State of Oregon

2027 AmeriCorps Formula Funding Grant Opportunity

Abbreviated Program Year

Request for Applications ("RFA") HECC 26-010

Date of Issue: 10/29/2026

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

NOI Due Date:
November 23rd, 2026, 11:59PM Pacific Time

Final Application Due Date:
December 7th, 2026 11:59PM Pacific Time

Important Notice to Applicants: This Request for Applications ("RFA") uses an abridged version of the AmeriCorps Notice of Funding Opportunity ("NOFO") tailored to Oregon's local statewide competition. The complete Federal AmeriCorps NOFO found here: 2026-27 NOFO

For questions, clarifications, or if an alternative format is needed, please contact OregonServes at oregon.serves@hecc.oregon.gov.

For more information, contact: oregon.serves@hecc.oregon.gov *or*

Visit our website at: https://www.oregon.gov/oregonserves/Pages/default.aspx

1. INTRODUCTION

The State of Oregon, acting by and through its Higher Education Coordinating Commission, ("HECC") is issuing this RFA for the OregonServes State Service Commission's ("OSC") 2026-27 AmeriCorps Formula Funding Grant Opportunity.

OSC is housed within HECC and administers state AmeriCorps Program Grants. This 2026-27 AmeriCorps Formula Funding Grant Opportunity is funded through OSC's AmeriCorps State Formula Funding Allocation.

The opportunity is to provide financial support to organizations that will develop an AmeriCorps program that will place AmeriCorps Members in service solely within Oregon. The typical AmeriCorps program year in Oregon runs from August – July. For the purpose of this RFA, grants will run from February – September (8 months).

HECC is issuing this RFA pursuant to its authority under ORS 350.075 and ORS 660.515.

Disclosure: Funding is not guaranteed and is subject to the availability of funds. The actual level of funding available through the AmeriCorps State Formula Funding allocation will be subject to the availability of annual appropriations. Award amounts will vary, as determined by the scope of the projects. Publication of this RFA does not obligate HECC to award any specific number of grants or to obligate any particular amount of funding.

HECC reserves all rights, including but not limited to the right, at its sole discretion, to:

- Amend, cancel, or modify the RFA prior to the closing date.
- To amend the deadline for submitting Applications.
- To partially fund Applications in discrete portions or phases.
- To take funding requests into consideration when making awards, and prioritize funding existing awards over making new awards.
- To determine whether an Application does or does not comply with the requirements of this RFA.
- To waive any minor irregularity, informality, or nonconformance with this RFA as so determined by HECC.
- To obtain from and/or provide to other public agencies, upon request, references regarding the Applicant's performance.
- To issue additional awards under this RFA. These additional awards may not require further competition. Any additional award will be made in accordance with the terms of this RFA and HECC policy.
- To amend the grant agreements for amount and activities related to the scope of services and related support described in this RFA.
- To reopen the RFA as necessary at any point or solicit programs if not enough Applications are received, and/or do not align with HECC priorities, and/or ineligible Applications were submitted.
- To seek clarification on or further information about any or all Applications.

2. OVERVIEW

AMERICORPS

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic participation through service and volunteering. AmeriCorps is a network of local, state, and national service programs that connects Americans each year in intensive service to meet community needs in education, the environment, public safety, health, and homeland security. AmeriCorps Members serve with non-profits, public agencies, and community organizations.

OREGONSERVES COMMISSION

OSC's mission is to "advance volunteerism, service, and civic engagement to enrich lives and strengthen Oregon communities." The Commission's vision is "Engaged individuals, empowered communities, and an equitable Oregon."

3. DEFINITIONS

For the purposes of this RFA, capitalized words have the following meanings. Capitalized terms not specifically defined in this document are defined in OAR 125-246-0110.

- "**Applicant**" means an entity that submits an Application in response to this RFA.
- "**Application**" means a written response to this Request for Applications.
- "**AmeriCorps Member(s)**" or "**Member(s)**" means individuals enrolled with an AmeriCorps program, for a full- or part-time term of service. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more.
- **"Cost per MSY"** means cost per Member service year, which is a calculation used by AmeriCorps to determine the maximum amount of federal dollars that can be requested as part of an Application. The calculation is the total share of federal awarded funds divided by the total Member service years.
- **"Cost-Reimbursement Grants"** are grants that fund a portion of program operating costs and AmeriCorps Member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps Members.
- **"eGrants"** refers to AmeriCorps' grant management system. The system allows AmeriCorps to review Applications, award grants, and manage those grants and projects efficiently and effectively. All Applicants requesting AmeriCorps grant funding must submit a copy of their grant Application into the eGrants system.
- **"Evidence-Based Program(s)"** means a program that has been rigorously evaluated and demonstrated positive results for at least one key desired program

outcome. Rigorous evaluation means conducting at least one randomized controlled trial or quasi-experimental design evaluation of the same intervention described in the grant Application.

- **"Evidence-Informed Program(s)"** means a program that uses the best available knowledge, research, and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the intervention described in the Application. Applications may be Evidence-Informed if they have incorporated research from other Evidence-Based Programs into their program design and/or have collected performance measure data on the intervention described in their Application.
- **"Grant Recipient(s)"** means an Applicant that is selected to receive an award under this RFA and executes a Grant Agreement with OSC.
- **"Member Service Year"** or **"MSY"** is the basis AmeriCorps uses to determine the amount of funding a Grant Recipient will receive. One Member Service Year is equivalent to a full-time AmeriCorps position (at least 1,700 service hours). Applicants are not required to apply for a minimum number of MSYs.
- **"Performance Measure"** means a regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.
- **"Preliminary Evidence"** means the Applicant has submitted up to two outcome evaluation reports (non-experimental) that evaluated the same intervention described in the Application and yielded positive results on one or more key desired outcomes of interest as depicted in the Applicant's logic model. The outcome evaluations may either have been conducted internally by the Applicant organization or by an entity external to the Applicant. The study design must include pre- and post-assessments without a statistically matched comparison group or a post-assessment comparison between intervention and comparison groups. In some cases, a retrospective pre-post assessment generated after the intervention from two viewpoints – BEFORE and AFTER the intervention(s), may be considered, but its use must be justified in the text of the evaluation report.
- **"Pre-Preliminary Evidence"** means the Applicant has not submitted an outcome or impact evaluation of the same intervention described in the Application, although the Applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence-Base Program section of the Application how their program design is an Evidence-Informed Program (see definition above). Applicants may also cite prior performance measure data, if applicable.

4. RFA QUESTIONS AND RESPONSIBILITY

All inquiries relating to the RFA process, administration, deadline, or award, or to the substantive technical portions of the RFA, must be submitted via email to oregon.serves@hecc.oregon.gov.

When appropriate, revisions, substitutions, or clarifications shall be issued as addenda to this RFA. Changes/modifications to the RFA requirements shall ONLY be recognized if in the form of written addenda issued by OSC. OSC shall post any addenda on the OSC website at https://www.oregon.gov/oregonserves/americorps/Pages/americorps-oregon-formula-funding.aspx.

Neither OSC nor HECC will be held responsible for any error or omissions from downloading the RFA. Applications that are substantially incomplete or fail to meet the substantive requirements of the RFA will be deemed by OSC and/or AmeriCorps to be "nonresponsive" and will be rejected. Applications considered complete, or "responsive," will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFA. If the Application is unclear or has an omission, OSC may in its discretion waive an omission or the Applicant may be asked to provide the missing information or provide written clarification to assist in determining the issue of the Application's responsiveness or to render the Application "responsive" and eligible for further review.

5. APPLICATION AWARD AND TIMELINE SCHEDULE

The table below represents a schedule of events for this RFA. All times are listed in Pacific Time. All dates listed are subject to change at OSC's sole discretion.

Timeline Activity

November 23, 2026 **11:59PM, PST**	**Notice of Intent to Apply Form due**
December 7, 2026 **11:59PM, PST**	**All Formula Applications Due in Microsoft Forms and Supplemental Documents emailed to OSC** *Review & Clarification Period: 12/8/2026- 1/4/2027* *Funding Decision: Mid-January 2027*
Mid-January, 2027	**Selected applicants will be given instructions to submit approved applications into eGrants**
February 1, 2027 **September 30, 2027**	**Estimated start of programming** **End date of allowable cost period**

6. ELIGIBILITY

Eligibility: Applicant Organizations

The following Non-Federal entities (as defined in 2 C.F.R. § 200.1) are eligible to receive an award:

- Institutions of higher education
- Local governments
- Nonprofit organizations
- Federally Recognized Indian Tribes

Eligibility: Applicant Types

New Applicants may apply for a Cost Reimbursement award under this RFA.

Who Cannot Apply Under This RFA:

- Organizations that propose to operate an AmeriCorps program serving more than one state or territory (if programming occurs outside of Oregon, applicants must apply directly to AmeriCorps as a National Direct).
- Federally recognized Indian Tribes (must apply directly to AmeriCorps).
- Organizations that have been convicted of a federal crime.
- Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions.
- Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4).

7. PROGRAM REQUIREMENTS

Each Applicant must propose a project that will deploy AmeriCorps Members effectively to solve a community problem. Applicants should refer to the application narrative criteria and budget guidance within the application instructions but disregard instructions for submission through eGrants, until notified by HECC of final funding decisions; OSC will provide instructions, if selected for funding.

Applications should demonstrate that they meet the following threshold requirements for the grant for which they are applying:

- If 300-hour minimum-time and 450-hour quarter-time positions are included in the program design, preference is given to those completed over the summer or a short time period rather than over a school or calendar year.

- If the proposed service activities require specialized AmeriCorps Member qualifications and/or training (for example, tutoring programs: 45 C.F.R. §2522.910-.940), the Applicant must describe how the program will meet these requirements.
- Programs must have a well-defined partnership with at least three independent entities, including at least one public and one private (nonprofit or for-profit). OSC prefers partners to have an ongoing role in planning, operating, and sustaining the program (e.g., match contribution, training, assessment, quarterly meetings, etc.) to ensure the success of the program.
- All Applicants must propose program designs that are either evidence-based or evidence-informed. As specified in the NOFO, Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.
- Applicant's program design must have a minimum of 2 MSY.

Performance Measures

All Applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an Applicant-determined measure. See the Performance Measure Instructions for details about performance measure requirements and selection rules.

Required Training Events

Professional development is an integral part of the AmeriCorps experience. In support of grantee program staff and AmeriCorps Members, OSC provides multiple training and technical assistance events throughout each program year. Applicants should include travel costs and/or registration fees for the trainings below in their Application budget.

- **America's Service Commission Annual Training Conference** An annual conference hosted by the national association for state commissions, America's Service Commission. Location and dates vary annually. Programs are required to register and send a minimum of one staff Member.
- **AmeriCorps Member Development Webinar** OSC will host a Member development webinar for summer term Members, welcoming them to the AmeriCorps program and sharing resources on how to best leverage their service experience.

In addition to the above, OSC provides access to additional trainings through the national association, America's Service Commissions. These trainings are optional and cover a variety of pertinent topics. The cost of attending optional training is not an allowable expense under this RFA.

Orientation and End-Of-Service Term Events

Programs must conduct both a swearing-in and year-end-service ceremony for all cohorts/classes of Members.

National Service Criminal History Checks

OSC requires Applicants to utilize the vendor (Truescreen) that AmeriCorps has engaged to conduct National Service Criminal History Checks ("NSCHC") on all individuals in covered positions. See AmeriCorps Criminal History Checks webpage for more information.

Failure to conduct an NSCHC may result in significant disallowed costs. OSC policy requires that subgrantees complete all three checks below for individuals in covered positions. This is required regardless of whether the individuals have access to vulnerable populations.

1. National Sex Offender Public website through NSOPW.gov (nationwide check);

2. State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and

3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor. Grant Recipients will be required to complete

All checks must be conducted, reviewed, and an eligibility determination made no later than the day before the individual begins work or service.

An individual is **not eligible** to serve or work in a position subject to the NSCHC requirements if the individual:

- Refuses to consent to a criminal history check;
- Makes a false statement in connection with a criminal history check;
- Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- Has been convicted of murder, as defined in 18 U.S.C. 1111.

Applicants' budgets should account for costs of all background checks required to meet required federal and state requirements (*as applicable*). If the Applicant does not include the cost of background checks in its budget, the application must contain an explanation for this omission.

Use 45 CFR 2540.200– 2540.207 and National Service Criminal History Check Resources for complete information and FAQs.

Member Living Allowance

A living allowance is not considered a salary or a wage. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share.

Minimum and Maximum Living Allowance

Except as noted below, AmeriCorps programs must establish a Living Allowance for Members that falls within these minimum and maximum amounts:

SERVICE TERM	MINIMUM # OF HOURS	MINIMUM LIVING ALLOWANCE	MAXIMUM TOTAL LIVING ALLOWANCE
Quarter-time	450	N/A	$10,608
Minimum time	300	N/A	$8,568

Maximum Cost Per Member Service Year Explanation

The maximum Cost Per MSY is $25,200 for all Application types. The AmeriCorps "Cost Per MSY" is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a Member may earn. The maximum cost per MSY is determined on an annual basis.

MATCH AND COST REQUIREMENTS

Applicants are required to match funds: 24%

See match Requirements listed in the NOFO (Section B.5. Cost Sharing or Matching)

Focus Areas and Funding Priorities

OSC seeks to prioritize funding for programs that will address the top priorities of the Oregon Governor's Office. For more details on interventions to support these priorities, visit: https://www.oregon.gov/gov/Pages/priorities.aspx

For more information on **Funding Priorities, Alternative Match, Match Waivers, and Indirect Costs,** please see the AmeriCorps State and National 2026 Notice of Funding Opportunity.

8. APPLICATION AND SUBMISSION PROCESS

Application Package Submission

1. Notice of Intent to Apply Form submitted via Microsoft Forms
2. Online Application via Microsoft Forms

3. Submission of required supplemental documents sent via email to OregonServes at oregon.serves@hecc.oregon.gov.
4. Selected applicants will be provided with instructions to submit final applications into eGrants

The Applicant's authorized representative must be the person who submits the Application. The authorized representative must use their own eGrants account to sign and submit the Application, if selected for funding. 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 at https://questions.americorps.gov/app/ask.

Unique Entity Identifier and System for Award Management

All Applicants **must** register with the System for Award Management ("SAM") and maintain an active SAM registration until the Application process is complete. If an Applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. Use the SAM Quick Guide for Grantees for more information.

SAM registration must be renewed annually. OSC and AmeriCorps 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 to OSC and AmeriCorps. **The Applicant's legal name and physical address in eGrants must match exactly the Applicant's SAM-registered information.**

Applications must include a valid Unique Entity Identifier ("UEI"), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI. Applications must include an Employer Identification Number ("EIN"). The UEI and EIN must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all Applications for the organization.

AmeriCorps Application

Final applications are completed in eGrants for selected applicants. Applications consist of the following components**:**

I. Applicant Info

II. Application Info

III. Narratives

IV. Logic Model

V. Performance Measures

VI. Program Information

VII. Documents

VIII. Funding/Demographics

IX. Review

X. Authorize, and Submit

For full instructions, please see the AmeriCorps Application Instructions. The instructions will outline each section in detail, provide examples, and have information on page limits.

Required Documents

AmeriCorps and OSC required supplemental documents may include:

- Federal debt delinquency information
- Organizational Chart (Program Structure) – include details of titles, programs, FTE, supervision level, service sites and Member placements (# of Members)
- Audit or audited financial statement
    - *2024 or 2025 audit, audited statements, or unaudited financial statements if no audit has ever been completed at the time of Application.*
- Operational and Financial Management Survey
- Member Enrollment Plan Workbook
- Labor Organization Certification Form (Attachment C)
- Application Certification Sheet (Attachment B)

Please see the Application Checklist below for details specific document submission required for New, Recompete, and Continuation Applicants. All additional required documents must include the Applicant organization name and are due by the Application deadline. All required documents must be sent to oregon.serves@hecc.oregon.gov. Email subject lines should include the Applicant organization name. The body of the message should only include a listing of attached document(s).

