is not budgeted for all full-time members, please confirm all full-time members will have access to coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here.
- **Member Assistance Program (MAP).** Applicants may include these costs on their budget to continue coverage. Basic package is \$5/member, Premium Package is \$10/member, and Premium Plus Package is \$15/member. More information on MAP Benefits can be found [here](#).
- **Note:** The value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members are not included in the budget.

## E. SECTION III: ADMINISTRATIVE/INDIRECT COSTS

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

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

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

4. may claim certain costs directly.

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

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

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to [IndirectCostRate@americorps.gov](mailto:IndirectCostRate@americorps.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

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

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

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

**GOVS does not retain a portion of the CNCS share of administrative costs.** Applicants may request 0%, 3%, or 5% of the available CNCS share administrative costs.

#### **Option A. Five/Ten Percent Fixed Administrative Costs Option**

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

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

##### **Maximum amount of CNCS Share that can be claimed:**

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

2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A. **Maximum Grantee Share**  
 $\text{Indirect Cost Total} - \text{CNCS Share Indirect/Administrative Costs} = \text{Grantee Share}$
3. Enter the sum of the CNCS and grantee shares under Total Amount.

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

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

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526, 5% is the maximum amount you can claim as the CNCS share of indirect costs.

**Maximum amount of CNCS share that can be claimed:**

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

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

**Grantee Share:**

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

**Option B.2. De Minimis Rate of 15% of Modified Total Direct Costs**

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimis rate of 15% of modified total direct costs (MTDC).

Additional information regarding what is included in MTDC and use of this option can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) under Indirect (F&A) costs and Definitions. **If you elect to use this option, you must use it consistently across all federal awards.**

1. Determine the base amount of direct costs to which you will apply the de minimis rate, including both the CNCS and Grantee shares. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$50,000. *AmeriCorps member living allowance and other member costs are not considered "participant support costs" subject to exclusion from the MTDC.* Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. Once you determine the base, multiply the appropriate costs by 15% (0.15). This will determine the total amount of costs allowable in this section.
2. To determine the maximum CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. 5% is the maximum amount you can claim as the CNCS share of indirect costs.

**Maximum amount of CNCS share that can be claimed:**

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

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

**Grantee Share:**

Indirect Cost Total – CNCS Share Indirect/Administrative Costs = Grantee Share

**F. SOURCE OF FUNDS**

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

- a. Identify each match source separately.
- b. Identify if the match is secured or proposed.
- c. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. The total amount in the Source of Funds field should match the total amount in the budget **exactly**.
- d. Define all acronyms the first time they are used.

See Appendix A for instructions for applying for a Match Waiver.

**APPENDIX C: Detailed Budget Instructions for Fixed Amount Grants**

**NEW (as of 3/10/2026):** Formula applicants will email their fixed grant budget with their application. The fixed budget is available on GOVS’s website and includes the State Support and Oversight Fee calculator. Aside from the change in submission format, all other parts of this Appendix still apply.

These instructions are for Fixed amount grants, **cost-reimbursement grants see Appendix B for instructions.** “CNCS Share” refers to Federal/AmeriCorps Share of the grant request.

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 Fixed-Amount grant, you must still follow the living allowance amounts listed in the *Notice and Instructions* for each type of position you are proposing.

**Budget Section II: AmeriCorps Volunteer (Member) Positions**

**Member Positions**

Identify the number of volunteer (members) you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time, abbreviated 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 volunteer (member). Enter zero in the column labeled **#Mbrs w/ Allow**. **Leave all other columns blank.** See example below (applies to a Full-Cost Fixed Amount grant):

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

All AmeriCorps Alabama programs will be required to pay a [State Support and Oversight Fee](#). This fee does not need to be entered in the eGrants budget. However, to ensure transparency and understanding of this fee, please see the Additional Document requirements for the Fixed State Support and Oversight Fee calculator.

**Source of Funds**

In the “Source of Funds” field that appears in the Budget Section III.

- Enter a brief description of additional funds used to support your program. Identify each source of funds separately.
- Identify if the match is secured or proposed.
- Include the dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**.
- For recompute applicants, the amount included in the Source of Funds section should match the Executive Summary.
- Define all acronyms the first time they are used