

**Grant Agreement Between  
Michigan Department of Labor and Economic Opportunity  
hereinafter referred to as the "Department"  
and  
City of Ann Arbor  
301 E. Huron St. Ann Arbor, MI 48107  
hereinafter referred to as the "Subrecipient"**

**Part I**

**I. Period of Agreement:** This Subrecipient Grant Agreement will commence on September 1, 2025 and continue through August 31, 2026. No activity will be performed and no costs to the state or cost share will be incurred prior to the effective date of the Agreement. Throughout the Agreement, the effective date September 1, 2025, shall be referred to as the begin date. This Agreement is in full force and effect for the period specified.

**II. Program Budget and Agreement Amount**

**A. Agreement Amount**

The total amount of this Agreement is \$647,662.00. Under the terms of this Agreement, the Department will provide funding not to exceed \$249,843.00. There is a match requirement of \$397,819.00. The subrecipient will provide funding in the amount of \$397,819.00 for the match requirement.

The Agreement is designated as:  
Not a research and development project.

Recipient Relationship Type:  
State Subrecipient

**B. Equipment Purchases and Title**

Any subrecipient equipment purchases supported in whole or in part through this Agreement must be listed in the supporting Equipment Inventory Schedule. *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (\$10,000 for subawards of awards issued to LEO 10/1/24 and later). See also the definitions of *capital assets*, *computing devices*, *general purpose equipment*, *information technology systems*, *special purpose equipment*, and *supplies* in 2 CFR 200.1. The subrecipient must utilize any item meeting the definition of equipment for federal purposes as long as needed for such, regardless of the fair market value of the item. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

**Subrecipient Information**

Subrecipient Name	City of Ann Arbor
Amount of Subaward	\$249,843
Subaward Period Performance Start & End Date	09/01/2025-08/31/2026
Subaward Budget Period Start & End date	09/01/2025-08/31/2026
Unique Entity Identifier	R9C4BRD4M7L9
SIGMA Vendor ID CV#	CV0047636

**Federal and State Information Regarding Origin of the Grant**

Name of Federal Awarding Agency	AmeriCorps/Corporation for National and Community Service
Name of Pass-through Entity	Michigan Community Service Commission (MCSC)/Michigan Department of Labor and Economic Opportunity (MDLEO)
Contact Information for Awarding Official of Pass-through Entity	Ginna Holmes, MCSC Executive Director. holmesv@michigan.gov
Total amount of Federal Funds Obligated and committed to the subrecipient by the pass-through entity including the current financial obligations	\$249,843
Indirect cost rate for the Federal award (including if the de minimis rate is charged).	MDLEO: Indirect Cost Rate: 4.30%
Federal Award Identification Number (FAIN)	24ACCM1001
Federal Award Date	07/29/2025
Assistance Listing Number	94.006

*Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)*

The purpose of this award is for the MCSC to subgrant AmeriCorps competitive and formula federal funds to Michigan AmeriCorps community organizations to carry out a national service program as authorized by the National and Community Service Act of 1990, as amendment (42 U.S.C. 12501 et seq.) with this mission: To improve lives, strengthen communities, and foster civic engagement through service and volunteering.

**III. Purpose:**

The purpose of this AmeriCorps program is for AmeriCorps members to build local capacity while supporting neighborhood-focused decarbonization and resilience-building initiatives in Ann Arbor.

**IV. Statement of Work:**

The Subrecipient agrees to undertake, perform, and complete the activities described in Attachment A, which is part of this Agreement.

**V. Financial Requirements:**

The financial requirements shall be followed as described in Part II and Attachments B, budget, which are part of this Agreement.

**VI. Performance/Progress Report Requirements:**

The progress reporting methods shall be followed as described in Part II and Attachment C, which are part of this Agreement.

**VII. General Provisions:**

The Subrecipient agrees to comply with the General Provisions as described in Part II and Attachment E which are part of this Agreement.

**VIII. Administration of the Agreement:**

The person acting for the Department in administering this Agreement (hereinafter referred to as the Contract Manager) is:

Carole Rush-Witt	Grants Administrator	rushwittc@michigan.gov	(517) 241-3866
Name	Title	Email Address	Telephone No.

**IX. Subrecipient Financial Contact for the Agreement:**

The financial contact acting on behalf of the Subrecipient for this Agreement is:

Kim Hoenerhoff	<a href="mailto:Khoenerhoff@a2gov.org">Khoenerhoff@a2gov.org</a>
Name	Email Address

**X. Special Conditions:**

- A. This Agreement is valid upon approval and execution by the Department which may be contingent upon approval by the State Administrative Board and signature by the Subrecipient.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. The Department will not assume any responsibility or liability for costs incurred by the Subrecipient prior to the begin date of this Agreement.
- D. The Subrecipient is required by 2004 PA 533 to receive payments by electronic funds transfer.
- E. The Subrecipient is required to use the award in accordance with Federal Statutes, regulations, and the T & Cs of the Federal award.

**XI. Special Certification:**

The individual or officer signing this Agreement certifies by their signature that they are authorized to sign this Agreement on behalf of the responsible governing board, official or Subrecipient.

**XII. Signature Section:**

**For the Subrecipient**

**City of Ann Arbor**

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Signature of Director or Authorized Designee

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Print Name, Title and Date

**For the MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY**

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Signature of Director or Authorized Designee

Gregory Rivet, Chief Administrative Officer  
Department of Labor and Economic Opportunity

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Print Name, Title and Date

## **Part II**

### **General Provisions**

#### **Responsibilities - Subrecipient**

The Subrecipient, in accordance with the general purposes and objectives of this Agreement shall:

#### **2.1. Publication Rights**

1. News Releases - News releases pertaining to this agreement of the services, study, data, or project to which it relates will not be made without prior written Departmental approval, and then only in accordance with the explicit written instructions from the Department.
2. Publication—The Subrecipient will not use, release, or publish any analyses, findings, results, or techniques developed under this agreement, or any information derived therefrom until such analysis, findings, or techniques have been reported to the Department in the manner prescribed by this agreement and have become public domain. These analyses, findings, or techniques will be considered in the public domain when: 1) they are submitted to the Department and receive positive action; 2) they are formally accepted by the Department; or 3) ninety (90) days elapse after submission to the Department, whichever of the three may occur first. No material may be published which is exempt from disclosure under 1976 PA 442, MCL15.231 et seq, MSA 4.1801 (1) et seq, known as the “Freedom of Information Act,” without express permission from the Department. The Subrecipient will provide the Department, for its review, copies of all presentations or articles being submitted for publication at least thirty (30) days in advance. The Subrecipient will provide to the Department a non-exclusive, royalty-free, irrevocable world-wide license to use the data, reports, copyrightable works, and other information for the Department’s governmental purposes.
3. Acknowledgement of Department Participation/Support—All publications or oral presentations concerning the analyses, findings, results, or techniques developed under this agreement will contain an acknowledgment of the Department’s participation and support, unless the Department requests in writing that their participation and support not be acknowledged. Furthermore, the Subrecipient may not receive fees for any article in excess of the costs of preparation of published articles and excluding the cost of the research and compilation, which was compensated under this agreement.
4. Any modifications to copyrighted materials bearing acknowledgment of the Department’s name must be approved by the Department prior to reproduction and use of such materials.

## **2.2. Fees**

1. Guarantee that any claims made to the Department under this Agreement shall not be financed by any sources other than the Department under the terms of this Agreement. If funding is received through any other source, the Subrecipient will deduct the source before reporting expenditures.
2. Make reasonable efforts to collect 1<sup>st</sup> and 3<sup>rd</sup> party fees, where applicable, and report those collections on the Statement of Expenditures Report. Any under recoveries of otherwise available fees resulting from failure to bill for eligible activities will be excluded from reimbursable expenditures.

## **2.3. Subrecipient Program Operation**

Provide the necessary administrative, professional and technical staff for operation of the grant program. The Subrecipient must obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of this Agreement.

Use an accounting system that can identify and account for the funds received from each separate grant, regardless of funding source, and assure that grant funds are not comingled.

Any state government who is a subrecipient must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, state government subrecipients and other non-Federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by the terms and conditions; and tracking expenditures to establish that such funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award. See also 2 CFR 200.450.

The financial management system of each subrecipient must provide for the following (see also 2 CFR 200.334, 200.335, 200.336, and 200.337).

(1) Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, year the federal award was issued, name of the Federal agency or pass-through entity.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements in 2 CFR 200.328 and 200.329. When a Federal agency or pass-through entity requires reporting on an accrual basis from a subrecipient that maintains its records other than on an accrual basis, the subrecipient must not be required to establish an accrual accounting system. This subrecipient may develop accrual data for its reports based on an analysis of the documentation on hand.

(3) Maintaining records that sufficiently identify the amount, source and expenditure of Federal funds for Federal Awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income and interest. All records must be supported by source documentation.

(4) Effective control over-and accountability for-all funds, property, and assets. The subrecipient must safeguard all assets and assure they are used solely for authorized purposes. See 2 CFR 200.303.

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to implement the requirements of 2 CFR 200.305.

(7) Written procedures for determining the allowability of costs in accordance with 2 CFR 200, [subpart E](#) and the terms and conditions of this award.

#### **2.4. Reporting**

Utilize all report forms and reporting formats required by the Department at the begin date of this Agreement and provide the Department with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter. Report due dates, formats, and required certification language is detailed in The Michigan AmeriCorps Policies and Procedures.

#### **2.5. Record Maintenance/Retention**

Maintain adequate program and fiscal records and files, including source documentation, to support program activities and all expenditures made under the terms of this Agreement, as required. The Subrecipient must assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the grant project or grant program identified in this Agreement will be maintained for a period of not less than seven years. If an audit is started, records must be maintained until the closure of the audit, claims or investigation. This section applies to the Subrecipient, any parent, affiliate, or subsidiary organization of the Subrecipient and any subcontractor that performs activities in connection with this Agreement.

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the Department's final expenditure report for the Federal Award under which the subrecipient is funded or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the Department's quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

(c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.

(e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.

(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) ***If submitted for negotiation.*** If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(2) ***If not submitted for*** plan, or other computation.

## **2.6 Authorized Access**

1. Permit within 2 calendar days of providing notification and at reasonable times, access by authorized representatives of the Department, Federal Grantor Agency, Inspector General, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records and financial statements, papers, files, documentation and personnel related to this Agreement, to the extent authorized by applicable state or federal law, rule or regulation.
2. Acknowledge that the rights of access in this section, even if there are no negative disclosures in the audit report, are not limited to the required retention period. The rights of access will last as long as the records are retained.

## **2.7 Audits**

1. Subrecipients must provide reasonable assistance to authorized representatives of the Department and others when those individuals have access to the Subrecipient's grant records to Recipients designated as subrecipients by the Department (see Part I, Section II.A.).



**1. Required Audit or Audit Exemption Notice**

Submit to the Department either a Single Audit, Financial Related Audit or Audit Exemption Notice as described below. A Financial Related Audit and is applicable to for-profit Subrecipient that are designated as subrecipients. If submitting a Single Audit or Financial Related Audit, Subrecipient must also submit a corrective action plan prepared in accordance with 2 CFR 200.511(c) for any audit findings that impact the Department funded programs, and management letter (if issued) with a corrective action plan.

**a. Single Audit**

Subrecipients that are a state, local, or tribal government, non-profit organization, or institution of higher education that expend \$750,000 or more in federal awards during the Subrecipient's fiscal year beginning before 10/1/24 or \$1,000,000 or more for the Subrecipient's fiscal year beginning 10/1/24 or later must submit a Single Audit to the Department, regardless of the amount of funding received from the Department. The Single Audit must comply with the requirements of 2 CFR 200 Subpart F. The Single Audit reporting package must include all components described in 2 CFR 200.512 (c).

**b. Financial-Related or Single Audit (For-Profit Organizations)**

Subrecipients that are for-profit organizations that expend \$750,000 or more in federal awards during the Subrecipient's fiscal year beginning before 10/1/24 or \$1,000,000 or more for the Subrecipient's fiscal year beginning 10/1/24 or later must submit either a financial related audit prepared in accordance with Government Auditing Standards relating to all federal awards, or an audit that meets the requirements contained in 2 CFR 200 Subpart F, if required by the federal awarding agency.

