

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: Fiscal Year (FY) 2024 Q3 AmeriCorps Seniors RSVP
Announcement Type: Initial Announcement
Assistance Listing Number: 94.002

Summary Statement: This funding announcement is for existing AmeriCorps Seniors RSVP grantees who are to submit a continuation or renewal application for FY24 funding.

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

Important Dates

- Applications are due not later than **Thursday, October 26, 2023**, by 5:00 p.m. Eastern Time.
- Successful applicants will be issued awards by **March 2024**.

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A. PROGRAM DESCRIPTION

A.1. Purpose of RSVP Funding

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

Established in 1971 and now one of the largest senior volunteer programs in the nation, *RSVP* engages people ages 55 and older in a diverse range of volunteer activities. RSVP volunteers tutor children, renovate homes, assist victims of natural disasters, provide independent living services, recruit and manage other volunteers, and serve in their communities in many other ways. AmeriCorps Seniors RSVP volunteers choose how, where, and how often they want to serve, with commitments ranging from a few hours to a maximum of 40 hours per week. While serving, RSVP volunteers improve their own lives by staying active and civically engaged.

A.2. Funding Priorities

AmeriCorps' [2022-2026 Strategic Plan](#) defines the agency's goals and objectives to advance its mission to improve lives and strengthen communities. AmeriCorps will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper:

- partner with communities to alleviate poverty and advance racial equity;
- enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers;
- unite Americans by bringing them together in service;
- effectively steward federal resources; and
- make AmeriCorps one of the best and most equitable places to work in the federal government.

AmeriCorps will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. The agency will prioritize investment in the most critical issues of our time – public health, climate and the environment, and education and economic opportunity – within AmeriCorps' Focus Areas ([Appendix 1](#)) and will increase its efforts to ensure AmeriCorps members, AmeriCorps Seniors volunteers, and community-based volunteers reflect the communities where they serve. We will target our investments toward communities where the need is greatest, particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

AmeriCorps' priorities for this funding opportunity are:

- To support civic bridgebuilding and reduce polarization and community divisions, which could include providing training in civic bridgebuilding skills and techniques to AmeriCorps Seniors volunteers.
- To advance justice and equality in areas such as healthy futures.
- To focus on early learning and prepare AmeriCorps Seniors volunteers to enter early learning careers.
- To support organizations that serve people with arrest and/or conviction records and provide meaningful reentry opportunities.
- To help local communities continue to recover from the COVID-19 pandemic and its economic challenges.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

A.3. Performance Goals or Expected Outcomes

National Performance Measures

AmeriCorps Seniors expects applicants to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.

Applicants are required to use the specific performance measures outlined in this Notice. For more information, please refer to the National Performance Measures Instructions found in [Appendix B: AmeriCorps Seniors RSVP Performance Measure Instructions](#).

Applicants must identify a Primary Focus Area. Work plans must include at least one service activity in the selected Primary Focus Area. The Primary Focus Area should represent the area in which the incumbent aims to make the most impact.

All proposed volunteers and the intended impact of their service must be represented in the narratives, in a work plan, and in the budget.

This funding opportunity requires applicants to demonstrate cost-effective practices in achieving performance goals through the services described in the proposed work plan. Applications must include a work plan that meet the following minimum requirements: For every \$1,000 in annual base federal funding, at least one unduplicated volunteer must be incorporated in an outcome-based work plan.

A.4. Program Authority

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. §§ 12501 et seq.](#)) and the [Domestic Volunteer Service Act of 1973](#), as amended ([42 U.S.C. §§ 4950 et seq.](#)).

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

AmeriCorps anticipates funding approximately \$50 million for AmeriCorps Seniors RSVP FY 2024 awards. The actual level of funding is subject to the availability of annual appropriations.

B.2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects. AmeriCorps expects to make awards in the range of \$47,000 to \$700,000.

B.3. Period of Performance

Successful applicants will be issued awards by March 2024.

