AmeriCorps State and National Fixed Amount Awards Draw Down Policy

(last revised 8/18/26)

Effective Date: October 1, 2026 (FY 2027)

This policy remains in effect until rescinded, modified, or superseded by AmeriCorps.

Purpose: This policy establishes the drawdown thresholds for ASN Fixed Amount Awards. The revised drawdown schedule is intended to provide partners (award recipient) with access to Federal funds at the beginning of the budget period to support program start-up and ongoing operations, while continuing to tie additional drawdowns to volunteer enrollment and volunteer retention milestones.

Applicability: This policy applies to all AmeriCorps State and National Fixed Amount awards unless otherwise superseded by Federal statute, regulation, award terms and conditions, or program-specific requirements.

Introduction: A Fixed Amount Award is a type of grant or cooperative agreement in which the Federal government provides a specific amount of funding without regard to the actual costs incurred under the Federal award (2 CFR 200.1).

At AmeriCorps, Fixed Amount Award types include Education Award Program (EAP) Fixed Amount Awards, Professional Corps Fixed Amount Awards, and Full-Cost Fixed Amount Awards.

Fixed Amount Awards are subject only to the cost principles identified in 2 CFR 200.400(g), 200.402 through 200.405, and 200.407(d). Fixed Amount Awards must also comply with applicable Federal records retention requirements (2 CFR 200.334–200.338) and may be subject to audit under 2 CFR Part 200, Subpart F.

Closeout Requirements: At award closeout, AmeriCorps will use the Fixed Award Certification submitted by the prime grantee to verify that the total amount of Federal funds drawn does not exceed the amount earned under the award.

For **Education Award Program (EAP) Fixed Amount Awards**, the amount earned is based on the number of AmeriCorps Volunteers enrolled.

For **Full-Cost and Professional Corps Fixed Amount Awards**, the amount earned is based on the number of AmeriCorps Volunteers retained. For purposes of this policy, the AmeriCorps Volunteer retention rate is calculated as the number of AmeriCorps Volunteers who exit with a full or partial education award divided by the number of volunteers enrolled.

If the total amount of Federal funds drawn exceeds the amount earned under the award, the prime grantee must return the excess funds to AmeriCorps in accordance with the award terms and conditions.

Drawdown Schedule: The following drawdown thresholds establish the maximum cumulative amount of Federal funds that may be drawn during the budget period. Grantees may request less than the maximum amount available at any threshold. The following applies when drawing down funds through the HHS Payment Management for fixed amount awards.

Initial Drawdown – 50 percent
Beginning on the first day of the budget period, partners are eligible to draw up to 50 percent of their total Federal award. Drawdowns should be made in accordance with applicable Federal cash management requirements. Grantees may make one or more drawdowns, provided cumulative drawdowns do not exceed 50 percent of the total Federal award. Once at least 50 percent of the awarded AmeriCorps Volunteer slots have been enrolled, grantees become eligible to draw up to an additional 25 percent of the total Federal award.

Enrollment-Based Drawdown –25 percent
Grantees may draw up to an additional 25 percent of their grant funds once 50 percent of their awarded AmeriCorps Volunteers (slots) have been enrolled. Grantees may make one or more drawdowns, provided cumulative drawdowns do not exceed 75 percent of the total Federal award.

Retention-Based Drawdown – Final 25 precent
Grantees may draw down from the remaining 25 percent of their grant funds when 85 percent of enrolled AmeriCorps volunteers have been retained. Once this threshold is met, cumulative drawdowns may equal but may not exceed 100 percent of the total Federal award.

Retention Rate: For purposes of this policy, the AmeriCorps Volunteer retention rate is calculated as the number of volunteers exited with education award (full or partial award) divided by the number of volunteers enrolled.

Drawdown Schedule at a Glance

Milestone	Additional Amount Available	Maximum Cumulative Drawdown	Illustration on a $1,000,000 Award
Budget period begins	Up to 50%	Up to 50%	Up to $500,000 total
50% of awarded slots enrolled	Up to an additional 25%	Up to 75%	Up to $750,000 total
85% of enrolled volunteers retained	Remaining 25%	Up to 100%	Up to $1,000,000 total

Examples

Example 1: Drawing the maximum amount at each threshold
A grantee receives a $1,000,000 Fixed Amount Award. On the first day of the budget period, the grantee may draw up to $500,000. Once 50 percent of awarded AmeriCorps Volunteers (slots) have been enrolled, the grantee may draw up to an additional $250,000, bringing total cumulative drawdowns to $750,000. Once 85 percent of enrolled AmeriCorps volunteers have been retained, the grantee may draw the remaining $250,000.

Example 2: Drawing less than the maximum amount available
A grantee receives a $1,000,000 Fixed Amount Award but initially draws only $300,000. After enrolling 50 percent of awarded slots, the grantee is still subject to the 75 percent cumulative cap, meaning total cumulative drawdowns may not exceed $750,000. If the grantee has drawn $300,000 so far, it may draw up to an additional $450,000 at that point.

Example 3: Retention threshold not met
A grantee receives a $1,000,000 Fixed Amount Award and has drawn $750,000 after enrolling at least 50 percent of its awarded AmeriCorps volunteers (slots). The grantee enrolls 100 AmeriCorps Volunteers, but only 82 Volunteers exit with a full or partial education award. The retention rate is 82 divided by 100, or 82 percent. Because the grantee has not met the 85 percent retention threshold, it may not draw from the remaining 25 percent of the award.