9. SELECTION CRITERIA

OSC will assess the quality of applications by using the selection criteria described in the 2026/2027 Federal AmeriCorps Notice of Funding Opportunity and this RFA. Reviewers will also assess programs using supplemental materials provided, available financial information, past program performance, and compliance as assessed through program check-ins, progress reports, and risk assessments (as outlined below).

Applications that score at least 75% of the maximum score in the initial review will continue in the review process and will work with OSC staff to improve their applications prior to final application submission to AmeriCorps. Final applications receiving an average score less than 75% of the maximum score will be eliminated from consideration. OSC staff may provide feedback to Applicants after the review process concludes.

For complete details regarding requirements for each category/subcategory used for assessment, see Section E: Application Review Information of the 2026-2027 Federal AmeriCorps NOFO.

10. APPLICATION REVIEW

Initial Compliance & Eligibility Review

Reviewers will review all Applications submitted to OSC to determine compliance with eligibility, deadline, and completeness requirements. To be considered compliant, an Applicant must timely submit the following competed materials:

- An Application and all required additional documents.
- An Application that is responsive, in that it contains all required elements and additional documents and follows the instructions provided in this RFA and the AmeriCorps 2026 NOFO and Supplemental Materials.

Grant Review Committee

The Grant Review Committee will include reviewers with relevant knowledge and expertise to assess and provide input on the eligible Applications. The review process is intended to produce a diverse set of high-quality programs that represent the priorities and strategic considerations described in this RFA. The Grant Review Committee will determine a consensus rank order for the Applications using the selection criteria outlined in Section 9 above. The rank order will be used in conjunction with the other review criteria as outlined below in the funding selection process. OSC retains ultimate authority over which Applications to submit to AmeriCorps for final funding decisions.

OSC staff will provide feedback to Applicants on their submitted Applications and supplemental documents after the review process concludes. A copy of the scoring sheet used by the Grant Review Committee is available upon request.

Risk Assessment Evaluation

OSC staff will evaluate the risks posed by each Applicant, including conducting due diligence to ensure an Applicant's ability to manage federal funds. Results from this evaluation will inform OSC's decisions on submitting Applications to AmeriCorps for further review. If AmeriCorps determines an award will be made to an Applicant with assessed risks, special conditions corresponding to the degree of assessed risk may be applied to the award. Additionally, if OSC or

AmeriCorps concludes the reasons for Applicants having poor risk assessment are not likely to be mitigated, those Applications may not be selected for funding.

In evaluating risks, OSC and AmeriCorps may consider the following criteria for all Applicants:

1. Due Diligence

- Federal debt delinquency
- Suspension and debarment
- Information available through any 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
    - SAM
    - "Do Not Pay"
- Reports and findings from Single Audits performed under Uniform Grants Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- Oversight.gov
- Public Litigation Records

2. Operational and Financial Management:

- Financial stability

3. Past Performance:

- Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
    - Timely compliance with applicable reporting requirements and closeout
    - Accuracy of data and 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
    - Meeting matching fund requirements
    - Extent to which any previously awarded amounts will be expended prior to future awards
    - Meeting NSCHCcompliance.

4. Other Programmatic Risks, Financial, Organizational, Compliance, and Fraud:

- Publicly available information, including from the Applicant organization's website

- Amount of funding requested by the organization
- Other elements, such as keyword searches for prohibited activities

Application Clarification

OSC and AmeriCorps may ask an Applicant for clarifying information. An Applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its Application from the consideration and award process.

Consideration of Integrity and Performance System Information

Prior to making any award that exceeds $250,000, AmeriCorps is required to review and consider any information about the Applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS ("Federal Awardee Performance and Integrity Information System")(see 41 U.S.C. 2313). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any Applicant receiving an award, including those under $250,000.

Any Applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

OSC and AmeriCorps will consider any comments by any Applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the Applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the Applicant under the Risk Assessment Evaluation section of this RFA.

11. SUCCESSFUL APPLICANT REQUIREMENTS

A. Taxpayer Identification Number

A successful Applicant shall provide its Taxpayer Identification Number on a completed W-9 form (which can be found here: https://www.irs.gov/pub/irs-pdf/fw9.pdf). A successful Applicant must provide its backup withholding status on the W-9 form if either of the following applies:

- When requested by HECC (normally in an intent to award notice), or
- When the backup withholding status or any other information of Applicant has changed since the last submitted W-9 form, if any.

HECC will not make any payment until HECC has received a properly completed W-9.

B. Business Registry

If selected for award, Applicant must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant Agreement. The selected Applicant shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site: http://www.filinginoregon.com/index.htm.

LIST OF ATTACHMENTS

ATTACHMENT A: Application Package Checklist

ATTACHMENT B: Application Certification Sheet

ATTACHMENT C: Labor Organization Certification Form

ATTACHMENT D: Example Application Form

ATTACHMENT E: Sample Grant Agreement

ATTACHMENT A: Application Package Checklist

This document is only for applicant use only; it does not need to be submitted to OregonServes.

Item	Recommended or Required	Required for what type of Applicant	How to send/access	Deadline
Notice of Intent to Apply Form	Required	All Applicants	Via Microsoft Forms https://forms.cloud.microsoft/g/ffCzegu6uA	November 23, 2026 11:59PM
eGrants Account Set-up	Required	Applicants selected for Funding	Via eGrants https://egrants.cns.gov/espan/main/login.jsp	As early as possible upon funding notification
Register or Renew UEI @ SAM.gov	Required	All Applicants	Via SAM.Gov	As early as possible in the process
Submit grant Application	Required	All Applicants	Via Microsoft Forms	December 7, 2026 11:59PM
Operational and Financial Management Survey	Required	New Applicants	Via email to oregon.serves@hecc.oregon.gov	December 7, 2026
Submit organizational chart	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 7, 2026
2024 or 2025 Audit, audited financial statement, OR unaudited financial statement	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 7, 2026
Application Certification Form (Attachment A)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 7, 2026
Labor Organization Certification Form (Attachment B)	Required	See criteria on form	Via email to oregon.serves@hecc.oregon.gov	December 7, 2026
Federal Debt Delinquency Information	Required, if applicable	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 7, 2026

Evaluation Briefs, Reports, or Studies	Optional	Continuing & Recompete Applicants		December 7, 2026

ATTACHMENT B: Application Certification Sheet

Legal Name of Applicant: _____

Address: _____ **City, State, Zip:** _____

State of Incorporation: _____ **Entity Type:** _____

Contact Name: _____ **Telephone:** _____ **Email:** _____

Any individual signing below hereby certifies they are an authorized representative of Applicant and that:

1. I have knowledge regarding Applicant's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Application is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.

Applicant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subgrants, Applicant does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business. If applicable, Applicant has, or will have prior to grant agreement execution, a written policy and practice, that meets the requirements described in ORS 279A.112, of preventing sexual harassment, sexual assault and discrimination against employees who are Members of a protected class. HECC may not enter into an agreement with an anticipated grant price of $150,000 or more with an Applicant that does not certify it has such a policy and practice. See https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx for additional information and sample policy template.

2. Applicant and Applicant's employees, agents, and subcontractors are not included on:

A. the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf., or

B. the government-wide exclusions lists in the System for Award Management found at: https://www.sam.gov/SAM

3. Applicant certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Applicant, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFA. If any changes occur with respect to Applicant's status regarding conflict of interest, Applicant shall promptly notify the State in writing.

4. Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFA) and this Application Certification Sheet are truthful and accurate and have been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.

5. Applicant understands that any statement or representation it makes, in response to this RFA, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

6. Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

Authorized Signature	Date
(Printed Name and Title)	

ATTACHMENT C: Labor Organization Certification Form

Applicants must submit this form to OregonServes by the application deadline. Responses must comply with the instructions provided with the federal Notice of Funding Opportunity.

Legal Applicant Organization:

Program Name:

Definitions

Program Applicant: For the purposes of this section, "program applicant" includes any applicant to AmeriCorps or a State Commission, as well as any entity applying for assistance or approved national service positions through a Corporation grantee or subgrantee. In this case, the program applicant is the legal organization that administers the AmeriCorps*State program.

Service Sponsor: According to SEC. 101(25) [42 USC 12511(25)], the term "service sponsor" means an organization, or other entity, that has been selected to provide a placement for a participant. These are also typically called host sites, and they are distinct from the program applicant organization.

Instructions: Carefully consider the three options below and check all boxes that apply. An applicant must check at least one box. The form must be signed by an authorized applicant representative and include any required supporting documentation.

[1] If a program applicant—

a) Proposes to serve as the placement site for AmeriCorps Members; and
b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps Members; and
c) Those employees are represented by a local labor organization.

Then the program applicant must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership. The concurrence must be signed by or originate from the duly authorized representatives of the labor organization. **You must attach the written concurrence of the local labor organization to this form.**

[2] If a program applicant—

a) Proposes to place AmeriCorps Members at Service Sponsor sites operated by third party agencies where they will be engaged in the same or substantially similar work as employees represented by a local labor organization,

Then the applicant **must submit a written description of how it will ensure that:**

i. AmeriCorps Members will not be placed in positions that were recently occupied by paid staff.

ii. No AmeriCorps Member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

[3] If neither of the two options above are applicable, please explain why neither applies:

_____ _____

Signature Date

_____ _____

Print Name Title

ATTACHMENT D: EXAMPLE APPLICATION FORM

2027 AmeriCorps State and National Abbreviated Term Grant Application

AmeriCorps NOFO Link: https://www.americorps.gov/sites/default/files/document/2026-01/2026-AmeriCorps-State-and-National-Notice-of-Funding-Opportunity.pdf

* Required

Applicant Overview

The legal applicant name and address below must match EXACTLY with information registered in SAM.gov

1. Legal Applicant Name *

2. AmeriCorps Program Name *

3. Applicant Organization Address (Street Address, City, State, and Zip Code) *

4. Name of Primary Grant Contact- Full Name (First, Last) *

5. Primary Grant Contact Phone Number (XXX) XXX-XXXX *

6. Primary Grant Contact Email *

7. Primary Grant Contact Job Title/Position *

8. UEI Number *

9. EIN (Employer Identification Number) *

10. Type of Applicant *

- [ ] Non-Profit
- [ ] State or Local Government, including school districts
- [ ] Indian Tribe
- [ ] Institution of Higher Education

11. Areas Affected by Project (List Cities, Counties, States, etc.) *

Grant Award Request

12. Federal Share Request *

13. Applicant Match *

14. Proposed Start Date (must not be before February 1, 2027) *

15. Proposed End Date (must not exceed 9/30/2027) *

16. Focus Area(s) *

- [ ] Disaster Services
- [ ] Economic Opportunity
- [ ] Education
- [ ] Environmental Stewardship
- [ ] Healthy Futures
- [ ] Veterans and Military Families

17. Please select each of the OregonServes priority areas that are a significant part of your program design: *

- [ ] Expand AmeriCorps opportunities in Oregon by providing access to AmeriCorps members for small organizations and rural communities through intermediary programs.
- [ ] Provide funding to programs that offer support to community members with insecure housing such as conducting outreach to unhoused community members, delivery of services to unhoused individuals, and supporting affordable housing initiatives.
- [ ] Provide funding for programs that focus on environmental equity such as wildfire mitigation, renewable energy and energy efficiency, sustainable food systems, conservation, and habitat preservation; activities that promote climate resiliency; activities that provide capacity and support for local communities to develop and execute climate action plans and projects.
- [ ] Provide programming to increase access to behavioral health care. Indicate if you plan to participate in Oregon's Youth Mental Health Corps program, serving youth ages 13-24.
- [ ] Provide programming to advance early literacy success.

18. Please select each of the AmeriCorps priority areas that are a significant part of your program design: *

- [ ] Organization that is faith-based
- [ ] Serve communities 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 public safety, crime prevention, and/or partnerships between law enforcement and the community.
- [ ] 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.
- [ ] 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.
- [ ] Utilize reports from the AmeriCorps Evidence Exchange on programs assessed as having Moderate or Strong evidence to scale, replicate, or adapt the intervention.

Narratives

19. Executive Summary *

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

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. 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.]

20. Program Design: Community Need *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

21. Program Design: Evidence Tier *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

22. Program Design: Evidence Quality *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

23. Program Design: Notice Priority *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

24. Program Design: Member Experience *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

25. Organizational Capability: Background and Staffing *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

26. Organizational Capability: Member Supervision *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

27. Cost Effectiveness and Budget Adequacy: Member Recruitment *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

28. Cost Effectiveness and Budget Adequacy: Member Retention *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

29. Cost Effectiveness and Budget Adequacy: Data Collection *

Submit a narrative explaining how your project meets the selection criteria as outlined in the AmeriCorps NOFO.

Logic Model

Please fill out the Logic Model attachment located on the OregonServes website and email to oregon.serves@hecc.oregon.gov

Performance Measures

Please fill out the Performance Measures Worksheet attachment located on the OregonServes website and email it to oregon.serves@hecc.oregon.gov

Budget Development Worksheet

Please fill out the CR Budget Development Worksheet attachment located on the OregonServes website and email it to oregon.serves@hecc.oregon.gov

Legal Authorized Signatory Contact

30. First Name *

31. Last Name *

32. Email *

33. Phone Number *

34. Job Title/Position *

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Microsoft Forms

ATTACHMENT E – SAMPLE AGREEMENT

Informational Cover Page - Grant

THIS PAGE IS NOT PART OF THE AGREEMENT

Agreement No. 26-010_

AGREEMENT INFORMATION	
Project Title:	AmeriCorps Abbreviated Grant 2027
Allowable Cost Period:	2/1/2027 – 9/30/2027
Effective Period:	Date of last signature – 11/15/2027
Amount:	
Distribution Schedule:	Monthly
Funding Source:	Federal Funds 24AFIOR001 / PCA 60106
GRANTEE INFORMATION	
Grantee:	Grantee
Address:	Street Address City, State ZIP
Administrator:	Grantee Agreement Administrator
Phone:	Phone number
Email:	
Fiscal Contact:	Fiscal Contact
Phone:	Phone number
Email:	
HECC INFORMATION	
Administrator:	Mackenzie Tiqui
Phone:	971-707-2100
Email:	mackenzie.tiqui@hecc.oregon.gov
Procurement Contact:	Lisa Kelly-Harriman
Phone:	503-979-5839
Email:	lisa.m.kelly-harriman@hecc.oregon.gov

SAMPLE

Federal Award Identification
[This page is for information only and is not considered part of the Agreement]

(i) Subrecipient* Name (which must match the name associated with below):	**TBD**
(ii) Subrecipient's Unique Entity Identifier (Sam.gov):	**TBD**
(iii) Federal Award Identification Number (FAIN):	24AFIOR001
(iv) Federal Award Date:	07/24/2026
(v) Sub-award Period of Performance Start and End Date:	08/01/2026 - 01/31/2028
(vi) Total Amount of Federal Funds Obligated by this Agreement:	**TBD**
(vii) Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including this Agreement:**	**TBD**
(viii) Total Amount of the Federal Award committed to the Subrecipient by the pass-through entity:	**TBD**
(ix) Federal Award Project Description:	The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).
(x) Name of federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity:	
(a) Federal Awarding Agency:	Corporation for National and Community Service
(b) Name of pass-through entity*:	Higher Education Coordinating Commission
(c) Contact Information for awarding official of the pass –through entity:	Carie Bauer – 503-947-2452
(xi) Assistance Listings Number and Assistance Listings Project Title:	94.006 AmeriCorps State
(xii) Amount	**$2,702,030**
(xiii) Is Award Research and Development?	☐ **Yes** ☒ **No**
(xiv) Indirect Cost Rate:	10% de minimis or 5% of the total AmeriCorps funds

***For the purposes of this form, "Subrecipient" refers to Grantee or Recipient and "pass-through entity" refers to HECC.**

****The total amount of federal funds obligated to the Subrecipient by the pass-through entity is the total amount of federal funds obligated to the Subrecipient by the pass-through entity during the current State fiscal year.**

STATE OF OREGON
GRANT AGREEMENT

Agreement No. 26-010_

This Agreement is between the State of Oregon acting by and through its Higher Education Coordinating Commission ("HECC") and Grantee ("Grantee"), each a "Party" and, together, the "Parties".