For RSVP grants, AmeriCorps anticipates making one-year grant awards. Applications for funding must be based on a one-year period of performance and a one-year budget. While AmeriCorps may make multi-year awards, actual award periods may vary because of program requirements, the availability of future appropriations, or specific circumstances of an individual application.

B.4. Type of Award

The FY 2024 RSVP grants will be awarded on a cost reimbursement basis.

Award recipients will be assigned to an AmeriCorps Portfolio Manager, who will be responsible for assessing recipient performance, providing training and technical assistance, and serving as the agency's primary point of contact.

AmeriCorps Seniors RSVP grants will be awarded if an application is successful.

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

The following non-Federal entities (all of which are defined in 2 CFR 200.1 or 42 U.S.C. 12511(21)) are eligible to apply:

- Indian Tribes
- institutions of higher education
- local governments
- nonprofit organizations
- state service commissions
- states and US Territories
- Through this Notice, only AmeriCorps Seniors RSVP grantees who currently receive federal funds for an AmeriCorps Seniors RSVP grant or have an approved no-cost grant (\$0), may apply for funding.

In addition to Indian tribes as defined in [2 CFR 200.1](#), Tribal organizations that are controlled, authorized, or chartered by Federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes [and the organization does not meet any of the other applicant eligibility types] the organization must provide copies or links to documentation which demonstrates that the organization is controlled or chartered by a federally recognized Indian Tribe. If an entity applies as an organization authorized by a federally recognized Tribe, or multiple specific federally recognized tribes, it must submit a resolution or other authorization, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The authorization(s) must identify the entity applying for an AmeriCorps award by name as a tribal organization that is authorized by the Indian Tribe(s) for the purpose of applying for AmeriCorps funding (or federal grant funds generally).

Applicants must have a valid and active SAM registration and Unique Entity Identifier to receive an award. See Section [D.3. Unique Entity Identifier and System for Award Management \(SAM\)](#) for more information.

C.2. Cost Sharing or Matching

Typically, applicants are required to match funds equal to 10 percent of their total requested program budget in Year 1; at least 20 percent in Year 2; and at least 30 percent in Year 3 and subsequent years. Because this NOFO is directed at continuation and renewal applicants, the match must be at least 20 percent (as continuation) or 30 percent (year three or renewals). The applicant's match can be cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the applicable percent match requirement at the time of application submission. See Section [D.6. Funding Restrictions](#) for more information.

Non-AmeriCorps Federal Funds are allowed as match if the Federal agency that is the source of the funds approves its use as match. Applicants must maintain documentation of this approval.

Please see the [AmeriCorps Seniors Individual Match Waiver Request](#) or the [AmeriCorps Seniors and AmeriCorps State and National Match Waiver FAQs \(June 2022\)](#) located on the [AmeriCorps website's Manage Your Grant webpage](#).

C.3. Other Eligibility Requirements

Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability:

- that has been assessed;
- for which all judicial and administrative remedies have been exhausted or have

lapsed; and

- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability;

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation that a federal agency has considered for suspension or debarment and determined that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. §501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.

D. APPLICATION AND SUBMISSION INFORMATION

This Notice should be read together with the RSVP regulations at 45 CFR Part 2553, AmeriCorps Seniors Grant Application Instructions, Appendix A: List of Funding Opportunities, and Appendix B: AmeriCorps Seniors RSVP National Performance Measure Instructions. These documents are available online at <https://americorps.gov/grantees-sponsors/rsvp>.

D.1. Address to Request an Application Package

All information associated with this funding opportunity is available through the [RSVP Grantees](#) web page. Applicants should refer to the RSVP Grantees web page for more information and instructions on how to fully respond to this Notice. Applicants can also send an email to americorpsseniors@cns.gov or to the assigned [Regional Office](#) for a printed copy of the Notice and Guidance. AmeriCorps also offers live text chat at <https://americorps.gov/contact>.

D.2. Content and Form of Application Submission

D.2.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
 - Executive Summary: This is a brief description of the proposed program. Executive Summaries **must** match the language templates as provided in the Notice. Executive Summaries of all compliant applications are made available to the public following grant awards.
 - Program Management: Inform of any changes or challenges to your program, otherwise enter N/A if there are no continuation changes. Leave previous information in this section.
 - Work plan/Performance Measures: Update, if necessary, and make sure to leave the previous information there.
 - Cost-Effectiveness & Budget Adequacy: Update, if necessary, and make sure to leave the previous information there.

