



Fiscal Year 2025 Commission Investment Funds

Important Dates:

- Applications are due by **April 16, 2025, at 5:00 p.m. Eastern Time.**
- All compliant applicants will be awarded no later than June 20, 2025.

Disclosure: Publication of this Notice of Federal Funding Availability (Notice) does not obligate AmeriCorps to award any specific number of grants or to obligate any particular amount of funding.

A. DESCRIPTION

1. Purpose of Funding

The Commission Investment Fund grants (CIF) expand the capacity (knowledge, skills, and resources) of State Commissions and Alternative Administrative Entities in priority performance areas defined by AmeriCorps. These funds support AmeriCorps' overall approach to help Commissions implement their duties as required by the National and Community Service Act of 1990, as amended. (See 42 U.S.C. 12638.)

The CIF grants may be used to support Commission staffing and staff development in priority performance areas, training events, and collaborative activities.

The CIF grants may not be subgranted out to AmeriCorps members, AmeriCorps or other service programs, or other nonprofits for their own training needs or purposes unless detailed in this document.

To provide consistent staff and program development opportunities, and save time and money, Commissions are encouraged to use the existing AmeriCorps core curriculum on evaluation for activities supported under Performance Area #3.

2. Program Authority

The National and Community Service Act of 1990 (NCSA), as amended. (See 42 U.S.C. 12501 et seq.) The full text of the NCSA is available online at <http://uscode.house.gov>. The full regulations are available online at <http://www.ecfr.gov>.

3. EO Compliance

AmeriCorps will continue to review all applicable executive orders, memoranda, and corresponding guidance issued since January 20, 2025 by President Trump, the Office of Management and Budget, and the Office of Personnel Management. AmeriCorps is taking proactive action to ensure alignment with these directives and the Trump-Vance Administration priorities.

All aspects of AmeriCorps grants/awards must comply with President Trump's executive orders, including, but not limited to:

- Grant applications for AmeriCorps resources
- Activities performed by AmeriCorps members/volunteers
- Training provided to members/volunteers



AmeriCorps

- Program materials, such as volunteer/member applications, enrollment forms, service opportunity listings, and handbooks
- Social media and website posts about your AmeriCorps award

Grantees/sponsors must also ensure all sub applicants/volunteer stations/operating sites/host sites are compliant with executive orders through their memorandum of understanding and subsite monitoring.

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

AmeriCorps does not yet have an agency budget for FY 2025. AmeriCorps will provide CIF allocation amounts once the agency receives a budget.

2. Estimated Award Amount

Funds will be awarded on a formula basis to support State Service Commissions. The formula is based on the total number of AmeriCorps State and National members awarded in each state for the FY 2024 grant year.

The State Commission budget should match the amount in the allocation chart.

When AmeriCorps' appropriation is enacted, State Commissions will receive the appropriated funds allocation chart. Commissions are strongly encouraged to request their full FY 2025 allocated amount. There will not be supplemental CIF funding in FY 2025. Unrequested CIF funds will not be redistributed.

3. Period of Performance

All Commission Investment Fund grants made in FY 2025 are new grants in year one. A three-year grant will be awarded. The detailed budget should reflect the planned costs for the period July 1, 2025 - June 30, 2026.

4. Reporting

The FY 2025 CIF Project Progress Report is due September 28, 2026. The report will cover from the beginning of the grant start date to June 30, 2026.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Only State Service Commissions are eligible to apply. Organizations that have been convicted of a federal crime may not receive assistance described in this Notice. 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) that engages in lobbying activities is not eligible to apply.

2. Cost Share or Matching

There is no cost share or matching requirement.



3. Restrictions

AmeriCorps will not make an award to a Commission until the following conditions that apply are addressed:

- a. has overdue required closeout reports or documents
- b. is delinquent on a Federal debt
- c. is on the "Do Not Pay" list
- d. has an expired SAM registration
- e. Unique Entity Identifier (UEI) in eGrants does not align with the UEI in SAM
- f. Legal applicant's name and physical address are not identical in SAM and eGrants
- g. Authorized Representative or Legal Applicant has an active exclusion in SAM
- h. possesses an outstanding Single Audit or Office of Inspector General (OIG) audit issue
- i. has significant Responsibility/Qualification (formerly known as FAPIIS) issues
- j. has outstanding special conditions on the award
- k. has other outstanding compliance issues

D. APPLICATION AND SUBMISSION INFORMATION

1. Content and Form of Application Submission

Application Content

Complete applications must have the following components:

- Standard Form 424 (SF-424) Face Sheet
 - Narrative
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost-Effectiveness and Budget Adequacy
- Standard Form 424A Budget
- Authorization, Assurances, and Certifications

Application Fields and Instructions

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

- Start a "Continuation/Renewal" Grant Application
- Select a Program Area: Other
- Select a NOFA: FY 2025 Commission Investment Funds Grants

Executive Summary: Use the text below and fill in the blanks to complete your Executive Summary.

[Name of commission], the [state] Service Commission, will provide the following training and technical assistance activities with the Commission Investment Funds: [insert list of activities selected from choices below].

State Commission CIF grants will be in year one in FY 2025.



Program Design: Performance Areas and Activities (Commissions are required to address one or more priority areas with proposed TTA activities)

Performance Area #1: Increase new evidence-based applicants to competitive and formula grant processes, including a focus on rural and under-served areas of the state.

Performance Area #2: Improve Commission capacity to design, deliver, and measure the effectiveness of training and technical assistance to State Commission subgrantees.

Performance Area #3: Strengthen subgrantees' ability to conduct high quality evaluation in order to improve programs and build evidence. Funds may be used to make grants to subgrantees related to evaluation.

Performance Area #4: Promote a positive AmeriCorps member experience and life-long commitment to service. This can include activities related to recruitment.

Performance Area #5: Increase collaboration and cross-stream partnerships.

Organizational Capability:

Describe the process and timeline necessary to complete each activity described in the Program Design section.

Cost-Effectiveness and Budget Adequacy: AmeriCorps staff will assess these criteria in the budget review. No narrative is required in this field; insert N/A in eGrants.

AmeriCorps expects that Commissions will maintain a consistent operational plan for the duration of the three-year project period.

2. Data

All recipients of Commission Investment Fund grants will be required to provide data on the following performance data elements in annual Progress Reports:

- Number of Commission staff members receiving CIF-supported training and/or technical assistance.
- Number of CIF-supported professional development/training events or service projects supported.
- Number of organizations participating in CIF-supported training or technical assistance activities.
- Number of AmeriCorps members participating in CIF-supported professional development/training events or service projects.

Recipients must report values for all indicators that are relevant to the activities described in the approved grant application. AmeriCorps expects the reported values to be reasonably ambitious and to correspond to the Performance Area(s) selected by the recipient. Recipients will also be asked to describe the outcomes of the activities captured under these performance data elements.



3. Connection to Commission Support Grants

Planning for Commission Investment Fund grants (CIF) should be done in tandem with Commission Support Grants (CSG).

E. BUDGET INSTRUCTIONS

Follow these instructions as you enter your budget information into eGrants. The system will use this information to generate a budget narrative and a summary budget. **Costs should be budgeted for 12 months: July 1, 2025 - June 30, 2026.**

Complete the budget for funds you are requesting from AmeriCorps. For each line item, provide a clearly stated explanation that shows how you calculated the cost (in an equation format where appropriate). For example, you should break down staff travel into distinct components, identify the purpose, and prepare equations showing the number of anticipated trips, the number of travelers, and estimated costs. Please ensure all line items calculations are correct. Do not include fractional amounts (cents).

Budget categories are as follows:

SECTION I

A. Project Personnel Expenses - Include the portion of principal staff time attributed directly to the operation of the project. List each staff position and a brief statement of responsibilities for each in the 'Position/Title' field. For each position, also include the annual salary, and the percentage of staff time that will apply to the grant. Staff salaries cannot exceed 100% across multiple grants.

B. Personnel Fringe Benefits - Identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Workers' Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K.

You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe amount is over 30% of total salary, please list each benefit separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. Project Staff Travel - Describe the purposes for staff travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement rate should not exceed the federal mileage rate unless a result of the commission's policy and justified in the budget narrative.

We expect all Commission applicants to include funds in this line item for travel for the lead staff member or contractor to attend at least one AmeriCorps-sponsored training



per year. Travel funds should be budgeted for new staff to attend the Symposium pre-conference events (if applicable).

- D. Equipment** - Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$10,000 or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in **E. Supplies** below. Purchases of equipment are limited to 10% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.
- E. Supplies** - Include the funds for the purchase of consumable supplies and materials that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more.
- F. Contractual and Consultant Services** - You may include costs for consultants related to the project's operations. Indicate the daily rate, number of days, and total cost and justification (purpose) in the narrative. There is not a maximum daily rate, but where applicable, indicate the daily rate for consultants.
- G. Staff Training** - You may include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Funds may be used to support training costs for Commissioners. Indicate daily rates for consultants, where applicable.
- H. N/A**
- I. Other Support Costs** - These costs may include office space rental, utilities, and telephone and Internet expenses that are specifically used for participants, directly involved project staff, and are not part of the organization's indirect cost/admin cost. If costs are shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget.

J. Indirect Costs

1. Definitions

Indirect costs are an allowable budget item in AmeriCorps grants. In accordance with 2 CFR §200.414 Indirect (F&A) costs, grantees have the option of using an indirect cost rate which has been negotiated with, and approved by, their cognizant federal agency; or a non-federal entity, except those receiving more than \$35 million in direct federal funding, which does not currently have a federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Grantees electing to charge a de minimis rate of 15% should note the use of the rate in the budget narrative. Grantees may also charge certain administrative costs directly as outlined in 2 CFR §200.413 Direct costs.



2. Options for Calculating Administrative/Indirect Costs (choose either a. or b. below)

Applicants choose one of two methods to calculate allowable administrative costs – a federally approved indirect cost rate method, or a *de minimis* method. Do not create additional lines in this category.

a. Federally Approved Indirect Cost Rate Method

If you have a federally approved indirect cost (IDC) rate and choose to apply it, such a rate will constitute documentation of your administrative costs. Please record your indirect cost rate or method of claiming administrative costs in eGrants under the Organizational tab. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage). It is at your discretion on each award whether or not to use your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

b. De Minimis Rate of 10% of Modified Total Direct Costs

If you do not have a current federally negotiated indirect cost rate (including provisional rate) and you receive less than \$35 million in direct federal funding, you may indefinitely use a de minimis rate of 15% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) under Indirect (F&A) costs and Definitions. If this option is elected, it must be used consistently across all federal awards.

3. Entering Administrative/Indirect Costs in eGrants.

The instructions for how to enter the organization's indirect cost rate or a de minimis rate are located here: [AmeriCorps eGrants Indirect Cost Rate \(IDCR\) User Instructions](#). Commissions should not submit documentation addressing the indirect cost rate agreement via email.

Source of Funds. While match is not required for this section, if including a match for the grant, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include the dollar amount, the match classification (cash or in-kind), and the source type (Private or State/Local) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative **exactly**.) Define all acronyms the first time they are used.