Frequently Asked Questions

The following Frequently Asked Questions (FAQs) clarify parameters of the Fixed Amount Award Drawdown Policy for specific situations and programs.

Applicability and Implementation

1. **Who does this policy apply to?**
   This policy applies to all AmeriCorps State and National Fixed Amount Awards, beginning in FY 2027. FY 2026, and all previous awards remain subject to the Terms and Conditions in place for the fiscal year in which the funds were awarded.

2. **Does this policy apply to both competitive and formula Fixed Amount Awards?**
   Yes. This policy applies to FY 2027 AmeriCorps State and National competitive and formula Fixed Amount Awards, unless otherwise stated in the award terms and conditions.

3. **When will these changes be reflected in the AmeriCorps State and National Terms and Conditions?**
   The FY 2027 AmeriCorps State and National Terms and Conditions will reflect this policy.

4. **May a grantee choose to continue using the prior hours-based drawdown method?**
   No. FY 2027 Fixed Amount Awards must follow the drawdown structure established by this policy. A grantee may not combine the new drawdown structure with the prior hours-based drawdown method.

Initial Drawdown

5. **Can a grantee draw down less than the full 50 percent at the start of the budget period?**
   Yes. Grantees may draw down up to 50 percent of their total grant funds beginning on the first day of the budget period, but they are not required to draw the full amount. Grantees should draw only the amount needed to operate the program and must comply with applicable Federal cash management requirements.

6. **Is the initial drawdown a milestone payment?**
   No. The initial drawdown of up to 50 percent is available beginning on the first day of the budget period and is not tied to achievement of a performance milestone.

7. **May a grantee make more than one drawdown before meeting the enrollment milestone?**
   Yes. A grantee may make one or more drawdowns before meeting the enrollment milestone, provided cumulative drawdowns do not exceed 50 percent of the total Federal award.

Enrollment and Retention Milestones

8. **When may a grantee draw the second 25 percent of the award?**
   A grantee may draw down up to an additional 25 percent of its grant funds once 50 percent of its awarded AmeriCorps Volunteers, or slots, have been enrolled. At that point, cumulative drawdowns may not exceed 75 percent of the total Federal award.

9. **When may a grantee draw the remaining 25 percent of the award?**
   A grantee may draw down from the remaining 25 percent of its grant funds when at least 85 percent of enrolled AmeriCorps volunteers have been retained.

   The retention rate is calculated as:
   Number of AmeriCorps Volunteers exited with a full or partial education award
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   Number of AmeriCorps Volunteers enrolled

10. Must a grantee draw the full amount available after meeting a milestone?

No. A milestone establishes the maximum cumulative amount available. A grantee may draw less than the maximum amount and may make one or more drawdowns after achieving the milestone.

11. What happens if a grantee does not meet the 85 percent retention threshold?

The grantee may not draw from the remaining 25 percent of the award unless and until its retention rate reaches at least 85 percent, subject to the award period and applicable award terms.

12. May the retention rate be recalculated as additional volunteers exit with education awards?

Yes. A grantee may recalculate its retention rate as additional volunteers exit with a full or partial education award. The grantee becomes eligible to draw from the remaining 25 percent once the retention rate reaches at least 85 percent, subject to the award period and applicable award terms.

13. How are AmeriCorps Volunteers who are still serving treated in the retention calculation?

All enrolled AmeriCorps Volunteers are counted when determining the retention rate. Volunteers who are still serving are not counted as retained until they exit with a full or partial education award.

14. How are early exits for compelling personal circumstances treated?

A volunteer who leaves service for compelling personal circumstances and receives a partial education award is counted as retained. A volunteer who exits without receiving a full or partial education award is not counted as retained.

15. How are refill volunteers counted toward the enrollment milestone?

For purposes of the enrollment milestone, each awarded AmeriCorps volunteer slot is counted only once. A slot counts toward the 50 percent enrollment threshold when a volunteer is first enrolled in that slot. If another volunteer is later enrolled to refill the same slot, the refill does not increase the number of awarded slots counted toward the enrollment milestone.

Access to Funds and Closeout

16. If a grantee meets both the enrollment and retention milestones, may it draw the full Federal award?

Yes. Once a grantee meets the enrollment and retention milestones, it may draw up to 100 percent of the total Federal award, subject to the award amount and any other applicable award conditions.

17. Must a grantee return funds drawn under the initial or enrollment-based drawdown if it does not later meet the retention milestone?

Funds properly drawn under the initial drawdown or after meeting the enrollment milestone are not subject to repayment solely because the grantee does not later meet the 85 percent retention milestone. If the retention milestone is not met, the grantee may not draw from the remaining 25 percent of the award.

Documentation and Administration

18. What documentation must a grantee maintain to support a drawdown?

A grantee must maintain records sufficient to demonstrate that it met the applicable drawdown requirement, including records supporting the total number of awarded Volunteer slots, the number of Volunteers enrolled, the number of Volunteers exited with a full or partial education award, and the retention-rate calculation used to support the drawdown.

19. Where can a grantee find its Volunteer enrollment information?

Grantees may run an enrollment report in eGrants to determine the number of Volunteers enrolled. The enrollment rate should be calculated by dividing the number of Volunteers enrolled by the number of awarded Volunteer slots.

20. How should commissions apply this policy to assigned programs that do not directly draw funds from the HHS Payment Management system?

Commissions may use terminology appropriate to their subaward payment processes, such as "request payment" or "receive payment." However, the subaward payment structure must be consistent with the enrollment and retention milestones and cumulative payment limits established by this policy.