- Other: Respond to questions specific to DEIA and retention. If other information is present, please leave it.
- Standard Form 424A Budget
- Continuation Changes (if applicable)
- Clarification (this section will be used if there are clarification questions post review)
- Authorization, [Assurances](#), and [Certifications](#)

If you are submitting a continuation application: Do not delete content in the other fields (such as Strengthening Communities, Recruitment and Development, and Organizational Capability) that have populated unless you are changing the number of unduplicated volunteers. Because eGrants is our system of record, it is critical that previous information stays and that you update only where specific items identified.

D.2.b. Page Limits

Applications may not exceed **17** double-spaced pages as according to the pages printed out from eGrants. The application sections that count toward the page limit are the:

- SF-424 Face Sheet;
- Executive Summary; and
- Program Management, Work Plan, Cost Effectiveness, Continuation Changes, and Other.

The application page limit does not include the Budget, Performance Measures, or any required additional documents. Text entered into the Clarification section (if entered before requested to do so) will not be read or reviewed. This section may be used after the review process concludes.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **AmeriCorps strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

AmeriCorps will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

D.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the [SAM Quick Guide for Grantees](#).

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid and active SAM registration and UEI.

Applications must include an Employer Identification Number. The UEI and Employer Identification Number must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

Applications are due not later than **Thursday, October 26, 2023, by 5:00 p.m. Eastern Time.**

AmeriCorps will not consider applications submitted after the deadline, except as noted in Section *D.4.c. Late Applications*. AmeriCorps reserves the right to extend the submission deadline. AmeriCorps will post a notification in the event of an extended deadline on AmeriCorps' website.

D.4.b. Additional Documents Deadline

Additional documents are due by the application submission deadline. See *Sections D.4.a. Application Submission Deadline* and *D.7.b. Submission of Additional Documents* for more information.

D.4.c. Late Applications

All applications received after the submission deadline published in this Notice, of **Thursday, October 26, 2023, at 5:00 pm Eastern Time**, are presumed to be non-compliant. To overcome this presumption, the applicant must:

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - the timing and specific cause(s) of the delay

- the ticket number if a request for assistance was submitted to the AmeriCorps Hotline
 - any information provided to the applicant by the AmeriCorps Hotline
 - any other documentation or evidence that supports the justification
- ensure that AmeriCorps receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to <mailto:AmeriCorpsSeniors@cns.gov> no later than 24 hours after the application deadline as stated in the Notice

Communication with AmeriCorps staff, including an applicant's portfolio manager, is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in [eGrants, AmeriCorps' web-based application system](#), and with the AmeriCorps Hotline to submit the application. AmeriCorps will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not meet the application submission deadline and do not submit a written explanation or justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will be deemed noncompliant. If AmeriCorps sustains a noncompliant determination, the application will not be reviewed or selected for award.

AmeriCorps will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

D.5. Intergovernmental Review

This Notice is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

Awards under this Notice are subject to cost share or matching requirements. The amount of funding AmeriCorps provides will be limited to 70 percent of the total allowable costs for the funded activity, as determined under [2 CFR Part 200, Subpart E-Cost Principles](#). If your continuation application is for year two, the amount of funding is limited to 80 percent of the total allowable costs for the funded activity.

There are also limitations on the use of Federal funds to recover indirect costs. As provided in [2 CFR 200.306\(c\)](#), unrecovered indirect costs may be included as part of an applicant's cost sharing or matching requirements.

D.6.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate or a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.413](#). States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all Federal awards. Applicants that have a federal negotiated indirect cost or de minimis rate must enter that information in the Organization section in eGrants.

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

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to IndirectCostRate@cns.gov. The applicant may also obtain instructions and additional information by contacting the email address above.

D.6.c. Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps.