**c. Audit Exemption Notice**

Subrecipient exempt from the Single Audit and Financial Related Audit requirements (a. and b. above) must submit an Audit Exemption Notice that certifies these exemptions. The template Audit Exemption Notice and further instructions are available on request. Please send to Allen Williams at [williamsa6@michigan.gov](mailto:williamsa6@michigan.gov).

**2. Financial Statement Audit**

Subrecipient(s) exempt from the Single Audit and Financial Related Audit requirements (that are required to submit an Audit Exemption Notice as described above) must submit to the Department a Financial Statement Audit prepared in accordance with generally accepted auditing standards. If submitting a Financial Statement Audit, Subrecipient must also submit a corrective action plan for any audit findings that impact the Department funded programs.

**3. Due Date and Where to Send**

Submit the required audit and any other required information (i.e. corrective action plan, and management letter with a corrective action plan), and/or Audit Exemption Notice to the Department within nine months after the end of the Subrecipient fiscal year by e-mail to [Leo-miamericorps@michigan.gov](mailto:Leo-miamericorps@michigan.gov). The required submissions must be assembled in PDF files and compatible with Adobe Acrobat (read only). The subject line must state the agency name and fiscal year end. The Department reserves the right to request a hard copy of the audit materials if for any reason the electronic submission process is not successful.

#### **4. Penalty**

##### **a. Delinquent Single Audit or Financial Related Audit**

If the Subrecipient does not submit the required Single Audit or Financial Related Audit, including any management letter and applicable corrective action plan(s) earlier of nine months after the end of the fiscal year or 30 days after the report is issued by the audit firm as contained in 2 CFR 200.339.

##### **b. Delinquent Audit Exemption Notice**

Failure to submit the Audit Exemption Notice, when required, may result in withholding from any payment from Department to the Subrecipient an amount equal to one percent of the audit year's grant funding until the Audit Exemption Notice is received.

#### **5. Other Audits**

The Department or federal agencies may also conduct or arrange for agreed upon procedures or additional audits to meet their needs.

### **2.8 Notification of Modifications**

Provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of activities, funding or compliance with operational procedures.

### **2.9 Software Compliance**

Ensure software compliance and compatibility with the Department's data systems for activities provided under this Agreement, including but not limited to stored data, databases and interfaces for the production of work products and reports. All required data under this Agreement shall be provided in an accurate and timely manner without interruption, failure or errors due to the inaccuracy of the Subrecipient's business operations for processing data. All information systems, electronic or hard copy, that contain state or federal data must be protected from unauthorized access.

### **3.0 Mandatory Disclosures**

In accordance with 2 CFR 200.113 Mandatory disclosures, an applicant, recipient, or subrecipient of a Federal award must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act ([31 U.S.C. 3729-3733](#)). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with [Appendix XII of this part](#). Failure to make required disclosures can result in any of the remedies described in [§ 200.339](#). (See also [2 CFR part 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)

### **3.1 Statement of Work Progress Reports**

Submit Progress reports as detailed in The Michigan AmeriCorps Policy and Procedure Manual.

### **3.2 Conflict of Interest and Code of Conduct Standards**

1. Be subject to the provisions of 1968 PA 317, as amended, 1973 PA 196, as amended, and 2 CFR 200.318 (c)(1) and (2).
2. Uphold high ethical standards and is prohibited from the following:
  - a. Holding or acquiring an interest that would conflict with this Agreement;
  - b. Doing anything that creates an appearance of impropriety with respect to the award or performance of this Agreement;
  - c. Attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or
  - d. Paying or agreeing to pay any person, other than employees and consultants working for Subrecipients, any consideration contingent upon the award of this Agreement.
3. Immediately notify the Department of any violation or potential violation of these standards. This section applies to Subrecipient, any parent, affiliate or subsidiary organization of Subrecipient, and any subcontractor that performs activities in connection with this Agreement.

### **3.3 Travel Costs**

1. Be reimbursed for travel cost (including mileage, meals and lodging) budgeted and incurred related to activities provided under this Agreement.
  - a. If the Subrecipient has a documented policy related to travel reimbursement for employees and if the Subrecipient follows that documented policy, the Department will reimburse the Subrecipient for travel costs at the Subrecipient's documented reimbursement rate for employees.
  - b. Otherwise, the State of Michigan travel reimbursement rate applies. State of Michigan travel rates may be found at the following website:  
[https://www.michigan.gov/dtmb/0,5552,7-358-82548\\_13132---,00.html](https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html)
  - c. Out of state and international travel must be preapproved by the Department and itemized in the budget.

### **3.4 Federal Funding Accountability and Transparency Act (FFATA)**

1. Complete the FFATA Executive Compensation report if:

- a. The Subrecipient's federal revenue was 80% or more of the Subrecipient's annual gross revenue.
- b. Subrecipient's gross revenue from federal awards was \$25,000,000 or more; AND The public does not have access to the information about executive officers' compensation through periodic reports filed under Section 13(a) or 15 (d) of the Securities Exchange Act of 1934 or Section 6104 of the Internal Revenue Code of 1986.

### **3.5 Insurance Requirements**

1. Maintain a minimum of the insurances or governmental self-insurances listed below and be responsible for all deductibles. All required insurance or self-insurance must:
  - a. Protect the State of Michigan from claims that may arise out of, are alleged to arise out of, or result from Subrecipient's or a subcontractor's performance.
  - b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and
  - c. Be provided by a company with an A.M. Best rating of "A" or better and a financial size of VII or better.
2. Insurance Types
  - a. Under 2 CFR 200.310 subrecipients must have equivalent levels of insurance for real property and equipment purchased with federal and non-federal funds.
  - b. Commercial General Liability Insurance or Governmental Self-Insurance: Except for Governmental Self-Insurance, policies must be endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both 2010 07 04 and CG 2037 07 04. If the Subrecipient will interact with children, schools, or the cognitively impaired, the Subrecipient must maintain appropriate insurance coverage related to sexual abuse and molestation liability.
  - c. Workers' Compensation Insurance or Governmental Self-Insurance: Coverage according to applicable laws governing work activities. Policies must include waiver of subrogation, except where waiver is prohibited by law.
  - d. Employers Liability Insurance or Governmental Self-Insurance.
  - e. Privacy and Security Liability (Cyber Liability) Insurance: cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability
3. Require that subrecipients maintain the required insurances contained in this Section.

4. This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of the subrecipient from any obligations under this Agreement.
5. Each Party must promptly notify the other Party of any knowledge regarding an occurrence which the notifying Party reasonably believes may result in a claim against either Party. The Parties must cooperate with each other regarding such claim.

### **3.6 Criminal Background Check**

The National Service Criminal History Check (NSCHC) process has been written into law to protect the beneficiaries of national service, including the service recipient and those providing services. The rule that governs the execution of NSCHC screenings can be found in the [CFR 2540.201 – CFR 2540.207](#). The language contained in the CFR is the foundation of the criminal history check policies and procedures instituted by AmeriCorps the Agency.

While many organizations perform background checks, it is unlikely that an organization's standard background check process and policy would comply with the NSCHC requirements delineated in the CFR. Any staff or volunteer who is supported with payment or is used as match will be required to complete the NSCHC process. Please discuss your procedure with the MCSC Program Officer/Coordinator to ensure you are meeting the federal requirements. Failure to align with these standards could result in a disallowance of grant funds.

### **3.8. Responsibilities – Department**

The Department in accordance with the general purposes and objectives of this Agreement will:

#### **A. Report Forms**

Provide any report forms and reporting formats required by the Department at the begin date of this Agreement and provide to the Subrecipient any new report forms and reporting formats proposed for issuance thereafter at least 30 days prior to their required usage in order to afford the Subrecipient an opportunity to review and offer comment.

### **3.9 Assurances**

The following assurances are hereby given to the Department:

#### **i. Compliance with Applicable Laws**

The Subrecipient will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement. The Subrecipient will also comply with all applicable general administrative requirements, such as 200, covering cost principles, other grant/agreement requirements and audits, in carrying out the terms of this Agreement. The Subrecipient will comply with all applicable requirements in the original grant awarded to the Department. The Department may determine that the Subrecipient has not complied with applicable federal or state laws, guidelines, rules and regulations in carrying out the terms of this Agreement and may then terminate this Agreement under Part II, Section V.

ii. **Anti-Lobbying Act**

The Subrecipient will comply with the Anti-Lobbying Act (31 USC 1352) as revised by the Lobbying Disclosure Act of 1995 (2 USC 1601 *et seq.*) and Section 503 of the Departments of Labor, Health and Human Activities, and Education, and Related Agencies section of the FY 1997 Omnibus Consolidated Appropriations Act (PL 104-208). Further, the Subrecipient shall require that the language of this assurance be included in the award documents of all subawards at all tiers (including subcontracts, subgrants/subawards, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

iii. **Non-Discrimination**

1. The Subrecipient must comply with the Department's non-discrimination statement: The Michigan Department of Labor and Economic Opportunity will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The Subrecipient further agrees that every subcontract entered into for the performance of any contract or purchase order resulting therefrom, will contain a provision requiring non-discrimination in employment, activity delivery and access, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larsen Civil Rights Act (1976 PA 453, as amended; MCL 37.2101 *et seq.*) and the Persons with Disabilities Civil Rights Act (1976 PA 220, as amended; MCL 37.1101 *et seq.*), and any breach thereof may be regarded as a material breach of this Agreement.
2. The Subrecipient will comply with all federal and state statutes relating to nondiscrimination. These include but are not limited to:
  - a. Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin;
  - b. Title IX of the Education Amendments of 1972, as amended (20 USC 1681-1683, 1685-1686), which prohibits discrimination on the basis of sex;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), which prohibits discrimination on the basis of disabilities;
  - d. The Age Discrimination Act of 1975, as amended (42 USC 6101-6107), which prohibits discrimination on the basis of age;
  - e. The Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

- g. Sections 523 and 527 of the Public Health Activity Act of 1944 (42 USC 290(dd-3) and 290(ee-3)), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - h. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,
  - i. The requirements of any other nondiscrimination statute(s) which may apply to the application.
3. Additionally, assurance is given to the Department that proactive efforts will be made to identify and encourage the participation of minority-owned and women owned businesses, and businesses owned by persons with disabilities in contract solicitations. The Subrecipient shall include language in all contracts awarded under this Agreement which (1) prohibits discrimination against minority-owned and women-owned businesses and businesses owned by persons with disabilities in subcontracting; and (2) makes discrimination a material breach of contract. In addition, subrecipients must adhere to 2 CFR 200.321 Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.

#### **4.0 Debarment and Suspension**

The Subrecipient will comply with federal regulation 2 CFR 180 and certifies to the best of its knowledge and belief that it, its employees and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or contractor.
2. Have not within a five-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) or private transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2;
4. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default; and;
5. Have not committed an act of so serious or compelling a nature that it affects the Subrecipient's present responsibilities.

#### **4.1 Federal Requirement: Pro-Children Act**

1. The Subrecipient will comply with the Pro- Children Act of 1994 (PL 103-227; 20 USC 6091 *et seq.*), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by and used routinely or regularly for the provision of health, day care, early childhood development activities, education or library activities to children under the age of 18, if the activities are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children's activities that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's activities provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; activity providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, and Children (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Subrecipient also assures that this language will be included in any subawards which contain provisions for children's activities.
2. The Subrecipient also assures, in addition to compliance with PL 103-227, any activity or activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. Smoking shall not be permitted anywhere in the facility, or those parts of the facility under the control of the Subrecipient. If activities or activities are delivered in facilities or areas that are not under the control of the Subrecipient (e.g., a mall, restaurant or private work site), the activities or activities shall be smoke-free.

#### **4.2 Hatch Political Activity Act and Intergovernmental Personnel Act**

The Subrecipient will comply with the Hatch Political Activity Act (5 USC 1501-1509, 7324-7328) and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Activity Reform Act (PL 95-454; 42 USC 4728-4763). Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs.

#### **4.3 National Defense Authorization Act Employee Whistleblower Protections**

The Subrecipient will comply with the National Defense Authorization Act "Pilot Program for Enhancement of Subrecipient Employee Whistleblower Protections."

- a) This Agreement and employees working on this Agreement will be subject to the whistleblower rights and remedies in the pilot program on Subrecipient employee whistleblower protections established at 41 USC 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2012 and Federal Acquisition Regulation (FAR) 3.908.
- b) The Subrecipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 USC 4712, as described in FAR 3.908.
- c) The Subrecipient shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.



#### **4.4 Clean Air Act and Federal Water Pollution Control Act**

The Subrecipient will comply with the Clean Air Act (42 USC 7401-7671(q)) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended.

- a) This Agreement and anyone working on this Agreement will be subject to the Clean Air Act and Federal Water Pollution Control Act and must comply with all applicable standards, orders or regulations issued pursuant to these Acts. Violations must be reported to the Department.

#### **4.5 Trafficking Victims Protection Act**

The Subrecipient will comply with the Trafficking Victims Protection Act of 2000 (PL 106-386), as amended.

- a) This Agreement and anyone working on this Agreement will be subject to the Trafficking Victims Protection Act and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to the Department.

#### **4.6. Procurement of Recovered Materials**

The Subrecipient will comply with section 6002 of the Solid Waste Disposal Act of 1965 (PL115-232), as amended (only applies to states and political subdivisions of states.)

- a) This Agreement and anyone working on this Agreement will be subject to section 6002 of the Solid Waste Disposal Act of 1965 (PL 115-232), as amended, and must comply with all applicable standards, orders or regulations issued pursuant to this act. Violations must be reported to the Department.

#### **4.7 Contracts**

For any contracted activity, activity or product, the Subrecipient will ensure:

1. That a written contract is executed by all affected parties prior to the initiation of any new subcontract activity. Exceptions to this policy may be granted by the Department if the Subrecipient asks the Department in writing within 30 days of execution of the Agreement.
2. That any executed subcontract to this Agreement shall require the contractor to comply with all applicable terms and conditions of this Agreement. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement shall prevail.
3. A conflict between this Agreement and a contract, however, shall not be deemed to exist where the subcontract:
  - a. Contains additional non-conflicting provisions not set forth in this Agreement
  - b. Restates provisions of this Agreement to afford the Subrecipient the same or substantially the same rights and privileges as the Department; or
  - c. Requires the contractor to perform duties and/or activities in less time than that afforded the Subrecipient in this Agreement.

4. That the contract does not affect the Subrecipient's accountability to the Department for the subcontracted activity.
5. That any billing or request for reimbursement for contract costs is supported by a valid subcontract and adequate source documentation on costs and activities.
6. That the Subrecipient will submit a copy of the executed contract if requested by the Department.
7. The procurement contract contains the mandatory provisions in 2CFR 200 appendix B, where applicable.

#### **4.9. Procurement**

Subrecipient will ensure that all purchase transactions, whether negotiated or advertised, shall be conducted openly and competitively in accordance with the principles and requirements of 2 CFR 200. Funding from this Agreement shall not be used for the purchase of foreign goods or activities. Records shall be sufficient to document the significant history of all purchases and maintained in accordance with the record retention section of the subaward. In addition, subrecipients will adhere to 2 CFR 200.322 *Domestic preferences for procurements*.

#### **5.0 Health Insurance Portability and Accountability Act**

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) is applicable to the Subrecipient under this Agreement, the Subrecipient assures that it is in compliance with requirements of HIPAA including the following:

1. The Subrecipient must not share any protected health information provided by the Department that is covered by HIPAA except as permitted or required by applicable law; or to a subcontractor as appropriate under this Agreement.
2. The Subrecipient will ensure that any subcontractor will have the same obligations as the Subrecipient not to share any protected health data and information from the Department that falls under HIPAA requirements in the terms and conditions of the subcontract.
3. The Subrecipient must only use the protected health data and information for the purposes of this Agreement.
4. The Subrecipient must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Subrecipient's employees.
5. The Subrecipient must have a policy and procedure to immediately report to the Department any suspected or confirmed unauthorized use or disclosure of protected health information that falls under the HIPAA requirements of which the Subrecipient becomes aware. The Subrecipient will work with the Department to mitigate the breach and will provide assurances to the Department of corrective actions to prevent further unauthorized uses or disclosures. The Department may demand specific corrective actions and assurances and the Subrecipient must provide the same to the Department.

6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Part II, Section V.
7. In accordance with HIPAA requirements, the Subrecipient is liable for any claim, loss or damage relating to unauthorized use or disclosure of protected health data and information, including without limitation the Department's costs in responding to a breach, received by the Subrecipient from the Department or any other source.
8. The Subrecipient will enter into a business associate agreement should the Department determine such an agreement is required under HIPAA.
9. Subrecipient will ensure Social Security Numbers are not stored in the NetCil database system.

### **5.1 Website Incorporation**

The Department is not bound by any content on Subrecipient's website unless expressly incorporated directly into this Agreement. The Department is not bound by any end user license agreement or terms of use unless specifically incorporated in this Agreement or any other agreement signed by the Department. The Subrecipient may not refer to the Department on the Subrecipient's website without the prior written approval of the Department.

### **5.2 Survival**

The provisions of this Agreement that impose continuing obligations will survive the expiration or termination of this Agreement.

### **5.3 Non-Disclosure of Confidential Information**

1. The Subrecipient agrees that it will use confidential information solely for the purpose of this Agreement. The Subrecipient agrees to hold all confidential information in strict confidence and not to copy, reproduce, sell, transfer or otherwise dispose of, give or disclose such confidential information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such confidential information for any purpose whatsoever other than the performance of this Agreement. The Subrecipient must take all reasonable precautions to safeguard the confidential information.
2. **Meaning of Confidential Information**  
For the purpose of this Agreement the term "confidential information" means all information and documentation that:
  - a. Has been marked "confidential" or with words or similar meaning, at the time of disclosure by such party;
  - b. If disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning;
  - c. Should reasonably be recognized as confidential information of the disclosing party;
  - d. Is unpublished or not available to the general public; or

- e. Is designated by law as confidential.
3. The term “confidential information” does not include any information or documentation that was:
- a. Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
  - b. Already in the possession of the receiving party without an obligation of confidentiality;
  - c. Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights;
  - d. Obtained from a source other than the disclosing party without an obligation of confidentiality; or
  - e. Publicly available when received or thereafter became publicly available (other than through an unauthorized disclosure by, through or on behalf of the receiving party)
4. The Subrecipient must notify the Department within 1 business day after discovering any unauthorized use or disclosure of Confidential Information. The Subrecipient will cooperate with the Department in every way possible to regain possession of the Confidential Information and prevent further unauthorized use or disclosure.

#### **5.4 Reimbursement Mechanism**

All Subrecipients must register using the on-line vendor self-service site to receive all State of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits, as mandated by MCL 18.1283a. Vendor registration information is available through the Department of Technology Management and Budget’s web site:

<https://www.michigan.gov/sigmavss>. See more details regarding reimbursement in The Michigan AmeriCorps Policies and Procedures Manual.

#### **5.5. Final Obligations and Financial Status Report Requirements**

##### **1. Closeout Report**

The Michigan Community Service Commission [MCSC] annual program closeout includes two sets of procedures: one set of requirements for closing out *programmatic* activities and one for finalizing *fiscal* activities. Programmatic closeout procedures include successfully documenting progress toward stated performance measures, completion of member service terms, and related documents, and submission of all MCSC closeout forms within 90 days of the program end-date in the grant or date of termination. Fiscal closeout procedures include submission of final cash requests, AmeriCorps agency closeout forms, and final AFR within 90 days of the grant end date provided in the grant and/or grant amendment. Refer to Attachment E for more information on this process.

**5.6 Excess Funds:** If a program has drawn funds under the grant but has not expended those funds, the program will need to return the funds. Funds must be returned by check, made payable to the State of Michigan/MCSC, mailed to: SOM/

LEO, P.O. Box 30823, Lansing, MI 48909. Please attach a letter with the MCSC grant number, Grant Award number and the reason for return.

**5.7 Copyrighted or Patented Material:** If the organization secured a copyright or patent on any material or device paid for with funds awarded under this grant, the program must provide the MCSC with a written confirmation describing the specific nature of the copyright or patent obtained.

**5.8 Disposition of Equipment:** When original or replacement equipment acquired under a subaward is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, the disposition of the equipment will be made as follows:

1. Items of equipment with a current per-unit fair market value of less than \$5,000 (\$10,000 for subawards of awards received by MCSC 10/1/24 or later) may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
- 3.
2. Items of equipment with a current per-unit fair market value in excess of \$5,000 (\$10,000 for subawards of awards received by MCSC 10/1/24 or later) require a request to MCSC for disposition instructions. These items with MCSC permission may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment. See 2 CFR 200.313 regarding the deduction of the sales and handling costs.
- 4.
3. In the case where a subrecipient fails to take appropriate disposition actions, the MCSC may direct the subrecipient to take certain disposition actions.

**5.9 Final Notice of Close-Out:** Within 120 days after all subawards have been closed and the prime award has ended, MCSC will forward the required documents to the AmeriCorps agency and when approved will receive written notification that the grant award has been closed.

The closeout of a grant does not affect:

1. The requirement to retain records pursuant to the grant provisions.
2. The requirement and right for audit pursuant to the grant provisions.
3. The right of AmeriCorps or MCSC to disallow costs and recover funds on the basis of 2 CFR 200, Subpart F, or other audit/review.
4. The obligation of the subrecipient to return any funds due to MCSC or the AmeriCorps agency as a result of later refunds, corrections, cost disallowance, or other actions.

#### **6.0 Unobligated Funds**

Any unobligated balance of funds held by the Subrecipient at the end of the Agreement period will be returned to the Department within 90 days of the end of the Agreement or treated in accordance with instructions provided by the Department.

#### **6.1 Administrative/Indirect Costs**

The Subrecipient will be paid for administrative/indirect costs in accordance with the rates in the approved federal budget.

#### **6.2 Agreement Termination**

The Department may terminate this Agreement in accordance with 2 CFR 200.340 and 200.341 without further liability or penalty to the Department.

#### **6.3 Stop Work Order**

The Department may suspend any or all activities under this Agreement at any time. The Department will provide the Subrecipient with a written stop order detailing the suspension. Subrecipient must comply with the stop work order upon receipt. The Department will not pay for activities, Subrecipient's incurred expenses or financial losses, or any additional compensation during a stop work period.

#### **6.4 Final Reporting Upon Termination**

Should this Agreement be terminated by either party, within 30 days after the termination, the Subrecipient shall provide the Department with all financial, performance and other reports required as a condition of this Agreement. The Department will make payments to the Subrecipient for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Subrecipient shall immediately refund to the Department any funds not authorized for use and any payments or funds advanced to the Subrecipient in excess of allowable reimbursable expenditures.

#### **6.5 Severability**

If any part of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, that part will be deemed deleted from this Agreement and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining parts of the Agreement will continue in full force and effect.

#### **6.6 Waiver**

Failure by the Department to enforce any provision of this Agreement will not constitute a waiver of the Department's right to enforce any other provision of this Agreement.

### **6.7 Amendments**

Any changes to this Agreement will be valid only if made in writing and executed by all parties through an amendment to this Agreement. Any change proposed by the Subrecipient which would affect the Department funding of any project must be submitted in writing to the Department for approval immediately upon determining the need for such change. The Subrecipient shall, upon request of the Department and receipt of a proposed amendment, amend this Agreement.

### **6.8 Liability**

The Subrecipient assumes all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct activity delivery, to be carried out by the Subrecipient in the performance of this agreement, under the following conditions:

- A. The liability, loss, or damage is caused by, or arises out of, the actions of or failure to act on the part of the Subrecipient, any of its subcontractors, or anyone directly or indirectly employed by the Subrecipient.
- B. Nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Subrecipient or its employees by statute or court decisions. The Department is not liable for consequential, incidental, indirect or special damages, regardless of the nature of the action.

### **6.9 Clawback Clause**

Notwithstanding anything to the contrary herein, the grant shall be subject to a recoupment or clawback allowing the State at its discretion to recoup or otherwise collect any funds that are declined, unspent or otherwise misused.

### **7.0 State of Michigan Agreement**

This is a State of Michigan Agreement and must be exclusively governed by the laws and construed by the laws of Michigan, excluding Michigan's choice-of-law principle. All claims related to or arising out of this Agreement, or its breach, whether sounding in contract, tort, or otherwise, must likewise be governed exclusively by the laws of Michigan, excluding Michigan's choice-of-law principles. Any dispute as a result of this Agreement shall be resolved in the State of Michigan.

## 2025 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 2025 AmeriCorps General Terms and Conditions, are binding on the recipient.**

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### I. CHANGES FROM THE 2024 AMERICORPS GRANT TERMS AND CONDITIONS

- Replaced Portfolio Manager with AmeriCorps regional office staff throughout.
- Removed the Key Concepts of Financial Grants Management Training, moved to General Terms and Conditions.
- Removed the Fraud Awareness Training, moved to General Terms and Conditions.
- Section X.C. Increased the purchases of equipment threshold from \$5,000 to \$10,000.
- Section X.C. Changed the budget changes threshold from \$100,000 to \$250,000.
- Section XV. Updated the link to the NSCHC eCourse.



## 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 member 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 subaward for the planning of a national service program. State Service Commissions may also award planning grants as part of their Formula Cost Reimbursement prime award. Planning grants do not include member positions. Planning grants are awarded for a maximum of one year.
- C. Subrecipient** refers to an organization receiving AmeriCorps award funds and/or member 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 members into service locations. State subrecipients (programs) 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 members.
- E. Program** refers to the activities supported under the award.
- F. Service Location** is the organization where or with which a member 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 member actually serves at or with the operating site organization. A member may serve at multiple service locations, all of which must be listed in the Portal, although the program must select only one for the member's primary assignment.
- G. Member or participant** is an individual:
1. Who has been selected by a recipient or 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 member 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 Member.** Recipients and subrecipients shall identify their programs or projects as AmeriCorps programs. All agreements with subrecipients, operating sites, or service locations, related to the AmeriCorps program must explicitly state that the program is an AmeriCorps program. Similarly, recipients and subrecipients shall identify all national service members serving in their programs AmeriCorps members.
- B. The [AmeriCorps General Grant and Cooperative Agreement Terms and Conditions](#) contain all requirements for recognition of AmeriCorps Support.

### IV. **MEMBER RECRUITMENT, SELECTION, AND EXIT**

Member 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. **Member Listings/Position Descriptions in the My AmeriCorps Portal.** Programs must list all of their member 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 member to apply to serve as an AmeriCorps member is not allowed. Programs may charge application fees to prospective members 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 member. 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 members.** The My AmeriCorps Portal is the mechanism through which programs enter and update member records, including enrolling a member 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 member enrollments to be completed in the My AmeriCorps Portal no later than eight (8) days after the start date of the member. An individual is presumed to be an AmeriCorps member 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 member's start of service date indicated on the Member Service Agreement/Contract should agree with the value entered into the My AmeriCorps Portal.

- D. Notice to AmeriCorps' National Service Trust.** The recipient must notify AmeriCorps' National Service Trust, via the My AmeriCorps Portal, within 30 days of a member's completion of, suspension from, or release from a term of service. Suspension of service is defined as an extended period during which the member is not serving, nor accumulating service hours or receiving AmeriCorps benefits. AmeriCorps members must complete their own enrollment and exit forms online in the My AmeriCorps Member 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 member's term of service is approved and changed (i.e. from full-time to less than fulltime 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 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.

- E. Parental Consent.** Parental or legal guardian consent must be obtained for members under 18 years of age before members begin a term of service. Recipients may also include an informed consent form of their own design as part of the member service agreement materials.
- F. 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 members, 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 member 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](mailto:Accommodations@americorps.gov) for more information.
- G. Assigning Members 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 members within eight (8) calendar days of members' 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 member will be serving. If a member is serving at multiple service locations, the program must select as the site where the

member serves the majority of their hours as the member's primary assignment. However, all service locations must be listed in the Portal.

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

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

- I. Member Exit.** In order for a member to receive an education award from the National Service Trust, the recipient must certify to the National Service Trust that the member 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 member'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 member positions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. The recipient is responsible for ensuring that the positions do not include or put the AmeriCorps member in a situation in which the member 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 member in a position description. Position descriptions must be provided to AmeriCorps upon request. The recipient must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for an education award. In planning for the member's term of service, the recipient must account for holidays and other time off and must provide each member with sufficient opportunity to make up missed hours.

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

1. Member 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 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 [45 CFR § 2520.40](#) and [45 CFR § 2520.45](#), which relates to fundraising by members;
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 member 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 member'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 members 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 members and 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 members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

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

AmeriCorps members 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 doing engaging in any of the above activities on their personal time.

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

- D. Supervision.** The recipient must provide members with adequate supervision by qualified supervisors consistent with the approved program design. The recipient must conduct an orientation for all members: 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 member service hours are spent in education and training activities as set forth in [45 CFR § 2520.50](#).

- E. 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 member'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 grantee or subgrantee determines that its AmeriCorps members will be allowed to teleserve, the grantee must establish a policy that addresses the following:

- Written authorization of teleservice in advance
- Expectations of the communication requirements between supervisors and teleserving members
- 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 should consider updating its insurance coverage to address legal liability attribution (for the grantee or teleserving member) for incidents that occur during teleservice.

Grantee or subgrantees should be aware that their staff may be subject to legal sanctions for erroneously certifying that AmeriCorps members 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 member 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 decide to allow teleservice, they must establish a teleservice policy, be able produce it upon request, and demonstrate fidelity with the policy.



Please refer to [2023.01: AmeriCorps State and National Guidance – Teleservice](#) and [2023.04: AmeriCorps State and National Guidance – Teleservice Exceptions](#).

- F. AmeriCorps Members as Team Leaders.** Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. 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 member serving as a Team Leader be the individual legally responsible for the program or other members.

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

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

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

- H. Timekeeping.** The recipient is required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member's supervisor. This time and attendance record is used to document member 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 members are National Service Participants and not employees per 45 CFR 2510.20, there is not an expectation that the recipient track time beyond a member's AmeriCorps service. If a recipient engages an AmeriCorps member in other Federal grant activities as an employee, the member and supervisor must certify, under penalty of perjury, that the member 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 members 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 Formula-funded Professional Corps program wants to follow the timekeeping practices of its profession



and certify that members have completed the minimum required hours, excluding sick and vacation days, it must get advance written approval from the State Commission.

- I. **Jury Duty.** The grantee must allow AmeriCorps members to serve on a jury without being penalized for doing so. During the time AmeriCorps members 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.
- J. **Member Death or Injury.** The recipient must immediately report any member deaths or serious injuries to the designated AmeriCorps Regional staff.

## VI. CHANGES IN MEMBER POSITIONS

- A. **Changes that Require AmeriCorps Approval.** Circumstances may arise within a program that necessitate changing the type of unfilled AmeriCorps member positions awarded to a recipient or subrecipient or changing the term of service of a currently enrolled member. Note that once a member 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' Office of Grant Administration 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. A change in the number of member service year (MSY) positions in the award and
  - 2. A change in the funding level of the award.
- B. **Changing Types of Unfilled member positions.** Recipients or subrecipients may change the type of member 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 member positions may be made by the recipient directly in the My AmeriCorps Portal.

- C. **Changing a Term of Service for an enrolled Member.** Changes in terms of service for enrolled members 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 members to less than fulltime members. 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 members unless they are serving in a full-time capacity (see section VIII.D. and E.). Recipients and subrecipients may not transfer

currently enrolled full-time members to a less than full-time status simply to provide the member a less than full-time education award.

2. Less than Full-time. AmeriCorps discourages changing less than full-time members to full-time because it is very difficult to manage, unless done very early in the member'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 member's minimum 1700 hours must be completed within 12 months of the member's original start date.

- D. Refilling Member 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 member positions are allowed to replace any member who terminates service before completing 30 percent of his/her term provided that the member who is terminated is not eligible for and does not receive a pro-rated education award. Programs may not refill the same member 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 member positions; or
2. The number of refills reaches five percent of awarded member positions.

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

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

Moving member positions from one formula prime grant to another formula prime grant requires prior approval, via amendments to both prime grants.

- F. Notice to Childcare and Healthcare Providers.** Recipients and subrecipients must immediately notify AmeriCorps' designated agents, in writing, when a member'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 members 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 member'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 member does not successfully complete their term of service for reasons other than compelling personal circumstances. Therefore, it is possible for a member to receive a satisfactory performance review and be released for cause. For example, a member 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 member requests it. The program cannot require a member to justify wanting to leave a term of service for pregnancy. Likewise, a program cannot require that a member leave their term of service due to a pregnancy. A full-time member might qualify under the Family Medical Leave Act if the member is covered, or the program could suspend the member so that the member 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 members (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 member 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 member's service ceases.

If a member 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 member. Similarly, if a member is selected after the program's start date, the recipient must provide regular living allowance payments from the member's start date and may not increase the member'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 members, 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 members.

**B. Waiving the Living Allowance.** If a living allowance is paid, a member 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 member 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 member is eligible to receive will be deemed available. A member 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 member 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 members, including coverage of members 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 members from FICA requirements, the recipient must pay FICA for any member receiving a living allowance. The recipient also must withhold 7.65% from the member's living allowance.
3. Income Taxes. The recipient must withhold Federal personal income taxes from member living allowances, requiring each member 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 members. 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 members 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 members 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 members covered under a collective bargaining agreement, the recipient must provide, or make available, healthcare insurance to those members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the member begins their term of service. The recipient must also provide, or make available, healthcare insurance to members serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. AmeriCorps will not cover healthcare costs for dependent coverage.

Less-than-full-time members 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 members serving in a full-time capacity, but they are not required to do so. For purposes of this provision, a member is serving in a full-time capacity when his/her regular term of service will involve performing service on a normal full-time schedule for a period of six weeks or more. A member may be serving in a full-time capacity without regard to whether his/her agreed term of service will result in a full-time Segal AmeriCorps Education Award.

Any of the following health insurance options will satisfy the requirement for health insurance for full-time AmeriCorps members (or less than fulltime members 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 members 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 members 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. Members 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)).

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

Coverage effective date is prospective based on the date of plan selection. Members can also visit [healthcare.gov](http://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 members for

monthly premiums. Reimbursements for health insurance premiums are considered taxable income for the member, 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 member during the period of absence. The member may be suspended (via compelling personal circumstances) during the period of temporary leave. If suspended, the member 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 member's service experience and on the overall program. If the disruption would seriously compromise the member's service experience or the quality of the program as a whole, then the grantee may offer the member 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 members that have served for more than 12 months and at least 1,250 hours when the grantee has 50 or more employees/members 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 for 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 members 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 members 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 member 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 member's status changes in a manner that affects the member's eligibility for childcare. After five days, the recipient will be liable for any erroneous payments made to a childcare provider for an AmeriCorps member ineligible to receive AmeriCorps childcare benefits. Examples of changes in status include: changes to a member's scheduled service so that they are no longer serving on a full-time basis, terminating or releasing a member from service, suspending a member for cause for a lengthy or indefinite time period, temporarily suspending a member for cause and/or other disciplinary actions, and/or any other change in the member'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 Members 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 members' AmeriCorps service as a result of discharging responsibilities related to their reservist duties. If members 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, members 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 members for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps service. The member 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 member 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 member 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. MEMBER RECORDS AND CONFIDENTIALITY**

**A. Recordkeeping.** The recipient must maintain records, including the position description, sufficient to establish that each member was eligible to participate, and that the member successfully completed all program requirements. A program may store member 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\(c\)](#). Programs that receive notice that one of their members was not verified – either the member'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 members to certify their high school status. Such certification fulfills the recipient's verification requirement to obtain and maintain documentation from the member relating to the member's high school education. If the member 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 Member Information.** The recipient must maintain the confidentiality of information regarding individual members. The recipient must obtain the prior written consent of all members 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 member information to AmeriCorps and its designated contractors. The recipient must permit a member who submits a written request for access to review records that pertain to the member 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 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.** The recipient 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 member 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, member 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 Formula Programs.** State Commissions are responsible for approving the above changes for state formula programs.

**C. Budgetary Changes.** The recipient must obtain the prior written approval of AmeriCorps' Office of Grant Administration 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 \$10000 using award funds, unless specified in the approved application and budget.
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. 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. 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 the Office of Grant Administration (OGA) has been received via a Notice of Grant Award. Programmatic changes also require final approval of AmeriCorps' OGA after written recommendation for approval is received from the AmeriCorps' Regional staff.

**E. Exceptions for Fixed Amount Awards.** Recipients with Fixed Amount awards are not subject to the requirements in Section C., Budgetary Changes, above.

## 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 member 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 member enrollment period is the time period during which a program may enroll individuals as AmeriCorps members. The enrollment period for subrecipients and operating sites may not exceed one year.

## **XIII. 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 members 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.

**D. Full-Cost and Professional Corps Fixed Amount Awards.** The recipient must notify its AmeriCorps Regional staff if it earns program income in excess of the amounts needed to cover all expenditures under the award. The AmeriCorps Regional staff will determine the disposition of the excess program income.

#### **XIV. SAFETY**

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

#### **XV. NATIONAL SERVICE CRIMINAL HISTORY CHECK TRAINING**

All recipients and 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 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://americorpsonlinecourses.litmos.com/>. Each grant recipient and 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 subrecipient. The grant recipient and 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 subrecipients should save certificates of completion from each year as grant records.

#### **XVI. DEVELOPING POLICIES AND PROCEDURES TRAINING FOR AMERICORPS STATE AND NATIONAL GRANTEES**

All recipients and 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 subrecipients are aware of policy and procedures requirements. The AmeriCorps eCourse can be found at: <https://americorpsonlinecourses.litmos.com/course/10732704>

Each grant recipient and subrecipient must identify at minimum one staff person to fulfill this requirement on behalf of the grant recipient or subrecipient. The grant recipient or 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 subrecipients must save certificates of completion from each year as grant records.

## **XVII. FIXED AMOUNT AWARDS**

Fixed Amount awards are not subject to the cost principles in 2 CFR, Part 200, Subpart E. Fixed Amount awards must comply with the remaining provisions of 2 CFR Part 200, including Subpart F relating to audit requirements. Fixed Amount awards include Education Award program (EAP) Fixed Amount awards, Professional Corps Fixed Amount awards, and Full-cost Fixed Amount awards.

For Education Award programs (EAP), the fixed federal assistance amount of the award is based on the approved and awarded number of full-time members specified in the award. For full-cost and Professional Corps Fixed Amount awards, the fixed federal assistance amount of the award is based on the approved and awarded numbers of full-time members and the members' completion of their terms of service.

For EAPs, the final amount of award funds that the recipient may retain is dependent upon the recipient's notifying AmeriCorps' National Service Trust of the members that it has enrolled. All EAP members must carry out activities to achieve the specific project objectives as approved by AmeriCorps. At closeout, AmeriCorps will use the Fixed Award Certification submitted by prime grantees that certifies all funds drawn do not exceed the amount earned based on the number of members enrolled.

For full-cost and Professional Corps fixed amount awards, the recipient may draw funds from the HHS Payment Management System based on the number of members who complete a full term of service or if the member leaves before completing service, a pro-rated amount based on hours served. At closeout, AmeriCorps will use the Fixed Award Certification submitted by prime grantees that certifies all funds drawn do not exceed the amount earned based on the number of hours served by the members.

## **XVIII. EVALUATION PLANS**

If an AmeriCorps State competitive 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 when they re compete for competitive AmeriCorps funding for the same project. The evaluation plans are reviewed and approved by AmeriCorps. Any evaluation plan that is not approved in its first submission must be revised and resubmitted for approval. The evaluation plan must receive final approval by AmeriCorps no later than August 31 of the year following the grant award. More information on AmeriCorps State and National evaluation requirements is available at [State and National Direct Grantees | AmeriCorps](#).

# DRAFT

## PART I - FACE SHEET

### APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application ☒ Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

16-DEC-24

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

25AC269691

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

21ACCM0010015

#### 5. APPLICATION INFORMATION

LEGAL NAME: CITY OF ANN ARBOR

UEI NUMBER: R9C4BRD4M7L9

ADDRESS (give street address, city, state, zip code and county):

301 E Huron St  
Ann Arbor MI 48104 - 1908  
County: Washtenaw

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Margaret Halpern

TELEPHONE NUMBER: (734) 794-6000 43733

FAX NUMBER:

INTERNET E-MAIL ADDRESS: mhalpern@a2gov.org

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

386004534

7. TYPE OF APPLICANT:

7a. Local Government - Municipal

7b. Local Government, Municipal

8. TYPE OF APPLICATION (Check appropriate box).

☐ NEW ☐ NEW/PREVIOUS GRANTEE

☒ CONTINUATION ☐ AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):

A. AUGMENTATION

B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

**Corporation for National and Community Service**

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006

10b. TITLE: AmeriCorps State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Ann Arbor Climate Corps

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

City of Ann Arbor, MI

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 09/01/25 END DATE: 08/31/26

14. CONGRESSIONAL DISTRICT OF: a.Applicant  b.Program

15. ESTIMATED FUNDING: Year #:

a. FEDERAL \$ 249,843.00

b. APPLICANT \$ 397,819.00

c. STATE \$ 0.00

d. LOCAL \$ 0.00

e. OTHER \$ 0.00

f. PROGRAM INCOME \$ 0.00

g. TOTAL \$ 647,662.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

☐ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

☒ NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES if "Yes," attach an explanation. ☒ NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Margaret Halpern

b. TITLE:

c. TELEPHONE NUMBER:

(734) 794-6000 43733

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

03/19/25

## Narratives

### Executive Summary

The City of Ann Arbor will have 10 AmeriCorps members who will build local capacity while supporting neighborhood-focused decarbonization and resilience-building initiatives in Ann Arbor. At the end of the first program year, the AmeriCorps members will be responsible for educating 1,000 individuals, with 700 individuals committing to engage in city decarbonization programs and 500 individuals committing to take an action to reduce climate pollution in their homes (as evidenced from pre and post-survey results), and improving stewardship of 150 acres of public land in underserved neighborhoods. In addition, the AmeriCorps members will leverage 20 volunteers, who will support community outreach, decarbonization assessments, and stewardship. The AmeriCorps investment will be matched with \$428,072 in local funding.

### Rationale and Approach/Program Design

The Need: Climate change is having immediate and significant impacts on Ann Arbor - from a 44% increase in annual precipitation which is causing massive amounts of flooding, to extreme temperature changes and prolonged heat waves which are destroying infrastructure and causing severe public health impacts [Ann Arbor, 2019]. Considering this and the global imperative to deeply and urgently reduce global greenhouse gas emissions [Science, 2019], in November 2019, Ann Arbor City Council unanimously adopted the goal of community-wide carbon neutrality in a just and equitable way by the year 2030 [MLive, 2019]. Seven months later, the City Council unanimously adopted the plan to achieve that goal, known as A2ZERO [MLive, 2020].

A2ZERO lays out seven strategies and 44 actions that are necessary to achieve a just transition to community-wide carbon neutrality, with many actions focused on the residential sector given this sector contributes over ¼ of Ann Arbor's total greenhouse gas emissions [Ann Arbor, 2020]. With over 50,000 housing units, engaging a majority, let alone all Ann Arborites in climate action is a herculean task. And engaging folk simply is not enough -- we need to support them in acting. To get residents to do this at a scale that demonstrably reduces greenhouse gas emissions and increases resilience, time must be spent educating, engaging with, and helping individuals understand their unique opportunities to improve comfort, enhance health and safety, reduce energy bills, enhance resilience, and address the climate crisis.

The Intervention: Equitably addressing the climate crisis by 2030 requires significant education, engagement, and capacity building. But local governments are notoriously terrible at designing, executing, and evaluating meaningful public education and engagement campaigns...despite our best

## Narratives

efforts. That's why we propose using Members to educate residents deeply and regularly about the strategic opportunities they have to save money and address the climate crisis. This will be done by turning the Members into an educational brigade that knocks on residents' doors, hosts events in neighborhoods, teaches folk about individual and collective climate action, helps support natural systems and neighborhood stewardship, and directs residents to resources and support services so that they become part of the local climate movement. This education is necessary and currently lacking across the entirety of the city, and where it exists is largely in affluent, predominately white households. To equitably address the climate crisis, all Ann Arborites, especially Black, Indigenous, and People of Color need to be centered and provided opportunities to reap the multitude of benefits associated with climate action.

That is why we propose leveraging the passion of 10 AmeriCorps Members to support two critical prongs of local climate action: 1) community education; and 2) natural areas stewardship. Each of these interventions will begin in frontline and fenceline neighborhoods in Ann Arbor, areas that are disproportionately impacted by climate change and have lower access to market-based opportunities to lower energy consumption, improve indoor health, safety, and comfort, and enhance the natural systems in their neighborhoods. The CDC Social Vulnerability Index, in addition to the Washtenaw County Opportunity Index and Headwaters Economics Neighborhoods at Risk mapping tool will be used to identify target geographies for education, given the clear overlap of these tools with the goals of equitable decarbonization. Through work in these target areas, the Members will get 700 individual residents to commit to engaging in city decarbonization programs and 500 individuals committing to take an action to reduce climate pollution in their homes, all while improving 150 acres of natural systems in vulnerable communities through increased stewardship. By doing this, the members will collectively set the city on a pathway to reduce long-term emissions by 10% from a 2019 baseline and significantly lower flooding risk in vulnerable areas. These output and outcomes targets were established by analyzing what was needed to scale this intervention to the whole City as well as what was feasibly achievable in a one-year period.

COMMUNITY EDUCATION: Members will conduct 2 types of sustained education activities -- General Education and Decarbonization Assessments that lead to individuals making new commitments to sustainability-related action while also demonstrating new knowledge about climate impacts and opportunities in Ann Arbor. Both types of educational activities will be centered in frontline and fenceline communities, starting in the Bryant neighborhood of Ann Arbor and Affordable Housing Commission sites, where most residents live below the federal poverty level. A



## Narratives

community education strategy will be developed to guide both types of activities, however, this strategy will be iterative, leaving space for real-time adjustments as needed.

General Educational activities will focus on providing residents with new knowledge and information about local climate impacts, plans, and actions they can be taken in their own lives to address the climate crisis (and receive a multitude of co-benefits). General Educational activities will include the creation of flyers, mailers, leave-behind handouts, slide decks, stump speeches, interactive games, and general talking points. These different educational pieces will be delivered, as appropriate, through door knocking in frontline neighborhoods, tabling at the Ann Arbor Farmers Market, co-hosting neighborhood block parties, at city-focused events, at events hosted by A2ZERO Collaborating organizations, and in partnership with the Freeman Environmental Education Center which engages students in K-12. Every week there will be at least 3 general educational activities the Members undertake with a dosage of 8.5 hours/person for setup and delivery of programming.

Decarbonization Assessment Education will focus on getting residents to sign-up for a free A2ZERO Decarbonization Assessment. This assessment was designed by the residents of Bryant, a frontline neighborhood in Ann Arbor where 75% of the residents live below the federal poverty level, to holistically identify opportunities for improving health, safety, indoor air quality, comfort, and addressing the climate crisis. Members will be trained on the assessment so that they are able to discuss its value with residents. Members will then engage in one-on-one conversations with residents through door knocking, tabling at neighborhood events, and through partnerships with community-based organizations where Members spend time at trusted community sites. During these engagements, Members will educate residents about the Decarbonization Assessment and will register interested residents to receive the free assessment. Members will also be available to meet with residents to discuss the results of the Decarbonization Assessment, helping point residents to programs, rebates, and incentives available across the federal, state, and local levels to make identified improvements. In this way, the Members will be educating and supporting residents with identifying and implementing their most appropriate decarbonization solutions. The dosage for decarbonization education is 12.75 hours per person for setup and delivery of assessments.

Community education outcomes will be measured in 2 ways. General Educational program outcomes will be measured through the administration of a short pre-and post-educational survey delivered when a Member first starts engaging with a resident and at the end of that engagement. The survey will assess the level of knowledge resident's have regarding A2ZERO and of the City's climate programs. The survey will also assess how likely residents are to engage in a City climate program

## Narratives

before and after the Member educational interaction. Decarbonization Assessment outcomes will be evaluated using a resident survey measuring the likelihood that residents would take actions to improve the sustainability of their homes before administration of a Decarbonization Assessment compared to willingness to act after receiving the Assessment results. In this way, we will be able to gather real-time information on how effective Member education activities are and make adjustments to maximize their impact. Approximately 60% of the Members' time will be spent on educational activities.

**STEWARDSHIP:** The second intervention is natural areas stewardship. Through this activity Members will participate in invasive species removal, prescribed fire burns, trail construction, tree plantings, activities to manage stormwater runoff, native species propagation, and other activities to restore and maintain natural systems in highly vulnerable neighborhoods of the City, including frontline neighborhoods, areas prone to flooding, and areas with a high preponderance of invasive species. This work will be coordinated by the Office of Sustainability and Innovations and the City's Natural Area Preservation unit. This activity gives Members a chance to combine the human and physical infrastructure work done in the Educational tasks above with natural systems management - providing a holistic and well-rounded approach to local climate action and resilience building. 10% of Members' time will be spent on this task, which will lead to 150 acres of stewarded land. This equates to a dosage of 11.3 hours per acre treated.

**OUTCOMES.** In the short-term, this project will lead to: 1) 700 of individuals demonstrating an increased intention to engaging in climate action; 2) 500 individuals completing the free A2ZERO assessment and committing to take an action to reduce climate pollution in their homes; and 3) 150 acres of public land in underserved neighborhoods in full stewardship. Over the medium-term, the Members interventions will result in a 10% annual increase in zero carbon and electrification equipment (e.g., heat pumps, electric hot water heaters, solar panels, battery storage systems) installed from a 2022 baseline, and a 10% increase in the carbon sequestration of actively managed natural lands from a 2022 baseline. Over the long-term, Ann Arbor is on track for a 10% reduction in annual greenhouse gas emissions through building decarbonization, individual behavior change, and increased carbon sequestration on public lands. And, community members, particularly frontline community members, are more actively engaged in climate efforts, thereby fostering greater community well-being, preparedness, and long-term quality of life improvements for Ann Arbor and Michigan as a whole. These outputs and outcomes align with National Performance Measures EN3, EN3.2, EN4, and EN4.1.

## Narratives

EVIDENCE BASE. As this is a new AmeriCorps program and we are developing a new intervention, this program falls into the pre-preliminary level of evidence. As designed, the program focused on two areas that have a strong historical evidence base in the AmeriCorps program: education and environmental stewardship [AmeriCorps, 2021].

While the City of Ann Arbor's Office of Sustainability and Innovations has never had an AmeriCorps Members, the City does have significant anecdotal evidence of the impact educational activities have on action [Ann Arbor, 2020; 2021]. For example, for two years the City has worked with residents in the Bryant neighborhood to make this the most sustainable low-income neighborhood in America. Through individual education and outreach, neighborhood events, and the leveraging of trusted institutions, we've been able to engage deeply with over 25% of all residents, assisted 10% with receiving a free A2ZERO Decarbonization Assessment, and helped four households implement actions that are improving indoor air quality, lowering energy bills, and improving comfort. And we've just secured a grant to help 20 more households make improvements identified in their customized A2ZERO Decarbonization Assessment. This work has only been possible through personalized education and outreach - the exact interventions proposed for the 10 AmeriCorps Members.

As further justification for the proposed intervention, work by researchers like Kolenaty et al., found that providing stakeholders with "sufficient climate change knowledge... positively influenced participants self-efficacy and willingness to act." [Kolenaty et al., 2022]. And Cordero et al. found that sustained sustainability-focused education led to individuals taking more pro-environmental actions [Cordero et al., 2020]. Additionally, Kolleck et al., found that social networks, especially those composed of individuals not assumed to be influential in sustainability fields, including neighbors and community organizations, were effective educators about climate change opportunities [Kolleck et al., 2017]. We've reviewed and have leveraged these, and other, research findings to design our specific Member interventions, with a heavy focus on customized educational outreach techniques and content that directs people to programs that provide specific actions they can take to save money and address the climate crisis. Finally, in designing our application, we reviewed and designed our proposed interventions to mirror those that had a strong history of success as noted in CNCS' Evidence Briefs. For example, our proposed work in stewardship focuses on natural habitat restoration, invasive species coverage reduction, managing stormwater runoff, and native species propagation, all of which have a strong evidence base via historical CNCS interventions. For educational interventions, we are focusing on delivering one-on-one individualized support to community members, providing coaching services, structured yet customizable information and pathways for action, provision of data-driven

## Narratives

recommendations, regular interaction opportunities, and support with finding and implementing solutions, which are successful techniques in other CNCS' funded programs.

**NOTICE PRIORITY.** This proposed program fits within the AmeriCorps environmental stewardship priority area, especially the focus on reducing greenhouse gas emissions, helping communities become more resilient, especially in underserved households and communities.

**MEMBER EXPERIENCE.** To recruit Members, we will work directly with our community-based organizations, especially Community Action Network and the Ann Arbor Housing Commission, that work in frontline communities. In this way, we hope to both recruit Members from low-income and BIPOC communities, the very communities we seek to serve, while also building awareness about the program and enhancing the diversity of our team. We will also post the opportunity through our A2ZERO Collaborators Network, with our local community colleges, and on traditional City recruitment channels with an explicit line in the job application that "applicants from a diverse background are highly encouraged to apply." Additionally, will offer a higher living allowance to try and recruit individuals from more diverse backgrounds and support member retention. And, before posting the opportunity, we will work with our Director of Organizational Equity and the City's Equitable Engagement Steering Committee (composed of residents) to co-develop a job description and posting strategy that does not inadvertently disenfranchise or exclude frontline populations.

Once hired, all Members will undertake the City's standard equity, safety, policy, and financial management trainings. We will also train all Members on the A2ZERO plan, the work of the Sustainability Office, and the living educational and engagement strategy for the Office. We will also train all Members on project management, equip them with the City's project management tools, and provide weekly individual and daily team check-in meetings to ensure everyone is engaged, problems are quickly identified, and collective solutions established. Combined, these experiences will help foster leadership skills such as active listening, adaptive management, co-designing techniques, and time management skills - skills highly desired by sustainability-related employers. Moreover, we will set aside funding to send the members to a training or conference of their choice, helping them continue growing and learning about topics of interest to them and helping them network with other professionals.

Importantly, our AmeriCorps Members will be provided the opportunity for occasional service outside the focus of this program in order to better understand and benefit their community and to participate in National Days of Service. This may also include service opportunities identified through the MCSC's volunteer platform to increase and improve skills that will be valued by future employers.

## Narratives

These hours may be counted toward the member's term of service if they do not interfere with their normal service hours or conflict with prohibited activities, and the service is approved by the program director.

### **Organizational Capability**

The City of Ann Arbor's Office of Sustainability and Innovations is prepared to dedicate the collective resources (staff, equipment, workspace, training, and mentorship) necessary to ensure the 10 Members have a fulfilling, enriching, and impactful experience.

ORGANIZATIONAL BACKGROUND AND STAFFING. The City has extensive experience working with paid interns, including providing job training, cultural immersion, and professional development opportunities, which are experiences that will be instrumental in working with the Members. Additionally, the City will dedicate one full-time coordinator in the Office of Sustainability and Innovations that will work directly with the Members. The Coordinator will provide direct supervision, coordinate workplans, and provide general professional development support for Members. The Coordinator will also ensure all Members receive training on A2ZERO, Equity Foundations Training (given that equity is one of three core values of A2ZERO and the Office of Sustainability and Innovations), and training on City rules and policies, as noted below. In addition to a dedicated Coordinator, 10% of the Director of Sustainability and Innovations time will be directed to ensuring the Members work aligns with Office priorities and to providing programmatic support. 25% of a Sustainability Manager's time will be dedicated to overseeing technical content and training for the Members, ensuring compliance with policies and procedures, and conducting all requirement reporting and tracking. Additionally, 20% of the Natural Area Preservation (NAP) Field Supervisors time will be allocated to support the Members with stewardship activities and 5% of the NAP Manager will be allocated to providing strategic programmatic support and guidance on stewardship-related activities. Of the staff the Members will interact with, the majority live within the City of Ann Arbor (aka, the community being served) meaning they have first hand knowledge that can aid the Members with ensuring a constructive experience.

COMPLIANCE AND ACCOUNTABILITY. The City of Ann Arbor has extensive Administrative Rules and Policies that ensure effective monitoring and oversight of funds, adherence to organizational policies, and training on best governance practices. All Members will receive training on these Rules and Policies, including safety training, financial training, and non-discrimination training, and will receive guidance on where to go for more information or report violations. Additionally, the City hires a third-party to conduct annual budgetary audits and ensure compliance

## Narratives

with all external funding The AmeriCorps program will be included as part of this audit. The City also administers a public website entitled "Ann Arbor Citizen Guide to Finance and Budget" where residents can see all receipts, bills, and expenditures of the City, as well as the entire City budget as approved by Council. This powerful transparency tool also helps avoid fraud, waste, and mismanagement of funds. The City also has a dedicated finance department that uses Logos.net to automatically track all City expenditures and alignment with budgets and Ultipro to track timesheet reporting and avoid timekeeping fraud.

For this proposal, the Program Manager's time will be dedicated to working with the City's finance department to ensure compliance with AmeriCorps rules and regulations. The Manager will work in tandem with the Project Coordinator to ensure all Members are trained on City administrative policies, including APP 513: Fraud in the Workplace -- which details what fraud is, how to detect and prevent it, and how to report it (among other things).

MEMBER SUPERVISION. As noted above, Members will receive direct supervision from a dedicated Program Coordinator in the Office of Sustainability and Innovations. This individual will go through all available AmeriCorps training but will also receive project management training to ensure they have the skills and tools necessary to make the Members experience fruitful and productive. Members will meet with the Coordinator daily in all-team check-ins and bi-weekly in one-on-ones to dive more deeply into relevant topics. These meetings will mostly be in person but there may be times when virtual meetings are necessary due to field work. The Program Coordinator will receive additional management training to ensure they are able to provide a strong experience for the Members. This includes participating in trainings from the MI Community Service Commission, Urban Sustainability Directors Network leadership trainings, and LinkedIn leadership trainings curated by the Office of Sustainability and Innovations Director. The Coordinator will also review and be expected to follow all guiding documents from the MCSC and the AmeriCorps agency.

### Cost Effectiveness and Budget Adequacy

See budget

### Evaluation Summary or Plan

NA

### Amendment Justification

NA

## Narratives

### Clarification Summary

2025-2026 Clarification Summary:

Question - Budget: If carry forward funds are included in your proposed budget, please remove them.

Response: There are no carry forward funds in the proposed budget.

Question - Budget: I.B. Personnel Fringe Benefits: Please provide a calculation for the benefits line item. If the rate exceeds 30%, please itemize all costs and list what items are covered.

Response: The City of Ann Arbor's finance department is not able to provide line item calculations for personnel fringe benefits, as each member of city staff has a different benefits package. Ann Arbor's two previous applications were accepted with the Personnel Fringe Benefits as a set 30%.

Question - Budget: Section I.H. Evaluation: The budget narrative references an evaluation consultant, but the program narrative does not include any justification for these costs. Please revise the budget to remove the costs or provide an explanation in the Clarification Summary narrative.

Response: The program will use the budget allocated for evaluation to hire a consultant to review the program as we prepare to develop our next grant application. The evaluation will review the structure of the program as well as the impact of the program activities on the goals of the Office of Sustainability & Innovations.

Question - Budget: Section II.B. Member Support Costs: Since health care was only budgeted for a percentage of full-time members, please confirm all FT members will have access to health care if requested. You can confirm this in the Clarification Summary narrative.

Response: All members are eligible for healthcare through the program. The calculation in the budget is based on the number of members who have opted for coverage from the program in previous program years. If a larger number of members were to need coverage, the program would revise the budget to ensure the need was fully met within the budget.

## Narratives

24-25 Clarification Summary:

Question: Budget Section I.C. Explain Member Travel costs

Response: At times, members are required to travel in their own vehicles as part of their service activities, such as travel to off-site events, transportation of supplies, or providing transport as part of an activity. Travel funds are for reimbursement of mileage for members

Question: Budget: Section I.E. Supplies: Please confirm no single supply item exceeds \$1,000

Response:

In alignment with 2023-2024 Budget, costs for computers was moved to Other Program Costs. Computers are not a consumable supply or material given to members. Computers are City property temporarily assigned to members for use during the service term. The fees associated with each computer are calculated by the City Finance department and represent costs associated with purchase, depreciation, replacement, software licensing, security features, network usage, and maintenance. The fee is not a reflection of the purchase price of individual devices.

2023-2024 Clarification Summary:

Question: lease explain whether member positions (slots) being requested as part of this application are also duplicated in any other application currently under review by AmeriCorps. If applicable, indicate how many slots are duplicated and the application(s) in which duplicated slots are requested.

Response: The requested member positions (slots) are not part of any other application currently developed or under consideration. Support for these positions has only been requested through AmeriCorps.

Question: 1) Your estimated unrestricted revenue is less than your expenses in at least 2 of the last 3 years and your organization has the capacity to raise the required match to operate your program.

Response: We do not anticipate any revenue from this program so our revenue in all years is less than



## Narratives

expenses from the program. And, we do have the required match through a voter passed local Community Climate Action Millage (tax) that passed in November of 2022. The Administrator has approved using a portion of this new revenue to meet the match requirements of this program.

Question: 2) The amount of federal funds requested is less than your total revenue, if not, please provide to AmeriCorps an explanation of your plans to effectively manage an expansion of this size.

Response: Yes, the amount of federal funds requested is less than the total revenue for the City and for the Office of Sustainability and Innovations. The budget for the City, inclusive of the budget for the Office of Sustainability and Innovations, can be found at:

<https://www.a2gov.org/departments/finance-admin-services/financial-reporting/budget-guide/Pages/BudgetPublicProcess.aspx>

Question: 3) Your organization has more one month of cash and investments on hand, if not, please provide to AmeriCorps assurance that your organization has the capacity to raise the required match to operate your program.

Response: Yes, the City of Ann Arbor has more than one month of cash and investments on hand. The City has a policy to maintain at least 12% of the City's budget in fund balance. You can see our fund balance at: <https://www.a2gov.org/departments/finance-admin-services/financial-reporting/budget-guide/Pages/FundBalance.aspx>.

Question: 4) Your liabilities are less than 75% of your organization's assets, if not, please provide assurance to AmeriCorps that your organization will not let this impact your AmeriCorps grant.

Response: Yes, the City's liabilities are less than 75% of the organization's assets. A full and transparent accounting of the City's budget, including debt, expenditures, revenue, and each fiscal year's budget can be found at: <https://www.a2gov.org/departments/finance-admin-services/financial-reporting/budget-guide/Pages/FrequentlyAskedQuestions.aspx>

## Narratives

### Continuation Changes

Year Two Continuation Changes for 2024-2025

#### Budget Changes

Personnel - changes were made to more accurately represent staff roles and salaries.

Supplies - cost of gear was increased, computer budget was corrected

Contractual and Consult Services were eliminated

Living Allowance was increased to reflect the increased maximum allowed

for 2024-2025, the CNCS share was increased to \$248,653 and the Grantee Share was reduced to \$422,839.

#### Year 3 Continuation Changes for 2025-2026 Budget Changes:

Personnel Expenses: Personnel expenses for NAP were removed to reduce the number of positions covered by NSCHC, changes were made to the remaining personnel to update current staffing positions and salaries.

Member Living Allowance: was raised to \$34,600

Member Support Costs: FICA and Worker's Comp were increased due to increase in Living Allowance; Health Care was increased to reflect updated costs.

Other Program Operating Costs: Background fees were increased to align with use of Truescreen for all checks and 1% of total CNCS share was allotted to a new member support and timekeeping platform.

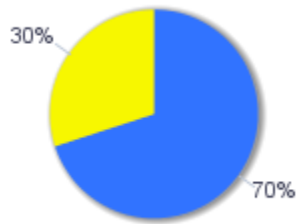
Reductions were made to Supplies and Member Trainings to accommodate these increases.

For 2025-2026, the CNCS share is increased to \$249,843 and the Grantee Share reduced to \$397,819

### Grant Characteristics

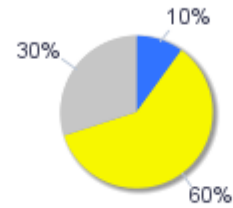
## Performance Measures

**MSYs by Focus Area**



■ Environmental Stewardship:7 ■ Other Community Priorities:3

**MSYs by Objective**



■ At-Risk Ecosystems:1 ■ Awareness & Stewardship:6  
■ Other:3

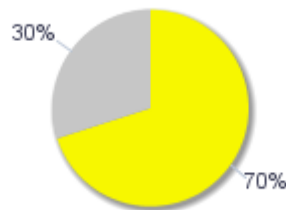
**Table1: MSYs by Focus Areas**

Focus Area	% MSYs
Environmental Stewardship	70%
Other Community Priorities	30%

**Table2: MSYs by Objectives**

Objectives	%MSYs
At- Risk Ecosystems	10%
Awareness & Stewardship	60%
Other	30%

**% of MSY NPM VS Applicant VS Not in ANY**



■ Applicant:0 ■ National:7 ■ Not in ANY:3

**Table3: %MSYs by NPM vs.Applicant vs. Not in ANY**

% MSYs	NPM	Applicant	Not in ANY
	70%	0%	30%

**Table4: No of MSY and Members by Objective**

Objectives	No of MSYs	No of Members
At- Risk Ecosystems	1.00	10
Awareness & Stewardship	6.00	10
Other	3.00	10
Total	10.00	30

Primary Focus Area: Environmental Stewardship  
 Primary Intervention: Education/Training  
 Secondary Focus Area: Environmental Stewardship  
 Secondary Intervention: Climate Change Intervention

# DRAFT

Performance Measure: Climate Educational Campaigns

Focus Area:	Environmental Stewardship	Objective:	Awareness & Stewardship	No of MSY's:	6.00	No of Members:	10
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## Problem Statement:

Climate change is having immediate and significant impacts on Ann Arbor – from a 44% increase in annual precipitation which is causing massive flooding events, to extreme changes in temperature leading to public health ramifications and deteriorating infrastructure. In response to this urgent need, Ann Arbor City Council, under the direction of the public, has set the goal of achieving a just transition to community- wide carbon neutrality by the year 2030 (known as A2ZERO). Given that 67% of local greenhouse gas emissions come from the built environment, a significant emphasis needs to be placed on reducing emissions from buildings. Achieving this unanimously adopted Council goal necessitates that all residents are part of the climate movement and implementing collective actions that drive emissions downward while enhancing community resilience. But the capacity to engage with all community members (let alone a majority) is non- existent. Instead, current staff end up engaging with those that are already taking action and failing to create a broader movement that centers the needs, lived experiences, and opportunities of frontline communities.

## Selected Interventions:

Climate Change Intervention  
Education/Training

## Describe Interventions:

To build community member engagement in A2ZERO goals and to spur individual action, AmeriCorps members will coordinate and deliver two forms of decarbonization education.

a) A2ZERO Community education: General group educational programs to increase understanding of decarbonization goals and resources intended to foster broad- based decarbonization action among community members

Dosage: average of 8.5 hours / per person for setup and delivery of programming.

b) A2ZERO Decarbonization assessments: one- one- one building decarbonization assessments that document potential energy saving opportunities, and identify rebates, and provide guidance on how to implement identified solutions. intended to accelerate adoption of decarbonization systems and

Dosage: 12.75 hours / per person for setup and delivery of assessments.

## EN3 Output:

EN3: Number of individuals receiving education or training in environmental stewardship

Target: 1000 Individuals

Measured By: Tracking System

Described Instrument: Number of individuals that gain new information from Members based on pre and post- engagement surveys.

Performance Measure: Climate Educational Campaigns

Problem Statement:

Selected Interventions:

Climate Change Intervention  
Education/Training

EN3.2 Outcome:

EN3.2: Number of individuals reporting a change in behavior or intention to change behavior

Target: 700 Individuals

Measured By: Survey

Described Instrument: General Educational program outcomes will be measured through the administration of a short pre- and post- educational survey delivered when a Member first starts engaging with a resident and at the end of that engagement. The survey will assess the level of knowledge resident' s have regarding A2ZERO and of the City' s climate programs. The survey will also assess how likely residents are to engage in a City climate program before and after the Member educational interaction. Decarbonization Assessment outcomes will be evaluated using a resident survey measuring the likelihood that residents would take actions to improve the sustainability of their homes before administration of a Decarbonization Assessment compared to willingness to act after receiving the Assessment results.

Performance Measure: Resilience and Carbon Capture

Focus Area:	Environmental Stewardship	Objective:	At- Risk Ecosystems	No of MSY's:	1.00	No of Members:	10
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## Problem Statement:

Ann Arbor has already experienced a 44% increase in precipitation during extreme events, a 42% increase in annual precipitation, and warmed by over 1 degree Fahrenheit. These impacts are leading to serious public health, societal, economic, and cultural impacts at the local and regional levels. To address these concerns, Ann Arbor seeks to decrease the vulnerability of frontline neighborhoods through natural systems preservation, while simultaneously improving the capture sequestration potential of natural lands. But invasive species, human activity, climate change, and other factors are leading to rapid deterioration of natural systems.

## Selected Interventions:

Climate Change Intervention

## Describe Interventions:

To increase the City' s natural carbon sequestration and resilience capacity, Members implement restoration activities on community lands that are designed to enhance neighborhood and natural system resilience.

Dosage: 11.3 hours / per acre treated

Target Population: Prairie landscapes, and highly vulnerable neighborhood natural systems

## EN4 Output:

EN4: Acres of parks or public land treated.

Target:	300	Acres
Measured By:	Tracking System	
Described Instrument:	Number of acres treated as measured by staff in the Natural Area Preservation unit at the City.	

## EN4.1 Outcome:

EN4.1: Acres of parks or public land improved

Target:	150	Acres
Measured By:	Land Manager Assessment	
Described Instrument:	The absolute acreage of land improved through Member stewardship as measured by the Natural Area Preservation Manager	

## Program Information

### AmeriCorps Funding Priorities

\*Check any priority area(s) that apply to the proposed program. Please refer to the NOFO for the information on the threshold for meeting priority consideration

Environmental Stewardship,  
American Climate Corps

### Grant Characteristics

\*Check any characteristics that are a significant part of the proposed program

None of the grant  
characteristics

### Additional Documents

\*How many evidence documents did you submit? (Program Evaluation Report, Studies). Do not include evaluation plan in number.

Zero

\*Did you submit an evaluation plan?

No

\*How many non- evidence documents did you submit? (In most cases, this will be zero)

Zero



## Demographics

Other Revenue Funds	0
Number of volunteers generated by AmeriCorps members	20
Percent of disadvantaged youth enrolled	0

## Required Documents

<u>Document Name</u>	<u>Status</u>
Evaluation	Not Applicable
Federally Approved Indirect Cost Agreement	Not Applicable
Labor Union Concurrence	Not Applicable
Other Documents	Not Applicable

## Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.

## Budget Narrative: Ann Arbor Climate Corps for CITY OF ANN ARBOR

### Section I. Program Operating Costs

#### A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Director: Oversees all aspects of the program and sets programmatic direction.: - 1 person(s) at 145000 each x 5 % usage	0	7,250	7,250
Program Manager: Oversees technical content and training for cohort, Oversees policies and procedures, reporting, and tracking, Oversees team of Regional Coordinators: - 1 person(s) at 73000 each x 100 % usage	0	73,000	73,000
Engagement Analyst: Provides supervision, support, and general professional development support of members: - 1 person(s) at 85000 each x 10 % usage	0	8,500	8,500
<b>Category Totals</b>	0	88,750	88,750

#### B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Benefits: Life Insurance, Medical Insurance, Disability Insurance, Social Security, Employer Match for Defined Contribution Plan, Dental Insurance, Optical Insurance, Unemployment: 30% of total staffing cost (.3 x 88,750)	0	26,625	26,625
FICA: 7.65% of salaries (88,750)	0	6,789	6,789
<b>Category Totals</b>	0	33,414	33,414

#### C. Travel

##### Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: Hotel \$139 + tax (Conlin) = \$150x4 nts = \$600; air \$450; Food \$44 (Bfast\$15 + Din \$29) x 5 = \$225; cab \$100RT; mileage airport RT 50 mls x.67 (prem state rate) = \$67; reg fee \$563 = \$2000	2,000	0	2,000
Travel for site visits, training, and events (mileage): 1 staff @ \$0.67 per mile x 800 miles (100 miles / month for 8 months)	536	0	536
Travel to northern Michigan for 2-day MCSC PD Meeting (overnight): Hotel @ \$98.00x2nts=\$196; Food @Dinner \$22.00) x 2 days = \$44; Travel @ 226 mi RT * \$0.67/mi = \$302.84; TOTAL = \$542.84	543	0	543
Travel to Lansing for 2 1-day MCSC PD Meetings (not overnight): 136 mi RT x \$0.67/mile x 1 person * 2 = \$182	182	0	182
<b>Category Totals</b>	3,261	0	3,261

##### Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel for program related service work (ie. training, events, etc.): 10 members @ \$14.10 per month for 10 months (average of 20 miles a month at .67 per mile)	1,340	0	1,340

Travel to MCSC coordinated statewide event in Lansing: \$ (130 mi RT * \$0.67/mile) * 3 cars = 261	261	0	261
Travel to Regional Service Projects: 78.4 mi RT * \$0.67/mile * 3 Cars	158	0	158
Travel to MCSC LeaderCorps meetings One 2 day in Northern MI: Travel to northern Michigan @ 451 mi RT * \$0.67/mi = \$302.17	302	0	302
Member travel to 1 day LeaderCorps meeting: 130 mi RT * \$0.67 = \$87	87	0	87
<b>Category Totals</b>	2,148	0	2,148

## D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

## E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Professional Service gear for AmeriCorps members and staff, with AmeriCorps logo on all items: 10 People @ 200 per person (jacket, t-shirt, pins, notebook); 10 coats @ \$150	3,500	0	3,500
Supplies for Volunteer Engagement projects (gloves, flyers, hand sanitizer, masks, etc.): 10 members @ 50 per member (e.g. gloves, flyers)	0	500	500
Safety Gear for Natural Areas Stewardship: 10 members @ \$150/each for Safety Shoe stipend; 10 members @ \$25/each for leather gloves	1,750	0	1,750
<b>Category Totals</b>	5,250	500	5,750

## F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

## G. Training

### Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

### Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Pre service orientation (program and content training and/or venue costs): 10 members @ 30 registration per member for 4 AmeriCorps trainings- Daily Rate of 250	1,200	0	1,200
Service-related training and professional development: Service-related training activities for members (environment/climate) @ av. \$50/registration x 2 trainings/member x 10 members = \$1,000- Daily Rate of 50	1,000	0	1,000

MCSC-coordinated member events.: 10 members @ 75 registration per member for Celebration- Daily Rate of 75	750	0	750
Working lunch for monthly member check-in/trainings: 10 lunches at 14.75 per member (Ann Arbor group meeting state rate)- Daily Rate of 15	1,475	0	1,475
Monthly Member Check-in/Trainings (skills development and corps development): 8 days @ \$100 per day (\$10 registration * 10 members)- Daily Rate of 100	800	0	800
<b>Category Totals</b>	5,225	0	5,225

## H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Consulting firm to evaluate program on an annual basis: 5 days @ 600 per day- Daily Rate of 600	3,000	0	3,000
<b>Category Totals</b>	3,000	0	3,000

## I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Background check fees: 10 FBI + NSOPW checks * \$36.25 = \$362.50; 5 FBI + NSOPW + State Checks * \$54.25 = \$271.25 = TOTAL \$633.75	634	0	634
City IT Device Usage: \$21,020 (10 members * \$2,102 Limited Use Device Cost); \$7,180 (10 members * \$718 HR/UtiliPro) = TOTAL \$28,200	0	28,200	28,200
System for member support and timekeeping: 1% of CNCS share: \$237,357 * 0.01	2,373	0	2,373
<b>Category Totals</b>	3,007	28,200	31,207
<b>Section Totals</b>	21,891	150,864	172,755
<b>PERCENTAGE</b>	12.67%	87.33%	

## Section II. Member Costs

### A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): 10 Member(s) at a rate of 34600 each Members W/O allowance 0	187,760	158,240	346,000
Three Quarter Time (1200 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
1-Year Half Time (900 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0

Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Abbreviated Time (100 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
<b>Category Totals</b>	187,760	158,240	346,000

## B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: 7.65% of Total Living Allowances (346,000)	12,680	13,789	26,469
Worker's Compensation: 0.0076 * \$346,000	2,630	0	2,630
Health Care: 5 members for 12 months @ \$493	12,397	17,183	29,580
<b>Category Totals</b>	27,707	30,972	58,679
<b>Section Totals</b>	215,467	189,212	404,679
<b>PERCENTAGE</b>	53.24%	46.76%	

## Section III. Administrative/Indirect Costs

### A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: CNCS Share = Total of CNCS Share of Sections I and II (21,890.41 + 215,466.60) * .0526 * .80 for CNCS; Grantee Share = 10% of Total Program Costs (Total of Sec. I and II) (172,754.78 + \$404,678.6)	9,988	57,743	67,731
Commission Fixed Amount: CNCS Share = Total of CNCS Share of Sections I and II (\$21,890.41 + \$215,466.6) * .0526 * .20	2,497	0	2,497
<b>Category Totals</b>	12,485	57,743	70,228

### B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0
<b>Section Totals</b>	12,485	57,743	70,228
<b>PERCENTAGE</b>	17.78%	82.22%	

<b>Budget Totals</b>	249,843	397,819	647,662
<b>PERCENTAGE</b>	38.58%	61.42%	
<b>Required Match</b>		24.00%	
<b>Total MSYs</b>	10.00		

<b>Cost/MSY</b>	24,984.30		
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## Source of Funds

Section	Match Description	Amount	Classification	Source
Source of Funds	In-kind Staff support for program (secured)	122,164	Cash	State/Local
	In-kind Admin support for program (secured)	57,195	In Kind	State/Local
	2022 Community Climate Action Millage (secured)	218,460	Cash	State/Local
Total Source of Funds		397,819		



July 30, 2025 8:57 AM

## Ann Arbor Climate Corps

## CITY OF ANN ARBOR

Application ID: 25AC269691

Budget Dates:

	Total Amt	CNCS Share	Grantee Share
<b>Section I. Program Operating Costs</b>			
A. Personnel Expenses	88,750	0	88,750
B. Personnel Fringe Benefits	33,414	0	33,414
C. Travel			
Staff Travel	1,261	1,261	0
Travel to CNCS-Sponsored Meetings	2,000	2,000	0
Member Travel	2,148	2,148	0
Total	\$5,409	\$5,409	\$0
D. Equipment			
E. Supplies	5,750	5,250	500
F. Contractual and Consultant Services			
G. Training			
Staff Training			
Member Training	5,225	5,225	0
Total	\$5,225	\$5,225	\$0
H. Evaluation	3,000	3,000	0
I. Other Program Operating Costs	31,207	3,007	28,200
<b>Section I. Subtotal</b>	<b>\$172,755</b>	<b>\$21,891</b>	<b>\$150,864</b>
<b>Section I Percentage</b>		<b>12.67%</b>	<b>87.33%</b>
<b>Section II. Member Costs</b>			
A. Living Allowance			
Full Time (1700 hrs)	346,000	187,760	158,240
1-Year Half Time (900 hours)	0	0	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Three Quarter Time (1200 hours)	0	0	0
Abbreviated Time (100 hrs)	0	0	0
Total	\$346,000	\$187,760	\$158,240
B. Member Support Costs			
FICA for Members	26,469	12,680	13,789
Worker's Compensation	2,630	2,630	0
Health Care	29,580	12,397	17,183
Total	\$58,679	\$27,707	\$30,972
<b>Section II. Subtotal</b>	<b>\$404,679</b>	<b>\$215,467</b>	<b>\$189,212</b>
<b>Section II. Percentages</b>		<b>53.20%</b>	<b>46.80%</b>
<b>Section III. Administrative/Indirect Costs</b>			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	67,731	9,988	57,743
Commission Fixed Amount	2,497	2,497	0
Total	\$70,228	\$12,485	\$57,743
B. Federally Approved Indirect Cost Rate			
<b>Section III. Subtotal</b>	<b>\$70,228</b>	<b>\$12,485</b>	<b>\$57,743</b>
<b>Section III Percentage</b>		<b>17.78%</b>	<b>82.22%</b>
<b>Section I + III. Funding Percentages</b>		<b>14.10%</b>	<b>85.90%</b>
<b>Budget Totals</b>	<b>\$647,662</b>	<b>\$249,843</b>	<b>\$397,819</b>
<b>Budget Total Percentage</b>		<b>38.58%</b>	<b>61.42%</b>
<b>Required Match</b>		<b>24.00%</b>	

**Ann Arbor Climate Corps**  
**CITY OF ANN ARBOR**

# of years Receiving CNCS Funds		3	
Total MSYs		10.00	
Cost/MSY		\$24,984.30	
	Total Amt	CNCS Share	Grantee Share
Budget Totals	\$0	\$0	\$0
Budget Total Percentage		0.00%	0.00%
Required Match		24.00%	
# of years Receiving CNCS Funds		3	
Total MSYs		10.00	

## **Attachment C:**

### **PERFORMANCE / PROGRESS REPORT REQUIREMENTS**

- A. The Grantee shall submit the following reports via email to Carole Rush-Witt with the Michigan Community Services Commission at [RushWittC@Michigan.gov](mailto:RushWittC@Michigan.gov) on the following dates:
  - a. Monthly financial periodic expenditure reports as was as required programmatic related reports detailing progress regarding stated performance measures.
  - b. A brief description of problems or delays, real or anticipated, which should be brought to the attentions of the Grant Administrator or Program Officer.
  - c. A statement concerning any significant deviation from the previously agreed-upon Statement of Work.
- B. Any such other information as specified in the Statement of Work, Attachment A shall be developed and submitted by the Grantee as required by the Contract Manager.
- C. The Contract Manager shall evaluate the reports submitted as described in Attachment C, Items A. and B. for their completeness and adequacy.
- D. The Grantee shall permit the Department or its designee to visit and to make an evaluation of the project as determined by the Contract Manager.

## Attachment E:

### PROGRAM SPECIFIC REQUIREMENTS

This grant reflects 98.95 percent of the total federal awarded amount. An administrative fee of 1.05 percent of the federal award as shown on the attached application narrative will be held back by the Michigan Community Service Commission (MCSC) as allowed by the AmeriCorps, the Agency.

#### Programmatic Closeout Procedure Checklist

The following steps outline the closeout process at the subrecipient level:

- ☐ Verify accurate and complete entry in the AmeriCorps portal (eGrants) and OnCorps of enrollment forms and hours served for each AmeriCorps member.
- ☐ Verify that exits have been completed and certified in the AmeriCorps portal (eGrants) and OnCorps for all AmeriCorps members. Please submit rosters from each system.
- ☐ Review all member files and submit the *Member File Closeout Certification Form* ensuring the MCSC that all required member documentation is in the member files. Each file should include all signed time sheets documenting member service hours to support totals reported in the AmeriCorps portal (eGrants) and OnCorps during the member exit process.
- ☐ Attach completed *Programmatic Closeout Checklist*.
- ☐ Complete *Grant Closeout Narrative Form*.
- ☐ Complete and submit a progress report for the final period of the grant. Make sure all revisions have been completed, and that the report reflects all progress of members through the end of their service.
- ☐ Submit copies of all Compelling Personal Circumstances documentation to MCSC to support any pro-rated education awards issued during the program year.
- ☐ Submit copies of all grievances filed against the program during the program year.
- ☐ Submit on letterhead a statement verifying that the above steps have been completed. Please also include a description of where files will be stored and how MCSC staff can obtain program documents in the event of an audit.

#### Financial Closeout Checklist and Certification

**Instructions:** The following closeout documents are due to the MCSC no later than days 90 days following the end date. The MCSC will be unable to issue funds to subrecipients if the closeout process has not been completed by the deadline.

1. **Closeout Tasks Checklist**

2. **The AmeriCorps Closeout Form** – The OnCorps Periodic Expense Report (PER), Aggregate Federal Financial Report (AFR), and final cash request and reimbursement must match.
3. **Final Aggregate Federal Financial Report (SF 425):** The final AFR must be submitted to the MCSC and should be cumulative for the entire grant period.
4. **Equipment Inventory Form:** This form catalogues items purchased with federal grant funds with a current per unit fair market value of \$5,000 (\$10,000 for subawards of awards received by MCSC 10/1/24 or later) or more, or a written statement that there are no such items.
5. **Inventory of Unused Supplies:** This form catalogues supplies purchased with federal grant funds or a written statement that such supplies (if any) of \$5,000 (\$10,000 for subawards of awards received by MCSC 10/1/24 or later).
6. **Subrecipient Certification:** Document should be signed by Executive Director or designated authority.