SECTION 1: AUTHORITY

This Agreement is authorized by ORS 350.075 and ORS 660.515.

SECTION 2: PURPOSE

The purpose of this Agreement is to record the transfer of funds and obligations of the Parties, in the administration of programs granted to Oregon by AmeriCorps for fiscal year 2026-2027, in support of the development for AmeriCorps programs and funding priorities. AmeriCorps programs portfolio in Oregon, is administered by HECC through the OregonServes State Commission ("OSC").

SECTION 3: TERM OF AGREEMENT

This Agreement is effective when all Parties have executed this Agreement and all necessary approvals have been obtained. This Agreement terminates on November 15, 2027 unless terminated earlier in accordance with Section 18.

SECTION 4: GRANT ADMINISTRATORS

4.1 HECC's Grant Administrator is:

Mackenzie Tiqui
3225 25th Street SE
Salem, OR 97302
Phone: 503-507-8671
Email: mackenzie.tiqui@hecc.oregon.gov

4.2 Grantee's Grant Administrator is:

Grantee Administrator
Street Address
City, State Zip

SAMPLE

Phone:
Email:

4.3 Either Party may change its Grant Administrator by providing written notice to the other Party.

SECTION 5: PROJECT ACTIVITIES

Grantee shall perform the project activities set forth in Exhibit A (the "Project"), attached and incorporated by this reference.

SECTION 6: GRANT

In accordance with the terms and conditions of this Agreement, HECC shall provide Grantee up to $Dollar Amount ("Grant Funds") for the purposes described in this Agreement.

6.1 **Disbursement Generally.** HECC shall disburse the Grant Funds upon receipt and acceptance of Grantee's electronic reimbursement requests through the OnCorps Reports™ system (online regional database software), no later than the 21st day after the end of each month. HECC may modify reimbursement request and reporting due dates throughout the year through written notice without an Amendment. A reimbursement and reporting schedule is outlined in Exhibit D, which may be modified throughout the year at the sole discretion of HECC and communicated to Grantee electronically. A sample format of electronic reimbursement requests through OnCorps Reports™ system is identified in Exhibit E. **Grantee must include all travel costs for required trainings and events on its reimbursement requests submitted through OnCorps Reports™.**

6.2 **Allowable Cost Period.** The Allowable Cost Period is the period between **February 1, 2027 and September 30, 2027.**

6.3 **Allowable Costs.** The Grant Funds shall only be used to pay for costs of the Project incurred by Grantee during the Allowable Cost Period and used for the Project as set forth in Exhibit A. Any changes to the Project must be approved by HECC in writing; however, notwithstanding the foregoing, if HECC determines a requested change to the Project is material, HECC may require the execution of an amendment to this Agreement.

6.4 **Conditions Precedent to Disbursement.** HECC's obligation to disburse Grant Funds to Grantee under this Agreement is subject to satisfaction of each of the following conditions precedent:

6.4.1 HECC has received sufficient funding and expenditure authorizations to allow HECC, in the exercise of its reasonable administrative discretion, to make the disbursement.

6.4.2 No default as described in Section 12 has occurred.

6.4.3 Grantee's representations and warranties set forth in Section 7 are true and correct on

SAMPLE

the date of disbursement(s) with the same effect as though made on the date of disbursement.

6.4.4 By execution of this Agreement, Grantee certifies in writing that is has complied with all applicable requirements under Section 11.

6.4.5 HECC has received and accepted all reports related to this Agreement due at time of disbursement.

6.4.6 Grantee must provide 24% of the total project costs in match. Match may be cash or in-kind. Section 121(e)(5) of National and Community Service Act ("NCSA") (42 USC 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to OSC on an AmeriCorps Financial Report. Grantee must track and report on match separately each year and at closeout of Grant Agreement.

6.5 Backup Documentation. Upon request by HECC, Grantee will promptly provide backup documentation satisfactory to HECC to support Grantee's expenditure of Grant Funds.

6.6 Duplicate Payment. Grantee shall not be compensated for, or receive any other form of duplicate, overlapping or multiple payments for the same costs financed by or costs and expenses paid for by Grant Funds from any agency of the State of Oregon or the United States of America or any other party, organization or individual.

6.7 Suspension of Funding and Project. HECC may by written notice to Grantee, temporarily cease funding and require Grantee to stop all, or any part, of the Project dependent upon Grant Funds for a period of up to 180 days after the date of the notice, if HECC has or reasonably projects that it will have insufficient funds from the funding source to disburse the full amount of the Grant Funds. Upon receipt of the notice, Grantee must immediately cease all Project activities dependent on Grant Funds, or if that is impossible, must take all necessary steps to minimize the Project activities allocable to Grant Funds. If HECC subsequently projects that it will have sufficient funds, HECC will notify Grantee that it may resume activities. If sufficient funds do not become available, Grantee and HECC will work together to amend this Grant to revise the amount of Grant Funds and Project activities to reflect the available funds. If sufficient funding does not become available or an amendment is not agreed to within a period of 180 days after issuance of the notice, HECC will either (i) cancel or modify the stop-work order by a supplemental written notice or (ii) terminate this Agreement as permitted by either the termination at HECC's discretion or for cause provisions of this Agreement.

SECTION 7: REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to HECC that:

7.1 Grantee is a Entity Type duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority and legal

SAMPLE

right to make this Agreement and to incur and perform its obligations hereunder;

7.2 The making and performance by Grantee of this Agreement (a) have been duly authorized by Grantee according to its governing laws and organizational documents, (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's enabling law, organizational documents or other organizational rules or policies; and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement, other than those that have already been obtained;

7.3 This Agreement has been duly executed and delivered by Grantee and, when executed by HECC, constitutes a legal, valid and binding obligation of Grantee enforceable in accordance with its terms; and

7.4 The representations and warranties set forth in this Section are in addition to, and not in lieu of, any other representations or warranties provided by Grantee.

7.5 Grantee acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any action or conduct by Grantee pertaining to this Agreement that constitutes a "claim" (as defined by the Oregon False Claims Act, ORS 180.750 (1)). By its execution of this Agreement, Grantee certifies the truthfulness, completeness, and accuracy of any statement or claim it has made, it makes, it may make, or causes to be made that pertains to this Agreement or to the Project. In addition to other penalties that may be applicable, Grantee further acknowledges that if it makes, or causes to be made, a false claim or performs a prohibited act under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against Grantee. Nothing in this Section or this Agreement may be construed as limiting or derogating from any authority granted the Oregon Attorney General under 180.750 to 180.785.

7.6 Grantee shall immediately report in writing, to HECC, any credible evidence that a principal, employee, agent, or subcontractor of Grantee, or any subgrantee or other person, has made a false claim or committed a prohibited act under the Oregon False Claims Act, or has committed a criminal or civil violation of laws pertaining to fraud, bribery, gratuity, conflict of interest, or similar misconduct in connection with this Agreement or monies paid by HECC under this Agreement.

7.7 Grantee must include subsections 7.5 through 7.6 of this Section in each subcontract or subgrant Grantee may award in connection with the performance of this Agreement. In doing so, Grantee may not modify the terms of those subsections, except to identify the subcontractor or subrecipient who will be subject to those provisions.

7.8 Grantee must comply with the assurances in Exhibit B.

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7.9 Grantee must comply with the terms and conditions of the federal Notice of Award ("NoA"), CFDA# 94.006 AmeriCorps State CNCS, FAIN# 24AFIOR001, found here:

https://www.oregon.gov/highered/about/Documents/Grants-contracts/NOFA/CFDA%2094.006%2026-27%20AmeriCorps%20Updated%20NOGA-FAIN%2024AFIOR001_Amend7.pdf and incorporated by this link. To the extent that there are terms in this Agreement, including those stated in Exhibit B, that conflict or are duplicative or the terms of the federal award, those terms are inapplicable and the terms of the federal award control.

7.10 If Grantee creates any Work Product intended or anticipated by the parties to be posted as web content or through mobile applications, Grantee will ensure the Work Product complies with Web Content Accessibility Guidelines, Version 2.1 Level AA accessibility standards and Section 508 of the Rehabilitation Act (29 U.S.C. § 794d). Guidelines found here: https://www.w3.org/TR/WCAG21/

SECTION 8: GOVERNING LAW, CONSENT TO JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between HECC or any other agency or department of the State of Oregon, or both, and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. GRANTEE, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

SECTION 9: OWNERSHIP OF WORK PRODUCT

9.1 As used in this Section 9 and elsewhere in this Agreement, the following terms have the meanings set forth below:

9.1.1 "**Third Party Intellectual Property**" means any intellectual property owned by parties other than Grantee or HECC.

9.1.2 "**Work Product**" means every invention, discovery, work of authorship, trade secret or other tangible or intangible item that Grantee is required to deliver to HECC under this Agreement, and all intellectual property rights therein.

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9.2 Grantee retains ownership of all Work Product, and grants HECC an irrevocable, non-exclusive, perpetual, royalty-free, fully paid-up, world-wide license to use, to reproduce, to prepare derivative works based upon, to distribute, to perform and to display the Work Product, to authorize others to do the same on HECC's behalf, and to sublicense the Work Product to other entities without restriction.

9.3 If the Work Product created by Grantee under this Agreement is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on HECC's behalf and in the name of HECC an irrevocable, non-exclusive, perpetual, royalty-free, fully paid-up, world-wide license allowing HECC and other entities the same rights listed above for to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the pre-existing element of the Third party Intellectual Property employed in the Work Product.

9.4 If state or federal law requires that HECC or Grantee grant to the United States a license to any intellectual property in the Work Product then Grantee shall execute such further documents and instruments as HECC may reasonably request in order to make any such grant or to assign ownership in such intellectual property to the United States or HECC.

SECTION 10: INDEMNIFICATION

10.1 Grantee shall defend, save, hold harmless, and indemnify the State of Oregon and HECC and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney's fees, resulting from, arising out of, or relating to the activities of Grantee or its officers, employees, subcontractors, or agents under this Agreement or in connection with the Project.

10.2 Grantee will have control of the defense and settlement of any claim that is subject to this Section. But neither Grantee nor any attorney engaged by Grantee may defend the claim in the name of the State of Oregon or any of its agencies, nor purport to act as legal representative of the State of Oregon or any of its agencies, without first receiving from the Attorney General, in a form and manner determined appropriate by the Attorney General, authority to act as legal counsel for the State of Oregon. Nor may Grantee settle any claim on behalf of the State of Oregon or any of its agencies without the approval of the Attorney General. The State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that Grantee is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue and the State of Oregon desires to assume its own defense.

SECTION 11: BACKGROUND CHECK/CRIMINAL HISTORY VERIFICATION

This Section 11 is only applicable to Grantee if its employees, potential employees, or volunteers will be interacting unsupervised and in-person with "Vulnerable Populations" (defined as

SAMPLE

minors, elderly, and persons with disabilities) in the completion of the Project Activities under this Agreement.

11.1 To the extent permitted by law, Grantee shall obtain a criminal history record check on any employee, potential employee or volunteer working with Vulnerable Populations and funded with resources from this Grant, as follows:

11.1.1 By having the applicant as a condition of employment or volunteer service, apply for and receive a criminal history check from a local Oregon State Police office and furnish a copy thereof to Grantee; or

11.1.2 As the employer, by contacting a local Oregon State Police office for an "Oregon only" criminal history check on the applicant/employee/volunteer; or

11.1.3 By use of another method of criminal history verification that is at least as comprehensive as those described in Sections 11.1.1 and 11.1.2 above.
A criminal record check will indicate convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer scheduled to work with Vulnerable Populations.

11.2 To the extent permitted by law, in addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, and/or by Grantee's written policies and procedures, current and appropriate information includes the results of public sex offender and child abuse websites/registries. A search (by current name, and, if applicable, by previous name(s) or aliases), of the pertinent and reasonably- accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries, including:

11.2.1 The Dru Sjodin National Sex Offender Public Website (www.nsopw.gov);

11.2.2 The website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and

11.2.3 The website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating Vulnerable Populations in the course of activities under the award.

11.3 Grantee shall develop a policy or procedures to review criminal arrests or convictions of employees, potential employees or volunteers. The review must examine:

11.3.1 The severity and nature of the crime;

11.3.2 The number of criminal offenses;

11.3.3 The time elapsed since commission of the crime;

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11.3.4 The circumstances surrounding the crime;

11.3.5 The subject individual's participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and

11.3.6 The police or arrest report confirming the subject individual's explanation of the crime.

11.4 Grantee must determine after receiving the criminal history check whether the employee, potential employee or volunteer has been convicted of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee, or volunteer scheduled to work with Vulnerable Populations, and whether based upon the conviction the person poses a risk to working safely with Vulnerable Populations. If Grantee intends to hire or retain the employee, potential employee, or volunteer, Grantee must confirm in writing the reasons for hiring or retaining the individual. These reasons must address how the applicant, employee, or volunteer is presently suitable or able to work with Vulnerable Populations in a safe and trustworthy manner, based on the policy or procedure described in the preceding paragraphs of this Section. Grantee will ensure that all information related to the criminal background check of the applicant, employee, or volunteer is filed and retained in the appropriate file.

11.5 Grantee must make determinations of suitability, in advance, before individuals may interact with participating Vulnerable Populations, regardless of the individual's employment status. All required background check information must be completed before the determination regarding suitability.

SECTION 12: GRANTEE DEFAULT

Grantee will be in default under this Agreement upon the occurrence of any of the following events:

12.1 Grantee fails to perform, observe or discharge any of its covenants, agreements or obligations under this Agreement;

12.2 Any representation, warranty or statement made by Grantee in this Agreement or in any documents or reports relied upon by HECC to measure the activities under this Agreement, the expenditure of Grant Funds or the performance by Grantee is untrue in any material respect when made;

12.3 Grantee (a) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) is adjudicated a bankrupt or insolvent, (e) commences a voluntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), (f) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (g) fails to

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controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), or (h) takes any action for the purpose of effecting any of the foregoing;

12.4 A proceeding or case is commenced, without the application or consent of Grantee, in any court of competent jurisdiction, seeking (a) the liquidation, dissolution or winding-up, or the composition or readjustment of debts of Grantee, (b) the appointment of a trustee, receiver, custodian, liquidator, or the like of Grantee or of all or any substantial part of its assets, or (c) similar relief in respect to Grantee under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against Grantee is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect); or

12.5 Grantee uses or expends Grant Funds for any purpose other than that permitted in this Agreement.

SECTION 13: HECC DEFAULT

HECC will be in default under this Agreement if HECC fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.

SECTION 14: REMEDIES

14.1 In the event Grantee is in default under Section 12, HECC may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of its obligations under this Agreement pursuant to Section 18, (b) reducing or withholding disbursement of Grant Funds, (c) requiring Grantee to complete, at Grantee's expense, additional activities necessary to satisfy its obligations or meet performance standards under this Agreement, (d) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, (e) exercise of its right of recovery of overpayments under Section 15 of this Agreement or setoff, or both, or (f) declaring Grantee ineligible for the receipt of future awards from HECC. These remedies are cumulative to the extent the remedies are not inconsistent, and HECC may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

14.2 In the event HECC is in default under Section 13 and whether or not Grantee elects to exercise its right to terminate this Agreement under Section 18.3, or in the event HECC terminates this Agreement under Sections 18.2.1, 18.2.2, 18.2.3, or 18.2.5, Grantee's sole monetary remedy will be for reimbursement of Project activities completed and accepted by HECC, within any limits set forth in this Agreement but not yet invoiced, for authorized expenses incurred, less any claims HECC has against Grantee under this Agreement. In no event will HECC be liable to Grantee for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Grantee exceed the amount

SAMPLE

due to Grantee under this Section 14.2, Grantee shall promptly pay any excess to HECC.

SECTION 15: RECOVERY OF GRANT FUNDS

Any Grant Funds disbursed to Grantee under this Agreement that exceed the amount to which Grantee is entitled, or are expended in violation or contravention of one or more of the provisions of this Agreement, or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to HECC unless otherwise agreed to by HECC in writing.

SECTION 16: LIMITATION OF LIABILITY

EXCEPT FOR LIABILITY ARISING UNDER OR RELATED TO SECTION 10, NEITHER PARTY WILL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.

SECTION 17: INSURANCE

17.1 Grantee shall maintain insurance as set forth in Exhibit C.

17.2 If HECC approves Grantee's subcontractor or subgrantee pursuant to a request made under Section 31, Grantee shall require its contractors to maintain insurance required by HECC based upon the activities conducted and participants served. A Sample of the subcontractor/subgrantee insurance requirements is set forth in Exhibit D.

SECTION 18: TERMINATION

18.1 This Agreement may be terminated at any time by mutual written consent of the Parties.

18.2 HECC may terminate this Agreement as follows:

18.2.1 Upon 30 days advance written notice to Grantee;

18.2.2 Immediately upon written notice to Grantee, if HECC fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in HECC's reasonable administrative discretion, to perform its obligations under this Agreement;

18.2.3 Immediately upon written notice to Grantee, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that HECC's performance under this Agreement is prohibited or HECC is prohibited from paying for such performance from

SAMPLE

the planned funding source;

18.2.4 Immediately upon written notice to Grantee, if Grantee is in default under this Agreement and such default remains uncured 30 days after written notice thereof to Grantee; or

18.2.5 As otherwise expressly provided in this Agreement.

18.3 Grantee may terminate this Agreement as follows:

18.3.1 Immediately upon written notice to HECC, if HECC is in default under this Agreement and such default remains uncured 30 days after written notice thereof to HECC; or

18.3.2 As otherwise expressly provided in this Agreement.

18.4 Upon receiving a notice of termination of this Agreement, Grantee will immediately cease all activities under this Agreement, unless HECC expressly directs otherwise in such notice. Upon termination, Grantee will deliver to HECC all documents, information, works-in-progress, work product and other property that are or would be deliverables under the Agreement. And upon HECC's reasonable request, Grantee will surrender all documents, research or objects or other tangible things needed to complete the Project activities that were to have been performed by Grantee under this Agreement.

SECTION 19: CONFLICT OF INTEREST

If Grantee is currently performing work for the State of Oregon or the federal government, Grantee by signature to this Agreement declares and certifies that Grantee's activities under this Agreement and the Projects activities to be funded by this Agreement, create no potential or actual conflict of interest as defined by ORS Chapter 244.

SECTION 20: NONAPPROPRIATION

HECC's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon HECC receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow HECC, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of HECC.

SECTION 21: AMENDMENTS

The terms of this Agreement may only be altered, modified, supplemented or otherwise amended by written agreement signed by authorized representatives of both Parties, unless explicitly stated in other sections of this Agreement.

SAMPLE

SECTION 22: NOTICE

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement must be given in writing by email, personal delivery, or postage prepaid mail, to a Party's Grant Administrator at the physical address or email address set forth in this Agreement, or to such other addresses as either Party may indicate pursuant to this Section 22. Any notice so addressed and mailed becomes effective five days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

SECTION 23: SURVIVAL

All rights and obligations of the Parties under this Agreement will cease upon termination of this Agreement, other than the rights and obligations arising under Sections 6.5, 6.6, 8, 9, 10, 14, 15, 16, 23, 26, 33, 34 and 35 hereof and those rights and obligations that by their express terms survive termination of this Agreement, such as any report required to be submitted after the termination date; provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.

SECTION 24: SEVERABILITY

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

SECTION 25: COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

SECTION 26: COMPLIANCE WITH LAW

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local law. Including but not limited to:

26.1 Grantee shall, throughout the duration of this Agreement, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state.

26.2 Grantee shall comply with ORS 652.220 and shall not discriminate against any of Grantee's employees in the payment of wages or other compensation for work of comparable

SAMPLE

character, the performance of which requires comparable skills, or pay any employee at a rate less than another for comparable work, based on an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age. Grantee's compliance with this section constitutes a material element of this Agreement and a failure to comply constitutes a breach that entitles HECC to terminate this Agreement for cause.

26.3 If any of the Project Activities described in Exhibit A involve the hiring of minors, Grantee must comply with all federal and state laws applicable to minor workers. See State of Oregon BOLI website: https://www.oregon.gov/boli/employers/Pages/minor-workers.aspx

SECTION 27: INDEPENDENT CONTRACTORS

The Parties agree and acknowledge that their relationship is that of independent contracting parties and that Grantee is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

SECTION 28: INTENDED BENEFICIARIES

HECC and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.

SECTION 29: FORCE MAJEURE

Neither Party is responsible for any failure to perform or any delay in performance of any obligations under this Agreement caused by any and all unforeseen fire, riot, civil unrest, labor unrest, pandemic, natural causes, or war, which is beyond that Party's reasonable control. Each Party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of the Project activities under this Agreement. HECC may terminate this Agreement upon written notice to Grantee after reasonably determining that the failure or delay will likely prevent successful performance of this Agreement.

SECTION 30: ASSIGNMENT AND SUCCESSORS IN INTEREST

Grantee may not assign or transfer its interest in this Agreement without the prior written consent of HECC and any attempt by Grantee to assign or transfer its interest in this Agreement without such consent will be void and of no force or effect. HECC's consent to Grantee's assignment or transfer of its interest in this Agreement will not relieve Grantee of any of its duties or obligations under this Agreement. The provisions of this Agreement will be binding

SAMPLE

upon and inure to the benefit of the Parties hereto, and their respective successors and permitted assigns.

SECTION 31: SUBCONTRACTS AND SUBGRANTS

Grantee shall not, without HECC's prior written consent, enter into any subcontracts or subgrants for any of the Project activities required of Grantee under this Agreement. HECC's consent to any subcontract or subgrant will not relieve Grantee of any of its duties or obligations under this Agreement.

SECTION 32: TIME IS OF THE ESSENCE

Time is of the essence in Grantee's performance of the Project activities under this Agreement.

SECTION 33: MERGER, WAIVER

This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver or consent under this Agreement binds either Party unless in writing and signed by both Parties or otherwise agreed to as explicitly stated in other sections of this Agreement. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given.

SECTION 34: RECORDS MAINTENANCE AND ACCESS

Grantee shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Grantee shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of Grantee, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document Grantee performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of Grantee, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." Grantee acknowledges and agrees that HECC and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Grantee shall retain and keep accessible all Records for a minimum of six years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Subject to foregoing minimum records retention requirement, Grantee shall maintain Records in accordance with the records retention schedules set forth in OAR Chapter 166.

SAMPLE

SECTION 35: PUBLIC RECORDS

All information and records submitted to HECC are subject to the Public Records Law, ORS 192.311 to 192.478, and may be subject to disclosure. If Grantee believes that any information or records it submits to HECC may be a trade secret under ORS 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, Grantee must identify such information with particularity and include the following statement:

"This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192.[insert], and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478."

If Grantee fails to identify with particularity the portions of such information that Grantee believes are exempt from disclosure, Grantee is deemed to waive any future claim of non-disclosure of that information.

SECTION 36: HEADINGS

The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Agreement.

SECTION 37: AGREEMENT DOCUMENTS

This Agreement consists of the following documents, which are listed in descending order of precedence:

- Federal Notice of Award(s)No.
  - CFDA 94.006 AmeriCorps State CNCS, FAIN# 24AFIOR001 available at: https://www.oregon.gov/highered/about/Documents/Grants-contracts/NOFA/CFDA%2094.006%2026-27%20AmeriCorps%20Updated%20NOGA-FAIN%2024AFIOR001_Amend7.pdf attached and incorporated by this reference;
- Exhibit B ("2026 Terms and Conditions")
- This Agreement less all exhibits,
- Exhibit A (the "Project")
- Exhibit C ("Required Insurance")
- Exhibit D ("Sample Required Insurance for Subcontractors and/or Subgrantees")
- Exhibit E ("Required Reports and Events")
- Exhibit F ("Sample of OnCorps Reports System Monthly Submission Template")

SAMPLE

SECTION 38: SIGNATURES

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties agree that by the exchange of this Agreement electronically, each has agreed to the use of electronic means. By inserting an electronic signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Agreement and that their electronic signature should be given full force and effect to create a valid and legally binding contract.

Grantee

By: _____ _____

Name, Title Date

HIGHER EDUCATION COORDINATING COMMISSION

By: _____ _____

Name, Title Date

HECC – Review for procurement sufficiency

Reviewed by: _____ _____

Lisa Kelly-Harriman, Procurement Specialist 3 Date

DOJ – Review for legal sufficiency

By: _____ _____

Name, Title Date

SAMPLE

EXHIBIT A

THE PROJECT

Part 1 – General Info

HECC, through OSC, administers state AmeriCorps programs. The OSC AmeriCorps State Service Commission was created in 1994 to provide Oregonians with a statewide entity to focus service and volunteer efforts, to enhance the ethic of service and voluntarism in the state and provide funds for state-based AmeriCorps' programs. As a state commission, OSC role is to promote and elevate service, volunteerism, and civic engagement in Oregon Communities.

OSC advances national and community service in Oregon by:

- Establishing and implementing a statewide vision for volunteerism, national service, and civic engagement.
- Promoting initiatives for expansion of service opportunities and impacts.
- Introducing policy and supporting legislation that furthers the OSC's service goals.
- Acting as a central hub for the national service network in the state and administering funding to AmeriCorps State programs to make impactful contributions in local communities.
- Promoting Oregon's service and volunteer opportunities.
- Coordinating national and community service resources to ensure communities are equipped to prepare, respond, and recover from disaster.

Part 2 – Project Activities

Grantee will….

Part 3 – Project Schedule and Budget

The Parties agree that Grantee's Project budget is estimated. With prior written consent from HECC, minor modifications (up to 15% of the total amount of this Agreement) to adjust line item amounts can be made without requiring an amendment to this Agreement, however, in no instance shall HECC's payments to Grantee exceed the amount identified in Section 6 of this Agreement. Email approval is acceptable for minor modifications.

Description	Amount
Operating Costs	$___
Administrative Costs	$___

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TOTAL	**$__**

Part 4 – Project Evaluation/ Reporting Requirements

Grantee shall submit required progress reports following the schedule outlined in Exhibit E to the HECC Grant administrator.

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EXHIBIT B

2026 TERMS AND CONDITIONS FOR AMERICORPS STATE AND NATIONAL GRANTS

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EXHIBIT B

2026 Terms and Conditions for AmeriCorps State and National Grants

These AmeriCorps (AmeriCorps is the operating name for the Corporation for National and Community Service) **Grant Program Specific Terms and Conditions and the 2026 AmeriCorps General Terms and Conditions, are binding on the recipient**.

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I. CHANGES FROM THE 2025 AMERICORPS GRANT TERMS AND CONDITIONS

- Replaced Office of Grant Administration and OGA with Regional staff throughout
- Replaced member(s) with volunteer(s) throughout
- Replaced subapplicant/subaward/subgrantee with assigned program throughout
- Added Section IV.D. Volunteer Enrollment Periods
- Added Section V.E. Education and Training Waiver
- Section V.K. Changed notification to designated AmeriCorps Regional Administrator

- Section VI.A.1. Replaced change with increase for approvals for changes to MSYs
- Section VI.E. Removed requirement for an amendment to move member positions between prime grants
- Added Section XIII. No Cost Extensions
- Section X.A. Specified National Direct recipients must obtain approval from AmeriCorps for listed programmatic changes
- Section X.B. Changed section to apply to all commission assigned programs, formula and competitive
- Section X.C. Changed the 10% budget change rule to apply to National Directs only
- Section X.D. Changed section to apply to all commission programs, formula and competitive
- Section X. Removed the Exceptions for Fixed Amount Award recipients are not subject to Section X. C. requirements
- Section XIV. Removed the requirement for fixed amount grantees to report excess program income to AmeriCorps
- Section XVI. Updated the link to the NSCHC eCourse
- Section XVII. Updated fixed amount drawdowns
- Section XIX. Changed section title, added review information for an Alternative Evaluation Approach, and updated the link for additional information.

II. DEFINITIONS

A. **Recipient** for the purposes of these terms and conditions, the direct recipient of this award. The recipient is legally accountable to AmeriCorps for the use of award funds, and/or volunteer positions, and is bound by the provisions of the award. The recipient is responsible for ensuring that subrecipients or other organizations carrying out activities under this award comply with all applicable Federal requirements, including the AmeriCorps General Terms and Conditions, these specific terms and conditions, regulations applicable to the program, and the National and Community Service Act of 1990, as amended by the Serve America Act (NCSA).

B. **Planning Grant**, for the purposes of these terms and conditions, is an award or assigned program (subaward) for the planning of a national service program. State Service Commissions may also assign planning grants as part of their Formula Cost Reimbursement prime award. Planning grants do not include volunteer positions. Planning grants are awarded for a maximum of one year.

C. **Subrecipient or assigned program** refers to an organization receiving AmeriCorps award funds and/or volunteer positions from a recipient of AmeriCorps funds. See 2 CFR § 200.93.

D. **Operating site** is defined as the organization that manages the AmeriCorps program and places volunteers into service locations. State assigned programs (subrecipients) are operating sites. National recipients must identify at least one operating site where they can assign service locations in the state where they are placing volunteers.

E. **Program** refers to the activities supported under the award.

F. **Service Location** is the organization where or with which a volunteer actually provides his or her service in the community. Typical service locations are schools, food banks, health clinics, community parks, etc. The service location may be the same as the operating site, but only if the volunteer actually serves at or with the operating site organization. A volunteer may serve at multiple service locations, all of which must be listed in the Portal, although the program must select only one for the volunteer's primary assignment.

G. **Volunteer or participant** is an individual:

1. Who has been selected by a recipient or assigned program (subrecipient) to serve in an approved national service position;
2. Who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States;
3. Who is at least 17 years of age at the commencement of service unless the volunteer is out of school and enrolled in a full-time, year-round youth corps or fulltime summer program as defined in the NCSA (42 U.S.C. § 12572 (a)(3)(B)(x)), in which case he or she must be between the ages of 16 and 25, inclusive, and
4. Who has received a high school diploma or its equivalent, agrees to obtain a high school diploma or its equivalent (unless this requirement is waived based on an individual education assessment conducted by the program) and the individual did not drop out of an elementary or secondary school to enroll in the program, or is enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under 20 U.S.C. § 1091.

H. **NCSA** is the National and Community Service Act of 1990, as amended. See 42 U.S.C. § 12501-12657.

III. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

A. **Identification as an AmeriCorps Program or Volunteer.** Recipients and assigned programs or subrecipients shall identify their programs or projects as AmeriCorps programs. All agreements with assigned programs, subrecipients, operating sites, or service locations, related to the AmeriCorps program must explicitly state that the program is an AmeriCorps program. Similarly, recipients, assigned programs and subrecipients shall identify all national service volunteers serving in their programs AmeriCorps volunteers.