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

NEW/UPDATED: The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. The authorized representative and the project director may not be the same person and may not have the same email address. Please ensure different names are entered in your eGrants program information. Applications will be returned for corrections if the authorized representative and the project director have the same contact information.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 if they have a problem when they create an account, prepare, or submit the application. [AmeriCorps Hotline hours](#) are also posted on the website.

Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via eGrants.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the address below. Applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically.

AmeriCorps
ATTN: Office of AmeriCorps Seniors/FY 2024 RSVP Application
250 E Street, SW, Suite 300
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications. AmeriCorps does not accept applications submitted via fax or email.**

D.7.b. Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline:

1. All renewal applicants regardless of funding level are required to submit an [Operational and Financial Management Survey \(OFMS\)](#). Please submit the OFMS using the [link to the online form](#), where you will be required to submit your response electronically. Forms submitted as a Word document, PDF, or any other document format may not be accepted
2. Tribal organization eligibility documentation (See Section *C.1 Eligible Applicants*), if applicable

Failure to submit the required additional documents, following the email instructions in this section, by the deadline may have a negative effect on the assessment of your application.

Do not submit any items that are not requested in this Notice. AmeriCorps will not review or return them.

E. APPLICATION REVIEW INFORMATION

Selection Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. AmeriCorps Seniors RSVP **Continuation Grantees must review section E.1. and Renewal Grantees must review section E.2.** and provide the information as instructed.

E.1. CONTINUATION APPLICATIONS

Continuation Funding Information and Requirements (Grantees entering Year 2 or Year 3)

Organizations that have current program awards that continue beyond FY 2023 must submit an application in order to be eligible to receive funding for the following year. If a continuation application is not submitted by the due date, or if approval is not given for an extension of the application deadline, this will be an indication that the organization is no longer interested in receiving funding.

To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant. AmeriCorps reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

Please pay attention to new requests for your FY24 continuation application. These items are important and may be repeated several times in this document.

NEW: In FY 2024, all organizations who submit a continuation application are required to review and update the executive summary, narratives (if there are proposed changes, enter in "Other Narrative" section. Do not delete previously entered information), and work plan for the remainder of the grant's three-year cycle. In FY 2024 and FY 2025, the narratives and work plan of the continuation applications will be locked and not available for updates.

NEW: Total Unduplicated Volunteers: All RSVP grantees in FY 2024 are required to update the number of unduplicated volunteers listed in the Executive Summary and work plan to the actual number of unduplicated volunteers currently in service. This number does not have to match what was approved in your previous award, but you must provide an explanation for the difference in the section "Other Narrative". The requirement of having at least one unduplicated volunteer in an outcome-based work plan per \$1,000 in federal funding remains in effect.

NEW: Define Geographical Service Area: Ensure your service area as identified on the SF-424 Face Sheet of the application accurately reflects the community or communities currently served. You may identify county(ies) with the city(ies), town(s), or parish(es), or other jurisdictions being served in parentheses. Please note if you will serve a portion of a jurisdiction.

E.1.a. Executive Summary

Please ensure the Executive Summary is in the correct format as noted below. Do not deviate from the template below. If the executive summary does not match the template below, applicants will be instructed to correct prior to award. Update the number of unduplicated volunteers if adjusted to reflect actual unduplicated volunteers in performance measures. Remember your update to unduplicated volunteers will be expected for the remainder of your program period.

"The [Name of the organization] proposes to have [Number of unduplicated] AmeriCorps Seniors volunteers who will [specific service activities] in [the locations the AmeriCorps Seniors volunteers will serve]. The primary focus area of this project is [fill in AmeriCorps Focus Area]. At the end of the three-year grant, AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. The AmeriCorps investment of \$ [fill in the annual AmeriCorps grant amount or the requested amount] will be supplemented by \$ [fill in the anticipated level of non-AmeriCorps resources]."

An example of a compliant executive summary is *The ABC School proposes to have 12 AmeriCorps Seniors volunteers tutor and mentor preschool children at Headstart Academy in Crystal City, VA. Volunteers will use phonic and writing to develop reading growth of five-year olds. