

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 VIII.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](https://www.federalregister.gov/documents/2013/07/25/45-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](https://www.federalregister.gov/documents/2013/07/25/45-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 re compete 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](#).