B. The AmeriCorps General Grant and Cooperative Agreement Terms and Conditions contain all requirements for recognition of AmeriCorps Support.

IV. VOLUNTEER RECRUITMENT, SELECTION, ENROLLMENT, AND EXIT

Volunteer recruitment and selection requirements are in AmeriCorps' regulations at 45 CFR § 2522.210 and Part 2540, subpart B. In addition, the recipient must ensure that the following procedures are followed:

A. **Volunteer Listings/Position Descriptions in the My AmeriCorps Portal.** Programs must list all of their volunteer listings/position descriptions by creating Service Opportunity Listings in the My AmeriCorps Portal.

B. **Application and Other Fees.** Charging an application or other fee to a prospective volunteer to apply to serve as an AmeriCorps volunteer is not allowed. Programs may charge application fees to prospective volunteers who are applying to their educational institution or participating in their academic program if such fees are required of all applicants, but not for applying to serve as an AmeriCorps volunteer. For National Service Criminal History Checks, AmeriCorps has allowed grant recipients to have applicants front the cost as long as applicants are reimbursed for the expense. This is for both applicants that are selected and those that are not.

C. **Enrollment of selected volunteers.** The My AmeriCorps Portal is the mechanism through which programs enter and update volunteer records, including enrolling a volunteer and recording an individual's start date. Programs must enter applicants into the Portal prior to their first day of service and in sufficient time for AmeriCorps to automatically or manually verify an individual's Social Security Number and citizenship eligibility. Program staff must also certify that the applicant's required National Service Criminal History Check components are completed and adjudicated no later than the day before their first day of service. Applicants will not be permitted to enroll in the National Service Trust until full completion of all certifications including the NSCHC.

AmeriCorps expects volunteer enrollments to be completed in the My AmeriCorps Portal no later than eight (8) days after the start date of the volunteer. An individual is presumed to be an AmeriCorps volunteer as of the start date reflected in the My AmeriCorps Portal. Programs are responsible for ensuring the data values they enter via the My AmeriCorps Portal are accurate and submitted within the required timeframes. AmeriCorps will rely on the information entered by programs via the My AmeriCorps Portal. The volunteer's start of service date indicated on the Volunteer Service Agreement/Contract should agree with the value entered into the My AmeriCorps Portal.

D. **Volunteer Enrollment Period.** Volunteer enrollment periods cannot exceed six (6) months.

National Directs, Native Nations, and State Commission assigned programs with 60% or more of less-than-half-time volunteer slot types, are limited to a nine (9) month volunteer enrollment period.

No waiver to the volunteer enrollment period policy will be provided.

E. **Notice to AmeriCorps' National Service Trust.** The recipient must notify AmeriCorps' National Service Trust, via the My AmeriCorps Portal, within 30 days of a volunteer's completion of, suspension from, or release from a term of service. Suspension of service is defined as an extended period during which the volunteer is not serving, nor accumulating service hours or receiving AmeriCorps benefits. AmeriCorps volunteers must complete their own enrollment and exit forms online in the My AmeriCorps

Volunteer Portal except in rare cases when the recipient program has received written approval to waive this requirement from the Director of AmeriCorps State and National or their designee.

The recipient also must notify the Trust, via the My AmeriCorps Portal, when a change in a volunteer's term of service is approved and changed (i.e. from full-time to less than full-time or vice versa). Failure to report such changes within 30 days may result in sanctions to the recipient, up to and including, suspension or termination of the award. Recipients or assigned programs/subrecipients meet notification requirements by using the appropriate electronic system to inform AmeriCorps of changes within the required time frames. Any questions regarding the Trust should be directed to the Hotline 1-(800) 942-2677.

F. **Parental Consent.** Parental or legal guardian consent must be obtained for volunteers under 18 years of age before volunteers begin a term of service. Recipients may also include an informed consent form of their own design as part of the volunteer service agreement materials.

G. **Reasonable Accommodation.** Programs and activities must be accessible to persons with disabilities, and the recipient must provide reasonable accommodation for the known mental or physical disabilities of otherwise qualified volunteers, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. As such, inquiries about the need for reasonable accommodation should take place after a volunteer has been offered an AmeriCorps position. There may be additional funding available from AmeriCorps to offset the recipients' costs on a first come, first serve basis. Please email Accommodations@americorps.gov for more information.

H. **Assigning Volunteers to Service Locations.** The recipient is required to ensure that all operating sites and all service locations are entered in the My AmeriCorps Portal for all volunteers within eight (8) calendar days of volunteers' starting a term of service. The recipient is required to include the name of the organization, and the full address or zip plus-four of the service locations where each volunteer will be serving. If a volunteer is serving at multiple service locations, the program must select as the site where the volunteer serves the majority of their hours as the volunteer's primary assignment. However, all service locations must be listed in the Portal.

I. **Completion of Terms of Service.** The recipient must ensure that each volunteer has sufficient opportunity to complete the required number of hours of service to qualify for the education award. Volunteers must be exited within 30 days of the end of their term of service. If this grant award expires or is not renewed, a volunteer who was scheduled to continue in a term of service may either be placed in another program, where feasible, or if the volunteer has completed at least 15% of the service hour requirement, the volunteer may receive a pro-rated education award.

While programs have up to 30 days to report a volunteer's completion of service, for those individuals intending to re-enroll in AmeriCorps, programs must exit the volunteers before they can be re-enrolled in another term of service.

J. Volunteer Exit. In order for a volunteer to receive an education award from the National Service Trust, the recipient must certify to the National Service Trust that the volunteer has satisfactorily and successfully completed the term of service and is eligible to receive the education benefit. The recipient (and any individual or entity acting on behalf of the recipient) is responsible for the accuracy of the information certified on the end-of-term certification.

Penalties for false information: Any recipient who makes a materially false statement or representation in connection with the approval or disbursement of an education award or other payment from the National Service Trust may be liable for the recovery of funds and subject to civil sanctions. Any individual involved in making a materially false statement may be subject to criminal sanctions. If AmeriCorps determines that the certification of a volunteer's hours is erroneous, the award recipient may be charged for any payment or potential payment from the National Service Trust. In assessing the amount of the charge, AmeriCorps shall consider the full facts and circumstances surrounding the erroneous or incorrect certification. (See 42 U.S.C. §12602a(b)).

V. SUPERVISION AND SUPPORT

A. Planning for the Term of Service. The recipient must develop volunteer positions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of volunteers. The recipient is responsible for ensuring that the positions do not include or put the AmeriCorps volunteer in a situation in which the volunteer is at risk for engaging in any prohibited activity (see 45 CFR § 2520.65), activity that would violate the nonduplication and nondisplacement requirements (see 45 CFR § 2540.100) or exceeding the limitations on allowable fundraising activity (see 45 CFR § 2520.40.45). The recipient must accurately and completely describe the activities to be performed by each volunteer in a position description. Position descriptions must be provided to AmeriCorps upon request. The recipient must ensure that each volunteer has sufficient opportunity to complete the required number of hours to qualify for an education award. In planning for the volunteer's term of service, the recipient must account for holidays and other time off and must provide each volunteer with sufficient opportunity to make up missed hours.

B. Volunteer Service Agreements. The recipient must require that each volunteer sign a volunteer service agreement that includes, at a minimum, the following:

1. Volunteer position description;
2. The minimum number of service hours (as required by statute) and other requirements (as developed by the recipient) necessary to successfully complete the term of service and to be eligible for the education award;
3. The amount of the education award to be provided upon successful completion of the terms of service in which the individual is enrolling;

4. Standards of conduct, as developed by the recipient or assigned program/subrecipient;
5. The list of prohibited activities, including those specified in the regulations at 45 CFR § 2520.65 (see paragraph C, below);
6. The text of 45 CFR § 2540.100(e)-(f), which relates to Nonduplication and Nondisplacement;
7. The text of as 45 CFR § 2520.40 and 45 CFR § 2520.45, which relates to fundraising by volunteers;
8. Requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.);
9. Civil rights requirements, complaint procedures, and rights of beneficiaries;
10. Suspension and termination rules;
11. The specific circumstances under which a volunteer may be released for cause;
12. Grievance procedures; and
13. Other requirements established by the recipient.

The recipient should ensure that the service agreement is signed on or before commencement of service however, the effective date will not precede the volunteer's enrollment in the AmeriCorps Portal.

C. Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and volunteers may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to–
    a. A business organized for profit;
    b. A labor union;
    c. A partisan political organization;
    d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that

nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

e. An organization engaged in the religious activities described in paragraph C.7. above, unless AmeriCorps assistance is not used to support those religious activities;

9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services;
11. Any activity prohibited by applicable Executive Order/Memorandum; and,
12. Such other activities as AmeriCorps may prohibit.

In addition to the above listed activities, the activities listed below are expressly prohibited:

Census Activities. AmeriCorps volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps volunteers may not provide services for election or polling locations or in support of such activities.

AmeriCorps volunteers may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- AmeriCorps funds. Individuals should not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.

All locations where volunteers serve should post a list of the prohibited activities, when possible.

D. **Supervision.** The recipient must provide volunteers with adequate supervision by qualified supervisors consistent with the approved program design. The recipient must conduct an orientation for all volunteers: orientation must provide training on prohibited activities during AmeriCorps service hours, and compliance with any pre-service orientation or training required by AmeriCorps. The recipient must ensure that no more than 20 percent of the aggregate of all AmeriCorps volunteer service hours are spent in education and training activities as set forth in 45 CFR § 2520.50.

E. **Education and Training Waiver.** AmeriCorps may waive the 20 percent limit that volunteers may spend in education and training activities, permitting up to 50 percent of the aggregate AmeriCorps volunteer hours in a program to be spent in education and training activities.

Programs are eligible to apply for an education and training waiver if the program is:

1. Is a Registered Apprenticeship program, or
2. Is a job training or job readiness program, or
3. Includes activities to support member attainment of a GED or high school diploma or occupational, technical, or safety credentials, or
4. Primarily enrolls economically disadvantaged AmeriCorps members and is designed to provide soft skills or life skills development for those members.

Grantees may apply for a waiver upon application submission or receiving notification of funding. Grantees should save copies of the completed waiver application and notification in its files.

F. **Teleservice.** AmeriCorps State and National recognizes the COVID-19 pandemic changed the landscape of work and service in our communities across the country in a permanent manner. ASN also recognizes that adapting to the changing nature of work/service is necessary as the program moves forward, while it maintains and upholds its program's place-based element of service and limits risk.

The following guidance is provided for those situations in which a grantee determines that teleservice is appropriate or when a number of a volunteer's service hours can properly be accrued through teleservice. Teleservice is appropriate only when the activity can be meaningfully supervised, and the hours verified independently. If a National Direct grantee or assigned program/subrecipient determines that its AmeriCorps volunteers will be allowed to teleserve, the grantee/assigned program/subrecipient must establish a policy that addresses the following:

- Written authorization of teleservice in advance
- Expectations of the communication requirements between supervisors and teleserving volunteers
- Mitigation of the increased risk of time and attendance abuse
- Appropriate supervision including validation of the activities to be performed, and
- Verification of hours claimed

Further, the grantee/assigned program/subrecipient should consider updating its insurance coverage to address legal liability attribution (for the grantee/assigned program/subrecipient or teleserving volunteer) for incidents that occur during teleservice.

Grantees/assigned programs/subrecipients should be aware that their staff may be subject to legal sanctions for erroneously certifying that AmeriCorps volunteers have sufficient valid service hours to complete their terms of service. In addition, there are legal penalties for knowingly submitting false claims to the government.

Remote service is NOT permitted under the AmeriCorps State and National program. Remote service is defined as an arrangement in which an AmeriCorps State and National volunteer is not located within the commuting area of the geographic community where

the service is to occur and is not expected to be physically present at the service site and/or community events.

Virtual service sites are NOT permitted under the AmeriCorps State and National Program. Virtual service sites refer to organizations that do not have a physical location.

No additional approvals are required by the Office of Regional Operations for such arrangements. However, if ASN grantees/assigned programs/subrecipients decide to allow teleservice, they must establish a teleservice policy, be able produce it upon request, and demonstrate fidelity with the policy.

G. AmeriCorps Volunteers as Team Leaders. Programs may create positions where AmeriCorps volunteers provide an additional layer of leadership and support for volunteers under certain conditions. All the activities and prohibitions that apply to AmeriCorps volunteers also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising volunteers. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps volunteer serving as a Team Leader be the individual legally responsible for the program or other volunteers.

The Team Leader position description should emphasize activities that involve the volunteer(s) in performing direct service or providing support to volunteers engaged in direct service. Unallowable Team Leader activities include: signing volunteer timesheets; evaluating volunteer performance; disciplining AmeriCorps volunteers; enrolling/dismissing AmeriCorps volunteers; writing and/or signing program reports; managing the program's payroll and budget.

H. Performance Reviews. The recipient must conduct and keep a record of at least a midterm and an end-of-term written evaluation of each volunteer's performance for fulltime volunteers and an end-of-term written evaluation for all less-than-full-time volunteers. The end-of-term evaluation should address, at a minimum, the following factors:

1. Whether the volunteer has completed the required number of hours;
2. Whether the volunteer has satisfactorily completed assignments; and;
3. Whether the volunteer has met other performance criteria that were clearly communicated at the beginning of the term of service.

I. Timekeeping. The recipient is required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps volunteer's supervisor. This time and attendance record is used to document volunteer eligibility for in-service and post service benefits. The recipient must have a timekeeping system that is compliant with 2 CFR § 200.430; however, because AmeriCorps volunteers are National Service Participants and not employees per 45 CFR 2510.20, there is not an expectation that the recipient track time beyond a volunteer's AmeriCorps service. If a recipient engages an AmeriCorps

volunteer in other Federal grant activities as an employee, the volunteer and supervisor must certify, under penalty of perjury, that the volunteer is not double counting their time, duplicating, displacing, or supplanting the other Federal grant activities, as outlined in 45 CFR 2540. If a Professional Corps program wants to follow the timekeeping practices of its profession and certify that volunteers have completed the minimum required hours, excluding sick and vacation days, it must get advance written approval from AmeriCorps via a special condition on an amendment. If a State Commission assigned program Professional Corps program wants to follow the timekeeping practices of its profession and certify that volunteers have completed the minimum required hours, excluding sick and vacation days, it must get advance written approval from the State Commission.

J. Jury Duty. The grantee must allow AmeriCorps volunteers to serve on a jury without being penalized for doing so. During the time AmeriCorps volunteers serve as jurors, they should continue to receive credit for their normal service hours, a living allowance, healthcare coverage and, if applicable, childcare coverage regardless of any reimbursements for incidental expenses received from the court.

K. Volunteer Death or Injury. The recipient must immediately report any volunteer deaths or serious injuries to the designated AmeriCorps Regional Administrator.

VI. CHANGES IN VOLUNTEER POSITIONS

A. Changes that Require AmeriCorps Approval. Circumstances may arise within a program that necessitate changing the type of unfilled AmeriCorps volunteer positions awarded to a recipient or assigned program (subrecipient) or changing the term of service of a currently enrolled volunteer. Note that once a volunteer is exited with a partial education award, the remaining portion of that education award is not available for use. The following changes require written approval from AmeriCorps' Regional staff as well as written approval and concurrence from the State Commission or Direct (including National Direct, State Direct, Tribal, Territory Direct, or Education Award Only (EAP)) recipient:

1. An increase in the number of volunteer service year (MSY) positions in the award and
2. A change in the funding level of the award.

B. Changing Types of Unfilled volunteer positions. Recipients or assigned programs/subrecipients may change the type of volunteer positions awarded to their program if:

1. The change does not increase the total MSYs authorized in the Notice of Grant Award (e.g. one half-time position cannot be changed to one full-time position); and
2. The change does not result in an increase in the aggregate value of the education award.

Changes in the above types of volunteer positions may be made by the recipient directly in the My AmeriCorps Portal.

C. Changing a Term of Service for an enrolled Volunteer. Changes in terms of service for enrolled volunteers may not result in an increased number of MSYs for the program.

1. Full-time. State Commissions and National Direct Organizations may authorize or approve occasional changes of currently enrolled full-time volunteers to less than full-time volunteers. Impact on program quality should be factored into approval of such requests. AmeriCorps provided or funded healthcare or childcare costs are not available for less than full-time volunteers unless they are serving in a full-time capacity (see section VII.D. and E.). Recipients and assigned programs/subrecipients may not transfer currently enrolled full-time volunteers to a less than full-time status simply to provide the volunteer a less than full-time education award.

2. Less than Full-time. AmeriCorps discourages changing less than full-time volunteers to full-time because it is very difficult to manage, unless done very early in the volunteer's term of service. State Commissions and Direct recipients (including National Direct, State Direct, Tribal, Territory Direct, and Education Award Only recipients) may authorize or approve such changes so long as their current budget can accommodate such changes. Programs must keep in mind that a volunteer's minimum 1700 hours must be completed within 12 months of the volunteer's original start date.

D. Refilling Volunteer Position. With the exception of recipients whose awards have special conditions under 2 CFR § 200.208 or 200.339, AmeriCorps State and National programs that have fully enrolled their awarded volunteer positions are allowed to replace any volunteer who terminates service before completing 30 percent of his/her term provided that the volunteer who is terminated is not eligible for and does not receive a pro-rated education award. Programs may not refill the same volunteer position more than once.

As a fail-safe mechanism to ensure that resources are available in the National Service Trust to finance all earned education awards, AmeriCorps will suspend refilling if either:

1. Total AmeriCorps enrollment reaches 97 percent of awarded volunteer positions; or
2. The number of refills reaches five percent of awarded volunteer positions.

Refill volunteer positions may not be transferred between operating sites. Refilled volunteer positions may not be combined with unfilled volunteer positions.

E. Formula and State Competitive Award Volunteer Position Transfers. State commissions are allowed to transfer volunteer positions (i.e., slots) among their state formula and competitive assigned programs within a given prime grant in order to maximize enrollment and cost effectiveness without prior approval. State commissions may not transfer volunteer positions between competitive and formula assigned programs, or vice-versa. State commissions may not transfer funds among their competitive assigned programs.

F. Notice to Childcare and Healthcare Providers. Recipients and assigned programs/subrecipients must immediately notify AmeriCorps' designated agents, in writing, when a volunteer's status changes in a manner that affects their eligibility for childcare or healthcare. See Section VIIII.D.

VII. RELEASE FROM PARTICIPATION

Recipients may release volunteers from participation for two reasons: (a) for compelling personal circumstances; and (b) for cause. See 45 CFR § 2522.230 for requirements. Whether the reason for the release amounts to circumstances beyond the volunteer's control is determined by the grant recipient, consistent with the criteria listed in 45 CFR § 2522.230(a). Failure to follow the requirements set forth in regulation (e.g., releasing an individual for a non-compelling personal circumstance, such as when the individual is leaving to go to school) is considered non-compliance with award requirements and may result in disallowed costs and other remedies for non-compliance. The recipient should retain the documentation supporting its determination that release for compelling personal circumstances is warranted. In addition to the regulations, the following applies:

No Automatic Disqualification if Released for Cause: A release for cause covers all circumstances in which a volunteer does not successfully complete their term of service for reasons other than compelling personal circumstances. Therefore, it is possible for a volunteer to receive a satisfactory performance review and be released for cause. For example, a volunteer who is released for cause from a first term–e.g. the individual has decided to take a job offer–but who otherwise performed well would not be disqualified from enrolling for a subsequent term as long as the individual received a satisfactory performance evaluation for the first period of service.

Compelling Personal Circumstance for Pregnancy/Childbirth: Pregnancy and/or childbirth could be determined by the grantee to be compelling personal circumstances if the volunteer requests it. The program cannot require a volunteer to justify wanting to leave a term of service for pregnancy. Likewise, a program cannot require that a volunteer leave their term of service due to a pregnancy. A full-time volunteer might qualify under the Family Medical Leave Act if the volunteer is covered, or the program could suspend the volunteer so that the volunteer can return some time in the future (within 2 years) to complete their term of service.

VIII. LIVING ALLOWANCES, OTHER IN-SERVICE BENEFITS, AND TAXES

AmeriCorps encourages grantees and sponsors to provide additional benefits to volunteers (beyond living allowance) to the greatest extent possible, consistent with the national and community service laws and the agency's rules, notwithstanding any previously issued agency guidance to the contrary.

Requirements related to volunteer living allowances and benefits are in 45 CFR § 2522.240 and 2522.250. In addition, recipients must ensure that the following procedures are followed:

A. Allowance Distribution. A living allowance is not a wage. Recipients must not pay a living allowance on an hourly basis. Recipients should pay the living allowance in regular

increments, such as weekly or bi-weekly, paying an increased increment only on the basis of increased living expenses such as food, housing, or transportation. Payments should not fluctuate based on the number of hours served in a particular time period and must cease when the volunteer's service ceases.

If a volunteer serves all required hours and is permitted to conclude their term of service before the originally agreed upon end of term, the recipient may not provide a lump sum payment to the volunteer. Similarly, if a volunteer is selected after the program's start date, the recipient must provide regular living allowance payments from the volunteer's start date and may not increase the volunteer's living allowance incremental payment or provide a lump sum to make up any missed payments.

Education Award Program Fixed Amount awards (EAPs) may provide a living allowance or other in-service benefits to their volunteers, but are not required to do so. Full-cost and other Fixed Amount recipients must provide a living allowance and other benefits to their full-time volunteers.

B. Waiving the Living Allowance. If a living allowance is paid, a volunteer may waive all or part of the payment of a living allowance if, for example, they believe their public assistance may be lost or decreased because of the living allowance. Even if a volunteer waives their right to receive the living allowance, it is possible—depending on the specific public assistance program rules—that the amount of the living allowance that the volunteer is eligible to receive will be deemed available. A volunteer who has waived the living allowance may revoke the waiver at any time and may begin receiving the living allowance going forward from the date the individual revoked the waiver. A volunteer may not receive any portion of the living allowance for the period of time the living allowance was waived.

C. Taxes and Insurance.

1. Liability Insurance Coverage. The recipient is responsible for ensuring adequate general liability coverage for the organization, employees, and volunteers, including coverage of volunteers engaged in on- and off-site project activities.

2. FICA (Social Security and Medicare taxes). Unless the recipient obtains a ruling from the Social Security Administration or the Internal Revenue Service that specifically exempts its AmeriCorps volunteers from FICA requirements, the recipient must pay FICA for any volunteer receiving a living allowance. The recipient also must withhold 7.65% from the volunteer's living allowance.

3. Income Taxes. The recipient must withhold Federal personal income taxes from volunteer living allowances, requiring each volunteer to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year. The recipient must comply with any applicable state or local tax requirements.

4. Worker's Compensation. Some states require worker's compensation for AmeriCorps volunteers. Recipients must check with State Departments of Labor or

state commissions to determine worker's compensation requirements. If worker's compensation is not required, recipients must obtain Occupational, Accidental, and Death and Dismemberment coverage for volunteers to cover in- service injury or incidents.

5. Unemployment Insurance. The U.S. Department of Labor ruled on April 20, 1995, that federal unemployment compensation law does not require coverage for volunteers because no employer-employee relationship exists. The grantee may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting their State Commission, legal counsel, or the applicable state agency.

D. Healthcare Coverage. Except for EAPs, Professional Corps, or volunteers covered under a collective bargaining agreement, the recipient must provide, or make available, healthcare insurance to those volunteers serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the volunteer begins their term of service. The recipient must also provide, or make available, healthcare insurance to volunteers 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. AmeriCorps will not cover healthcare costs for dependent coverage.

Less-than-full-time volunteers who are serving in a full-time capacity for a sustained period of time (e.g. a full-time summer project) are eligible for healthcare benefits. Programs may provide health insurance to less-than- full-time volunteers serving in a full-time capacity, but they are not required to do so. For purposes of this provision, a volunteer 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 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.

Any of the following health insurance options will satisfy the requirement for health insurance for full-time AmeriCorps volunteers (or less than fulltime volunteers serving in a full-time capacity): staying on parents' or spouse plan; insurance obtained through the Federal Health Insurance Marketplace of at least the Bronze level plan; insurance obtained through private insurance broker; Medicaid, Medicare, or military benefits. AmeriCorps programs purchasing their own health insurance for volunteers must ensure plans are minimum essential coverage (MEC) and meet the requirements of the Affordable Care Act.

On Friday May 2, 2014, the U.S. Department of Health and Human Services (HHS) announced a Special Enrollment Period (SEP) for volunteers in AmeriCorps State and National programs, who are not provided health insurance options or who are provided short-term limited duration coverage or self-funded coverage not considered MEC. Volunteers in the AmeriCorps State and National programs and their dependents in the Federally facilitated Marketplace (FFM) are eligible to enroll in Marketplace coverage when they experience the following triggering events:

- On the date they begin their service terms; and

- On the date they lose any coverage offered through their program after their service term ends. (Source: 45 CFR § 155.420(d)(9)).

Volunteers have 60 days from the triggering event to select a plan.

Coverage effective date is prospective based on the date of plan selection. Volunteers can also visit healthcare.gov and https://www.cms.gov/CCIIO/Resources/Regulations-and-Guidance/Downloads/SEP-and-hardship-FAQ-5-1-2014.pdf for additional information about special enrollment periods.

If coverage is being provided via the Healthcare Marketplace, and thus third-party payment is not an option, programs must develop a process to reimburse volunteers for monthly premiums. Reimbursements for health insurance premiums are considered taxable income for the volunteer, and programs must have a way to document such reimbursements.

E. **Temporary Leave, Healthcare, and Benefits.** If temporary leave is appropriate, grantees have the flexibility to determine the duration of the absence and may choose to continue providing health or other benefits to the volunteer during the period of absence. The volunteer may be suspended (via compelling personal circumstances) during the period of temporary leave. If suspended, the volunteer may not receive a living allowance.

The length of the leave should be based on two considerations: (1) the circumstances of the situation; and (2) the impact of the absence on the volunteer's service experience and on the overall program. If the disruption would seriously compromise the volunteer's service experience or the quality of the program as a whole, then the grantee may offer the volunteer the option of rejoining the program in the next class or completely withdrawing from the program.

The Federal Family Medical Leave Act, (FMLA) applies to full-time staff and volunteers that have served for more than 12 months and at least 1,250 hours when the grantee has 50 or more employees/ volunteers at a work/service site per 29 U.S.C. 2611. See 42 U.S.C. 12631; 45 CFR § 2540.220.

F. **Administration of Childcare Payments.** In general, AmeriCorps will provide childcare payments, which will be administered through an outside contractor. Requirements and eligibility criteria are in the AmeriCorps regulations, 45 CFR § 2522.250. AmeriCorps will not cover childcare costs for volunteers who serve on a less than full-time basis for a sustained period of time, or who have ceased serving. Programs may provide childcare to less-than-full-time volunteers serving in a full-time capacity, but they are not required to do so. Recipients that choose to provide childcare and will claim the costs of childcare as matching costs, as approved in their budget, may contact the childcare contractor for technical assistance. The criteria for volunteer eligibility are contained in 45 CFR § 2522.250. Also, see the AmeriCorps Childcare Benefits Program website (https://americorpschildcare.com/) for more detailed information on childcare benefits.

G. **Notice to Childcare Benefit Administrator and Providers.** The program must notify AmeriCorps' designated agents in writing within five business days after a volunteer's

status changes in a manner that affects the volunteer's eligibility for childcare. After five days, the recipient will be liable for any erroneous payments made to a childcare provider for an AmeriCorps volunteer ineligible to receive AmeriCorps childcare benefits. Examples of changes in status include: changes to a volunteer's scheduled service so that they are no longer serving on a full-time basis, terminating or releasing a volunteer from service, suspending a volunteer for cause for a lengthy or indefinite time period, temporarily suspending a volunteer for cause and/or other disciplinary actions, and/or any other change in the volunteer's service status that could have an impact on childcare benefit eligibility. Program directors should contact the childcare provider on childcare related changes.

H. Time off for Volunteers Serving in the Armed Forces Reserves. Generally, the Reserve Components of the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, the Army National Guard, and the Air National Guard require reservists to serve one weekend a month (inactive duty/Drill) plus 12 to 15 days a year (hereafter referred to as the two-week active duty service). To the extent possible, grantees should seek to minimize the disruption in volunteers' AmeriCorps service as a result of discharging responsibilities related to their reservist duties. If volunteers have a choice of when to fulfill their annual two-week active duty requirement, they should do so when it will not disrupt their AmeriCorps service. In instances where the dates of active duty are inflexible and conflict with AmeriCorps service, volunteers should be granted a leave of absence for the two-week period of active duty service in the Reserves. Grantees should continue to pay the living allowance and provide health care and childcare coverage for the two-week period of active duty.

Grantees should credit volunteers for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps service. The volunteers would receive credit for the number of hours they would have served during that period had there been no interruption. For example, if a full-time volunteer is signed up to serve 30 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week, they would receive 70 hours of AmeriCorps service credit for the two weeks of active duty service regardless of the actual number of hours served in the Reserves. For a Reservist/Guard volunteer serving more than two weeks active duty in a year, a grantee may elect to provide an extension to the leave of absence period on a case-by-case basis, after consultation with AmeriCorps. No AmeriCorps service credit is earned for the once-a-month weekend (inactive duty/Drill) service in the Reserves.

Reservists in the U.S. Armed Forces receive compensation for their mandatory two weeks of active duty service. The compensation regulations governing the Army and Air National Guard may vary by state.

IX. VOLUNTEER RECORDS AND CONFIDENTIALITY

A. Recordkeeping. The recipient must maintain records, including the position description, sufficient to establish that each volunteer was eligible to participate, and that the volunteer successfully completed all program requirements. A program may store volunteer files

electronically and use electronic signatures if the program can ensure the validity and integrity of the record and signature is maintained.

The program's electronic storage procedures and system must provide for the safekeeping and security of the records, including:

1. Sufficient prevention of unauthorized alterations or erasures of records;
2. Effective security measures to ensure that only authorized persons have access to records;
3. Adequate measures designed to prevent physical damage to records; and
4. A system providing for back-up and recovery of records; and

The electronic storage procedures and system provide for the easy retrieval of records in a timely fashion, including:

1. Storage of the records in a physically accessible location;
2. Clear and accurate labeling of all records; and
3. Storage of the records in a usable, readable format.

B. Verification of Eligibility. Unless an individual's social security number and citizenship are verified through the My AmeriCorps Portal, the recipient must obtain and maintain documentation as required by 45 CFR § 2522.200(c). Recipients that receive notice that one of their volunteers was not verified – either the volunteer's social security number or their citizenship was not verified – must provide the requested documentation to AmeriCorps or they will not be able to enroll the applicant in the program. Enrolling in the My AmeriCorps Portal requires volunteers to certify their high school status. Such certification fulfills the recipient's verification requirement to obtain and maintain documentation from the volunteer relating to the volunteer's high school education. If the volunteer is incapable of obtaining a high school diploma or its equivalent, as determined by an independent evaluation, the recipient must retain a copy of the supporting evaluation.

C. Confidential Volunteer Information. The recipient must maintain the confidentiality of information regarding individual volunteers. The recipient must obtain the prior written consent of all volunteers before using their names, photographs, and other identifying information for publicity, promotional or other purposes. Recipients may release aggregate and other non-identifying information and are required to release volunteer information to AmeriCorps and its designated contractors. The recipient must permit a volunteer who submits a written request for access to review records that pertain to the volunteer and were created pursuant to this award.

D. National Service Criminal History Check. The specific requirements of the National Service Criminal History Check, including the timing and recordkeeping requirements, are specified at 45 CFR § 2540.200-207. See also https://americorps.gov/grantees-sponsors/history-check for more information on how to correctly conduct and document the NSCHC. You must maintain documentation of the NSCHC, including the results or summary of the component checks. Failure to adhere to the NSCHC requirements may result in sanctions, including disallowance of all or part of the costs associated with the

non-compliance or other remedies that may be legally available (see 2 CFR § 200.339). Recipients or assigned programs/subrecipients of AmeriCorps planning grants, defined at 45 CFR § 2521.20, are not included as entities required to comply with NSCHC listed under 45 CFR § 2540.200.

X. BUDGET AND PROGRAMMATIC CHANGES

A. Programmatic Changes. National Direct recipients must first obtain the prior written approval of the AmeriCorps Regional staff before making any of the following changes (1-3).

1. Changes in the scope, objectives, or goals of the program, whether or not they involve budgetary changes;
2. Substantial changes in the level of volunteer supervision;
3. Entering into additional sub awards or contracts for AmeriCorps activities funded by the award, but not identified or included in the approved application and award budget.

Upon notification to the AmeriCorps Regional staff, recipients may make programmatic changes due to, or in response to, an officially declared state or national disaster without written approval from AmeriCorps. As soon as practicable, recipients making disaster-related programmatic changes must discuss the record keeping, volunteer activities, performance measure adjustments, and other AmeriCorps award requirements with the AmeriCorps Regional staff. While written approval from AmeriCorps is not required before making disaster-related programmatic changes, AmeriCorps reserves the right to limit or deny disaster-related programmatic changes, including disallowing costs associated with the disaster related activities.

B. Program Changes for Assigned Programs. State Commissions are responsible for approving the above changes for assigned programs.

C. Budgetary Changes. The recipient must obtain the prior written approval of AmeriCorps' Regional staff
before deviating from the approved budget in any of the following ways:

1. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal awards at 2 CFR Parts 200 and 2205. Certain cost items in 2 CFR Parts 200 and 2205 require approval of the awarding agency for the cost to be allowable such as pre-award costs. Please ensure you consult the regulations prior to incurring costs to ensure allowability.
2. Purchases of Equipment over $10,000 using award funds, unless specified in the approved application and budget, if applicable.
3. Unless the AmeriCorps share of the award is $250,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget must be approved in writing in advance by AmeriCorps. The total budget includes both the AmeriCorps and recipient shares.

National Direct recipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.

D. Budgetary Changes for Assigned Programs. State Commissions are responsible for approving the changes in C.3. above for assigned programs.

E. Approvals of Programmatic and Budget Changes. AmeriCorps' Regional staff are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. Regional staff will execute written amendments, and recipients should not assume approvals have been granted unless documentation from AmeriCorps' Regional staff has been received via a Notice of Grant Award. Programmatic changes also require final approval of AmeriCorps' Regional staff.

XI. REPORTING REQUIREMENTS

This section applies only to the recipient. The recipient is responsible for timely submission of periodic financial and progress reports during the project period and a final programmatic and financial report. The recipient is responsible for setting submission deadlines for its respective subrecipients that ensure the timely submission of recipient reports.

A. Project Progress Reports. The recipient shall complete and submit annual project progress reports (PPRs) in AmeriCorps' Grants Management System to report on progress toward achievement of its approved performance targets.

For AmeriCorps program grants (grants that include volunteer positions), the Project Progress Report schedule is as follows:

Due Date	Reporting Period Covered
November 29	Start of award year through September 30

AmeriCorps planning grants awarded directly by AmeriCorps submit only a Final Project Progress Report (see section F).

B. Financial Reports. The recipient shall complete and submit financial reports in AmeriCorps' Grants Management System to report the status of all funds. The recipient must submit timely cumulative financial reports in accordance with AmeriCorps guidelines according to the following schedule:

Due Date	Reporting Period Covered
April 30	Start of award through March 31
October 30	April 1 – September 30

AmeriCorps planning grants awarded directly by AmeriCorps submit only a Final Financial Report (see section E).

C. **Reporting Other Federal Funds.** The recipient shall report the amount and sources of federal funds, other than those provided by AmeriCorps, claimed as matching funds. This includes other federal funds expended by subrecipients and operating sites and claimed as match. This information shall be reported annually on the financial report due October 30 or at the time the final financial report is submitted if the final report is due prior to October 30. Fixed Amount recipients are not required to report this information.

D. **Requests for Extensions.** Each recipient must submit required reports by the given dates. Extensions of reporting deadlines will be granted only when: 1) the report cannot be furnished in a timely manner for reasons, in the determination of AmeriCorps, legitimately beyond the control of the recipient; and 2) AmeriCorps receives a written request explaining the need for an extension before the due date of the report.

Extensions of deadlines for financial reports may only be granted by the AmeriCorps Regional staff, and extensions of deadlines for progress reports may only be granted by the AmeriCorps Regional staff.

E. **Final Financial Reports.** Recipients completing the final year of their award must submit, in lieu of the last semi-annual financial report, a final financial report in AmeriCorps' Grants Management System. This final financial report is due no later than 120 days after the end of the project period.

F. **Final Project Progress Reports.** A recipient must submit, in addition to the last annual project progress report, a final project progress report. This final report is due no later than 120 days after the end of the period of performance.

G. **Financial Reports for Fixed Amount Awards.** Fixed Amount recipients are not required to submit financial reports to AmeriCorps, including the final financial report.

XII. AWARD PERIOD AND INCREMENTAL FUNDING

For the purpose of this award, a project period is the complete length of time the recipient is proposed to be funded to complete approved activities under the award. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund a recipient's approved activities and budget.

Unless otherwise specified, the award covers a three-year project period. In approving a multiyear project period, AmeriCorps generally makes an initial award for the first year of operation. Additional funding is contingent upon satisfactory performance, a recipient's demonstrated capacity to manage an award and comply with award requirements, and the availability of Congressional appropriations. AmeriCorps reserves the right to adjust the amount of an award or elect not to continue funding for subsequent years. The project period and the budget period are noted on the award document.

A planning grant covers a one-year project period.

The volunteer enrollment period is the time period during which a program may enroll individuals as AmeriCorps volunteers. The enrollment period for assigned programs/subrecipients and operating sites is detailed above.

XIII. NO COST EXTENSIONS

Grantees at the end of their performance period are not able to carry forward funding to a new grant. Grantees with unfinished activities they want to complete can request a no cost extension.

No cost extensions are an extension of the grant period for the purpose of currently enrolled volunteers to complete service, without the obligation of additional Federal funds. No cost extensions are not for new activities. Per 2 CFR § 200.308 in the Uniform Guidance, the "parameters for no cost extensions are at the discretion of the agency."

No cost extensions may be requested up to 12 months or the amount of time needed for volunteers to complete service, whichever is shorter. No new funds can be awarded during a no cost extension period.

Recipients must submit a written request for a no cost extension to your regional inbox prior to the end of their three-year project period. The written request should include the following:

- The date to which the grant should be extended; and
- The purpose of the no cost extension.

AmeriCorps reserves the right to request additional information. Upon review of the request, AmeriCorps will initiate an amendment to your expiring grant in eGrants. Approval of the no cost extension is contingent upon award of a no cost extension amendment in eGrants by AmeriCorps. Regional staff will execute written amendments, and recipients should not assume approval has been granted unless documentation from AmeriCorps has been received via a Notice of Grant Award.

XIV. PROGRAM INCOME

A. **General.** Income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the recipient and used to finance the award's non-AmeriCorps share.

B. **Excess Program Income.** Program income earned in excess of the amount needed to finance the recipient share must follow the appropriate requirements of 2 CFR Part 200 and be deducted from total claimed costs. Recipients that earn excess income must specify the amount of the excess in the comment box on the financial report.

C. **Fees for Service.** When using assistance under this award, the recipient may not enter into a contract for or accept fees for service performed by volunteers when:

1. The service benefits a for-profit entity,

2. The service falls within the other prohibited activities set forth in these award provisions, or
3. The service violates the provisions of 42 U.S.C. § 12637 – Nonduplication and Nondisplacement.

XV. SAFETY

The recipient must institute safeguards as necessary and appropriate to ensure the safety of volunteers. Volunteers may not participate in projects that pose undue safety risks.

XVI. NATIONAL SERVICE CRIMINAL HISTORY CHECK TRAINING

All recipients and assigned programs/ subrecipients **must** complete and retain a certificate of completion of the AmeriCorps' National Service Criminal History Check (NSCHC) eCourse training every year to ensure that recipients and assigned programs/subrecipients conducting criminal history background checks comply with all NSCHC requirements. The AmeriCorps designated eCourse provides a thorough overview of the requirements and can be found at: https://litmos.americorps.gov/course/325500. Each grant recipient and assigned program/subrecipient must identify at minimum one staff person who has some responsibility for NSCHC compliance to fulfill this requirement on behalf of the grant recipient or assigned program/subrecipient. The grant recipient and assigned program/subrecipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients and assigned program/subrecipients should save certificates of completion from each year as grant records.

XVII. DEVELOPING POLICIES AND PROCEDURES TRAINING FOR AMERICORPS STATE AND NATIONAL GRANTEES

All recipients and assigned program/subrecipients must complete and retain a certificate of completion of the Developing Policies and Procedures: A Resource for AmeriCorps State and National Grantees eCourse every year to ensure that recipients and assigned program/subrecipients are aware of policy and procedures requirements. The AmeriCorps eCourse can be found at: https://litmos.americorps.gov/course/10732704.

Each grant recipient and assigned program/subrecipient must identify at minimum one staff person to fulfill this requirement on behalf of the grant recipient or assigned program/subrecipient. The grant recipient or assigned program/subrecipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients and assigned program/subrecipients must save certificates of completion from each year as grant records.

XVIII. FIXED AMOUNT AWARDS

A fixed amount award is a type of grant or cooperative agreement where the federal government or pass-through entity provides a specific amount of funding without regard to actual costs incurred under the Federal award (2 CFR Part 200.1). Fixed Amount award types include

Education Award program (EAP) Fixed Amount awards, Professional Corps Fixed Amount awards, and Full-cost Fixed Amount awards.

Fixed Amount Awards are only subject to certain cost principles in 2 CFR sections 200.400(g), 200.402 through 200.405, and 200.407(d). Fixed amount awards must adhere to records retention policies and may be subject to audits (2CFR 200.334-338 and 2CFR Part 200, Subpart F).

The following applies when drawing down funds through the HHS Payment Management for Fixed Amount awards:

Initial Drawdown – 50 percent of funds
Grantees may draw down 50 percent of their total grant funds at the start of their budget period.

Enrollment-Based Drawdown – 25 percent of funds
Grantees may draw down an additional 25 percent of their grant funds once 50 percent of their awarded AmeriCorps volunteers (slots) have been enrolled. The total to date draw down amount is not to exceed the cost/MSY threshold per volunteer enrolled.

Retention-Based Drawdown – Final 25 percent of funds
Grantees may draw down the remaining 25 percent of their grant funds when they have retained 85% of volunteers. The AmeriCorps retention rate is calculated as the number of members exited with education award (full or partial award) divided by the number of members enrolled. The total to date draw down amount is not to exceed the cost/MSY threshold per volunteer retained.
At closeout, AmeriCorps will use the Fixed Award Certification submitted by prime grantees that certifies all funds drawn are for 85% or more volunteers retained and funds drawn do not exceed the cost/MSY threshold per volunteer retained.

XIX. EVALUATION PLAN SUMMARY FORM

If an AmeriCorps State competitive assigned program/subgrantee or National and Native Nation/Indian Tribe grantee has received at least three years of competitive funding for a project, they are required to submit an evaluation plan summary form when they recompete for competitive AmeriCorps funding for the same project. Alternative Evaluation Approach (AEA) requests (if applicable) in the summary form are reviewed and approved by AmeriCorps. More information on AmeriCorps State and National evaluation requirements is available at FY 2026 AmeriCorps State and National Native Nations Grants | AmeriCorps.

EXHIBIT C

REQUIRED INSURANCE

INSURANCE REQUIREMENTS
Grantee shall obtain, at Grantee's expense, the insurance specified in this Exhibit prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Grantee shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon ("State") and that are acceptable to HECC. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Grantee shall pay for all deductibles, self-insured retention and self-insurance, if any.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY
All employers, including Grantee, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Grantee shall require and ensure that each of its subcontractors or subgrantee complies with these requirements. If Grantee is a subject employer, as defined in ORS 656.023, Grantee shall also obtain employers' liability insurance coverage with limits not less than $500,000 each accident. If Grantee is an employer subject to any other state's workers' compensation law, Grantee shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than $500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

COMMERCIAL GENERAL LIABILITY:
☒ **Required** ☐ **Not required**

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this contract, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than $1,000,000 per occurrence. Annual aggregate limit shall not be less than $2,000,000.

AUTOMOBILE LIABILITY INSURANCE:
☒ **Required** ☐ **Not required**

Automobile Liability Insurance covering Grantee's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than $1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

PHYSICAL ABUSE AND SEXUAL MOLESTATION LIABILITY:
☒ **Required** ☐ **Not required**

Abuse and Molestation Insurance in a form and with coverage that are satisfactory to HECC covering damages arising out of actual, perceived, or threatened physical abuse, mental injury, sexual molestation, negligent:

SAMPLE

hiring, employment, supervision, training, investigation, reporting to proper authorities, and retention of any person for whom the Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than $1,000,000 per occurrence. Any annual aggregate limit shall not be less than $3,000,000. Coverage can be provided by a separate policy or as an endorsement to the commercial general liability or professional liability policies. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

PROFESSIONAL LIABILITY:
☐ **Required** ☒ **Not required**

Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract by the Contractor and Contractor's subcontractors, agents, officers or employees in an amount not less than $1,000,000 per occurrence. Annual aggregate limit shall not be less than $2,000,000. If coverage is on a claims made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability Insurance coverage, or the Contractor shall provide Tail Coverage as stated below.

EXCESS/UMBRELLA INSURANCE:
A combination of primary and excess/ umbrella insurance may be used to meet the required limits of insurance.

TAIL COVERAGE:
If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Contractor shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Contract, for a minimum of 24 months following the later of (i) Contractor's completion and HECC's acceptance of all Services required under this Contract, or, (ii) HECC or Contractor termination of contract, or, iii) The expiration of all warranty periods provided under this Contract.

CERTIFICATE(S) AND PROOF OF INSURANCE:
Grantee shall provide to HECC Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Agreement. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. If excess/ umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/ umbrella insurance. As proof of insurance HECC has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Agreement.

NOTICE OF CHANGE OR CANCELLATION:
Grantee or its insurer must provide at least 30 days' written notice to HECC before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

INSURANCE REQUIREMENT REVIEW:
Grantee agrees to periodic review of insurance requirements by HECC under this Grantee and to provide updated requirements as mutually agreed upon by Grantee and HECC.

STATE ACCEPTANCE:
All insurance providers are subject to HECC acceptance. If requested by HECC, Grantee shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to HECC's representatives responsible for verification of the insurance coverages required under this Exhibit.

SAMPLE

EXHIBIT D

SAMPLE REQUIRED INSURANCE FOR SUBCONTRACTORS AND/OR SUBGRANTEES

This Exhibit is for illustrative purposes only and HECC's approval of insurance requirements of subcontractors and/or subgrantees will depend on the nature of the Project Activities.

INSURANCE REQUIREMENTS

Grantee shall obtain, at Grantee's expense, the insurance specified in this Exhibit prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Grantee shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon ("State") and that are acceptable to HECC. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Grantee shall pay for all deductibles, self-insured retention and self-insurance, if any.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

All employers, including Grantee, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Grantee shall require and ensure that each of its subcontractors or subgrantee complies with these requirements. If Grantee is a subject employer, as defined in ORS 656.023, Grantee shall also obtain employers' liability insurance coverage with limits not less than $500,000 each accident. If Grantee is an employer subject to any other state's workers' compensation law, Grantee shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than $500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

COMMERCIAL GENERAL LIABILITY:
☒ **Required** ☐ **Not required**

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this contract, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than $1,000,000 per occurrence. Annual aggregate limit shall not be less than $2,000,000.

AUTOMOBILE LIABILITY INSURANCE:
☒ **Required** ☐ **Not required**

Automobile Liability Insurance covering Grantee's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than $1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

SAMPLE

PHYSICAL ABUSE AND SEXUAL MOLESTATION LIABILITY:
☒ **Required** ☐ **Not required**

Abuse and Molestation Insurance in a form and with coverage that are satisfactory to HECC covering damages arising out of actual, perceived, or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, training, investigation, reporting to proper authorities, and retention of any person for whom the Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than $1,000,000 per occurrence. Any annual aggregate limit shall not be less than $3,000,000. Coverage can be provided by a separate policy or as an endorsement to the commercial general liability or professional liability policies. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

PROFESSIONAL LIABILITY:
☐ **Required** ☒ **Not required**

Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract by the Contractor and Contractor's subcontractors, agents, officers or employees in an amount not less than $1,000,000 per occurrence. Annual aggregate limit shall not be less than $2,000,000. If coverage is on a claims made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability Insurance coverage, or the Contractor shall provide Tail Coverage as stated below.

EXCESS/UMBRELLA INSURANCE:
A combination of primary and excess/ umbrella insurance may be used to meet the required limits of insurance.

TAIL COVERAGE:
If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Contractor shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Contract, for a minimum of 24 months following the later of (i) Contractor's completion and HECC's acceptance of all Services required under this Contract, or, (ii) HECC or Contractor termination of contract, or, iii) The expiration of all warranty periods provided under this Contract.

CERTIFICATE(S) AND PROOF OF INSURANCE:
Grantee shall provide to HECC Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Agreement. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. If excess/ umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/ umbrella insurance. As proof of insurance HECC has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Agreement.

NOTICE OF CHANGE OR CANCELLATION:
Grantee or its insurer must provide at least 30 days' written notice to HECC before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

INSURANCE REQUIREMENT REVIEW:
Grantee agrees to periodic review of insurance requirements by HECC under this Grantee and to provide updated requirements as mutually agreed upon by Grantee and HECC.

SAMPLE

STATE ACCEPTANCE:
All insurance providers are subject to HECC acceptance. If requested by HECC, Grantee shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to HECC's representatives responsible for verification of the insurance coverages required under this Exhibit.

SAMPLE

EXHIBIT E

REQUIRED REPORTS AND EVENTS

FISCAL REPORTS

REPORT	DESCRIPTION	DUE DATE
Periodic Expense Report (PER)	Cost reimbursement grantees must submit a monthly PER in OnCorps. (This report must be filed whether reimbursement is requested in a given month or not.)	Monthly by the 21st of the month for the previous month.
Annual Fiscal Closeout	Each program must complete this process annually. Fillable forms are located in Basecamp Equipment and Supplies Closeout Form Federal Financial Report Planning Grant Closeout Form Annual fiscal closeout also includes submission of all PERs/RFRs.	Submit no later than 30 days after the planning grant end date.
Source Documentation	Invoices, match receipts, letter of acknowledgement for donation, etc.	As requested.
Sample Documentation	Sample of all documents used to record in- kind and cash match for grant.	As requested.
General Liability Coverage	Each grantee is responsible for ensuring adequate general liability coverage for the organization and employees.	As requested.

PROGRAM REPORTS

REPORT	DESCRIPTION	DUE DATE
Final Progress Report	All grantees must complete a Progress Report describing the progress made during the planning period.	Submit no later than 30 days after the grant period end date.
Staff Change Update	Report on any program-related staff changes (any position explicitly included in the grant).	Submit no later than 15 days following staff replacement or departure.

SAMPLE

REQUIRED EVENTS

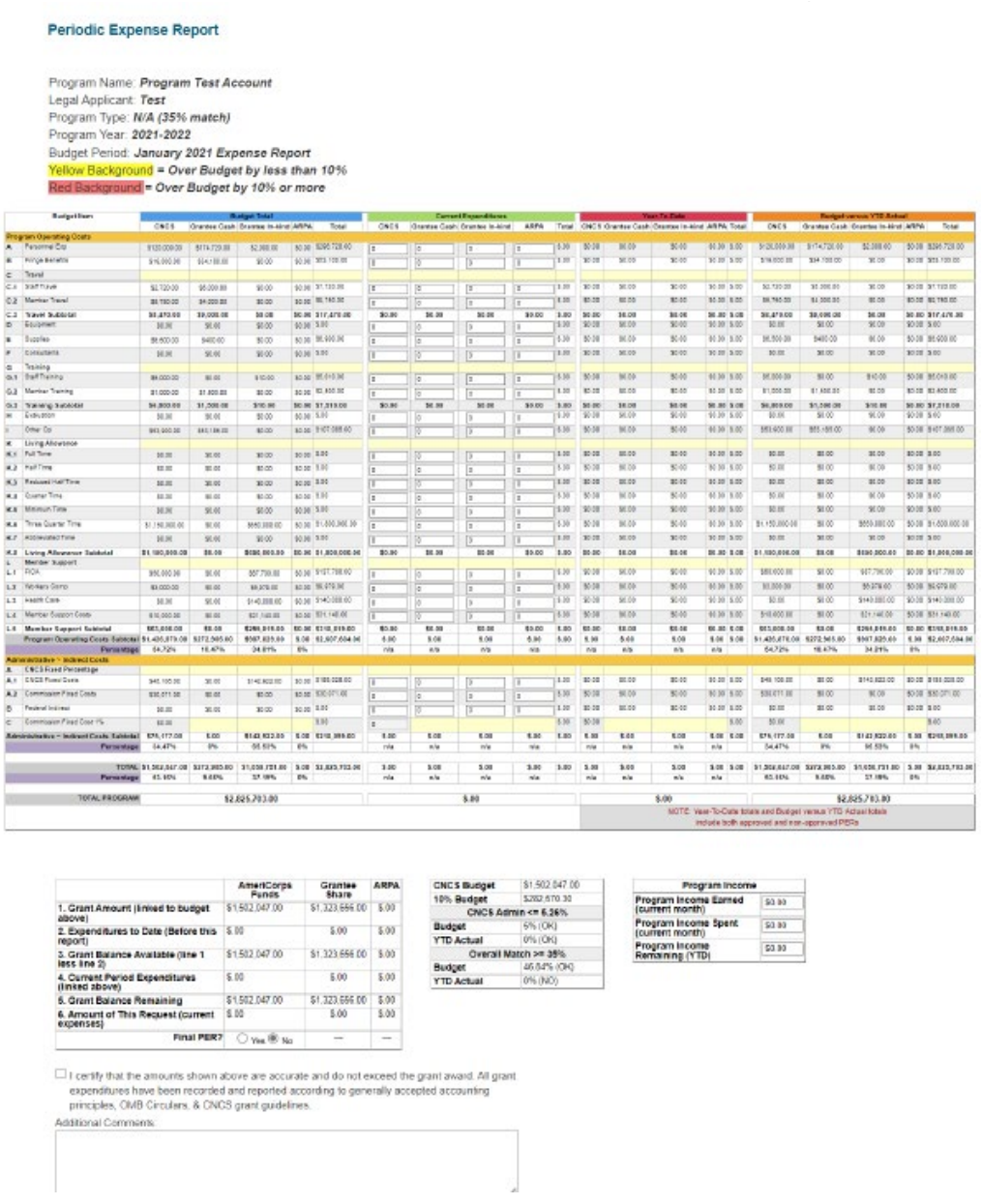
EVENT	DESCRIPTION	DATE
OSC Orientation	Staff of AmeriCorps State programs meet in person for a one-day orientation. Orientation is a time to share information on AmeriCorps and Commission directives and requirements, provide training, and network with different program staff from across the state.	Summer 2027
OSC Staff Check-In Calls	Regular meetings with OSC staff to report on progress and discuss and training and technical assistance needs	TBD with Grantee and OSC staff
Planning Grantee Training & Technical Assistance Calls	Regular trainings for planning grantees that assist with the completion of the planning grantee workbook/key AmeriCorps programming topics.	Monthly

SAMPLE

EXHIBIT F

SAMPLE OF ONCORPS REPORTS™ SYSTEM MONTHLY SUBMISSION TEMPLATE

(SAMPLE FORMAT PICTURED BELOW)



Periodic Expense Report

Program Name: ***Program Test Account***
Legal Applicant: ***Test***
Program Type: ***N/A (35% match)***
Program Year: ***2021-2022***
Budget Period: ***January 2021 Expense Report***
Yellow Background = ***Over Budget by less than 10%***
Red Background = ***Over Budget by 10% or more***

Budget Item	Budget Total					Current Expenditures					Year-To-Date					Budget versus YTD Actual				
	CNCS	Grantee Cash	Grantee In-kind	ARPA	Total	CNCS	Grantee Cash	Grantee In-kind	ARPA	Total	CNCS	Grantee Cash	Grantee In-kind	ARPA	Total	CNCS	Grantee Cash	Grantee In-kind	ARPA	Total
Program Operating Costs																				
A Personnel Exp	$120,000.00	$174,728.00	$2,000.00	$0.00	$296,728.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$120,000.00	$174,728.00	$2,000.00	$0.00	$296,728.00
B Fringe Benefits	$16,000.00	$17,100.00	$0.00	$0.00	$33,100.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$16,000.00	$17,100.00	$0.00	$0.00	$33,100.00
C Travel																				
C.1 Staff Travel	$2,720.00	$5,000.00	$0.00	$0.00	$7,720.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$2,720.00	$5,000.00	$0.00	$0.00	$7,720.00
C.2 Member Travel	$8,780.00	$4,000.00	$0.00	$0.00	$12,780.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$8,780.00	$4,000.00	$0.00	$0.00	$12,780.00
C.3 Travel Subtotal	$11,500.00	$9,000.00	$0.00	$0.00	$20,500.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$11,500.00	$9,000.00	$0.00	$0.00	$20,500.00
D Equipment	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
E Supplies	$8,500.00	$400.00	$0.00	$0.00	$8,900.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$8,500.00	$400.00	$0.00	$0.00	$8,900.00
F Consultants	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
G Training																				
G.1 Staff Training	$8,000.00	$0.00	$100.00	$0.00	$8,049.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$8,000.00	$0.00	$100.00	$0.00	$8,049.00
G.2 Member Training	$1,000.00	$1,400.00	$0.00	$0.00	$2,400.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$1,000.00	$1,400.00	$0.00	$0.00	$2,400.00
G.3 Training Subtotal	$9,000.00	$1,400.00	$100.00	$0.00	$11,019.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$9,000.00	$1,400.00	$100.00	$0.00	$11,019.00
H Evaluation	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
I Other Ex	$853,600.00	$853,488.00	$0.00	$0.00	$1,707,088.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$853,600.00	$853,488.00	$0.00	$0.00	$1,707,088.00
K Living Allowance																				
K.1 Full Time	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
K.2 Half Time	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
K.3 Reduced Half Time	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
K.4 Quarter Time	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
K.5 Minimum Time	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
K.6 Three Quarter Time	$1,150,000.00	$0.00	$650,000.00	$0.00	$1,800,000.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$1,150,000.00	$0.00	$650,000.00	$0.00	$1,800,000.00
K.7 Abbreviated Time	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
K.8 Living Allowance Subtotal	$1,150,000.00	$0.00	$650,000.00	$0.00	$1,800,000.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$1,150,000.00	$0.00	$650,000.00	$0.00	$1,800,000.00
L Member Support																				
L.1 FICA	$80,000.00	$0.00	$57,799.00	$0.00	$137,799.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$80,000.00	$0.00	$57,799.00	$0.00	$137,799.00
L.2 Workers Comp	$3,000.00	$0.00	$6,079.00	$0.00	$9,079.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$3,000.00	$0.00	$6,079.00	$0.00	$9,079.00
L.3 Health Care	$0.00	$0.00	$140,000.00	$0.00	$140,000.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$140,000.00	$0.00	$140,000.00
L.4 Member Support Costs	$10,000.00	$0.00	$21,146.00	$0.00	$31,146.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$10,000.00	$0.00	$21,146.00	$0.00	$31,146.00
L.5 Member Support Subtotal	$93,000.00	$0.00	$225,024.00	$0.00	$318,024.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$93,000.00	$0.00	$225,024.00	$0.00	$318,024.00
Program Operating Costs Subtotal	$1,435,879.00	$272,565.00	$947,825.69	$0.00	$2,657,594.94	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,435,879.00	$272,565.00	$947,825.69	$0.00	$2,657,594.94
Percentage	54.72%	10.47%	34.81%	0%		n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		54.72%	10.47%	34.81%	0%	
Administrative - Indirect Costs																				
A CNCS Fixed Percentage																				
A.1 CNCS Fixed Costs	$45,155.00	$0.00	$142,822.00	$0.00	$188,028.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$45,155.00	$0.00	$142,822.00	$0.00	$188,028.00
A.2 Commission Fixed Costs	$30,071.00	$0.00	$0.00	$0.00	$30,071.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$30,071.00	$0.00	$0.00	$0.00	$30,071.00
B Federal Indirect	$0.00	$0.00	$0.00	$0.00	0.00	0	0	0	0	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
C Commission Fixed Cost 1%	$0.00				0.00	0				0.00	$0.00				0.00	$0.00				0.00
Administrative - Indirect Costs Subtotal	$75,177.00	$0.00	$142,822.00	$0.00	$218,099.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00	$75,177.00	$0.00	$142,822.00	$0.00	$218,099.00
Percentage	34.47%	0%	65.53%	0%		n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		34.47%	0%	65.53%	0%	
TOTAL	$1,502,047.00	$272,565.00	$1,090,721.69	$0.00	$2,825,703.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,502,047.00	$272,565.00	$1,090,721.69	$0.00	$2,825,703.00
Percentage	53.16%	9.65%	37.19%	0%		n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		53.16%	9.65%	37.19%	0%	
TOTAL PROGRAM	$2,825,703.00					$0.00					$0.00					$2,825,703.00				

NOTE: Year-To-Date totals and Budget versus YTD Actual totals include both approved and non-approved PERs

	AmeriCorps Funds	Grantee Share	ARPA
1. Grant Amount (linked to budget above)	$1,502,047.00	$1,323,656.00	$0.00
2. Expenditures to Date (Before this report)	$.00	$.00	$.00
3. Grant Balance Available (line 1 less line 2)	$1,502,047.00	$1,323,656.00	$.00
4. Current Period Expenditures (linked above)	$.00	$.00	$.00
5. Grant Balance Remaining	$1,502,047.00	$1,323,656.00	$.00
6. Amount of This Request (current expenses)	$.00	$.00	$.00
Final PER?	○ Yes ◉ No	—	—

CNCS Budget	$1,502,047.00
10% Budget	$282,570.30
CNCS Admin <= 6.26%	
Budget	5% (OK)
YTD Actual	0% (OK)
Overall Match >= 35%	
Budget	46.84% (OK)
YTD Actual	0% (NO)

Program Income	
Program Income Earned (current month)	$0.00
Program Income Spent (current month)	$0.00
Program Income Remaining (YTD)	$0.00

☐ I certify that the amounts shown above are accurate and do not exceed the grant award. All grant expenditures have been recorded and reported according to generally accepted accounting principles, OMB Circulars, & CNCS grant guidelines.

Additional Comments: