

## Education Award Grant Guidelines

EAP grants convey the authority to earn federal grant funds in association with an awarded number of MSYs and slots by slot type, based solely on a grantee's program's successful enrollment of members into the MyAmeriCorps Portal (portal). Grant funds are awarded as total dollars and dollars-per-MSY. CNCS awards and funds full-time and less than full-time slots. EAP grants also permit the post-award conversion of full-time slots to less than full-time slots. For each program year, a recipient incrementally earns grant funds based on the number of successfully enrolled members for that year

Recipients earn awarded grant funds dependent upon their grant program's enrollment of members into the portal. An "enrolled member" is one whose name is listed on a roster in the portal and that, once exited from the program, has at least one (1) hour of national service recorded on the roster associated with their service in a grant program year.

EAP grantees earn fixed amount grant funds based on the number of members enrolled, adjusted by slot type. The formula used to calculate the grant dollars earned identifies the number of members enrolled by slot type, multiplying each by the dollars-per-MSY amount associated with that slot type. The dollars-per-MSY by slot type are identified by multiplying the dollars-per-MSY awarded by each slot type conversion factor

Slot Type	Code	MSY Conversion Factor	Max Hrs Limit
Full Time	FT	1.00000000	1700
Three- Quarter- Time Or Reduced Full Time	TQT or RFT	0.70000000	1190
Half Time	HT	0.50000000	850
Reduced Half Time	RHT	0.38095240	647
Quarter Time	QT	0.26455027	449
Minimum Time	MT	0.21164022	359

### **EAP Grant Calculator:**

The commission will provide the program with an "EAP Grant Calculator" spreadsheet template to determine the grant amount that a program has earned based on the number of enrolled AmeriCorps members into the program. Programs may submit their draw down requests on a monthly or quarterly basis. The commission will monitor the program's incremental drawdown of grant funds throughout the grant project period to ensure that only actual earned amounts are drawn. The commission will allow programs to draw up to 20% of funds immediately to cover initial costs associated with recruiting, selecting, and training members. Programs may only draw funds if and when the funds have been earned, and may only draw amounts up to the earned total to-date. After the initial draw down, programs may not be provided with more funds if they have not earned enough member enrollments to be eligible for the initial 20% draw down. This will ensure programs do not draw

funds in excess of members enrolled. After that, programs can draw funds throughout the year based on member enrollment earned.

**Slot Refills:**

A grant recipient is not awarded additional funds to off-set the increased number of members who come to refill slots. The option to refill member slots does not come with any commitment by CNCS to award additional grant funds. If a recipient believes that its circumstances with respect to refilling vacated slots warrants additional federal funding, the grantee can apply for a supplemental award if available. Refill members may serve up to and beyond the hours they are obligated to serve to earn a full educational award. The maximum amount that can be earned is limited to the grant dollars awarded per MSY for that slot type that is being refilled.

**Grant Closeout:**

After expiration of a grant project period, the commission calculates a final earned grant amount to close the grant. To establish the final earned grant amount, the commission will use the same methods used when monitoring the grantee's incremental draws during the active grant period. The only difference is that the program member roster from the eGrants portal and in IPT is final and should reflect the exit status of all members, all member final total hours of service performed, and no member should be in an active status or recorded with zero hours of service.

As long as a grant's program roster is complete and final, the commission's calculation of the final total earned fixed amount grant accurate to \$0.01 will also be final. If the commission determines that more funds than earned were drawn, the program must return the overdrawn funds to its grant. If overdrawn funds are not returned during closeout, CNCS establishes and recovers a debt for the federal funds owed.