



2025-2026 PY Continuation Questions

Please answer the below questions in the “Continuation Changes” narrative. ***Please note that the budget section will also need to be updated.***

1. Has any applicant information changed? If yes, please describe.
2. Identify whether this is Year 2 or Year 3 of continuation.
3. Did the program enroll 100% of the slots in the last year of operation? If no, explain and cite if an improvement plan is on file with Serve Indiana.
4. Did the program retain 100% of members in the last year of operation? If no, explain and cite if an improvement plan is on file with Serve Indiana.
5. Was the program compliant with 30-day enrollment and exit requirements? If no, explain and cite if an improvement plan is on file with Serve Indiana.
6. Are you proposing to make any changes in program scope or design? If yes, describe the change and provide a justification.
7. Are you proposing to make any changes in operating sites or service locations? If yes, describe the change and provide a justification.
8. Are you requesting an expansion (increase in members, increase in funding, and/or increase in cost/MSY)? If yes, describe the change and provide a justification. Please note continuation requests for expansion are rarely approved. Do not alter performance measures or budget until invited to do so.

Are you proposing other changes not captured above? If yes, describe the change and provide a justification.

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

AmeriCorps expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

Information should be provided in the **Continuation Changes** narrative field as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VI).

The page limit for the Continuation Changes field is six pages as the pages print out from eGrants.

Any continuation applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, send a revised version of the evaluation plan (with the proposed changes in track-changes mode) as an attachment to info@serveindiana.gov. AmeriCorps will notify you if it approves the changes.

III. Logic Model

Continuation applicants do not need to enter content into these fields.

IV. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the current-year Performance Measure Instructions must also revise their measures to conform with the current instructions. To revise performance measures, "View/Edit" the performance measures that copy over from your original application or add new performance measures (see Attachments). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

V. Program Information

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

AmeriCorps Funding Priorities

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus and intended outcomes.

Grant Characteristics

Check any grant characteristics that are a significant part of the proposed program.

VI. Budget (Budget Section)

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required AmeriCorps increases, such as an increase to the member living allowance, into your budget. **Continuation applicants may apply for expansions. Expansions are increases in dollars, MSY, and/or members. Expansion requests may not exceed the cost/MSY threshold in the Notice.**

Source of Funds (Match)

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field must match the total amount in the budget narrative **exactly**.) Define all acronyms the first time they are used.

Carry Forward Funding

For competitive applicants only: AmeriCorps will allow you to use prior year unexpended grant funds for continuation competitive grants to enhance program activities, referred to as carry forward. AmeriCorps will allow you to carry forward unexpended competitive funds to support the next program year. Funds may only be carried forward if the prime grant is a continuation grant in the next program year; we cannot transfer funds to a new or recompetete grant. Prior year unexpended competitive grant funds may be added to the FY 2025 budget, not to exceed the cost/MSY maximum amount specified in the *Notice*.

To help determine the level of unexpended funds you can carry forward into the next program year, submit a completed unexpended funds worksheet electronically to provide the estimated amount of unexpended funds you will have by the end of previous for any competitive grants that will carry forward funds. The unexpended worksheet is on the [AmeriCorps Manage your grant webpage](#). You will include the amount of carry forward in your application budget.

If carry forward is not requested during the application process, prime grantees may request it post-award. Guidance for State Commissions and Direct Grantees to request carry forward post-award is on the [AmeriCorps Manage your grant webpage](#).

VII. Increasing Grantee Overall Share of Total Budgeted Costs

AmeriCorps requires grantees to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

See Attachment G in the Application Instructions for instructions for applying for the Alternative Match Schedule and/or a match waiver.

In the Funding/Demographics Section, enter the requested information:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Volunteers Generated by AmeriCorps members. Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

VIII. Operating Sites (for multi-state applicants only)

In the Multi-State Operating Section (for applicants who are operating in more than one state):

- Make any changes to operating sites being requested as part of Continuation Changes.

IX. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, [Assurances](#), and [Certifications](#) carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.

Be sure to check your entire application prior to submission to ensure that there are no errors. When you verify the application, eGrants will also generate a list of errors if there are sections that you need to correct prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing the [eGrants website](#) and selecting "Don't have an eGrants account? Create an account."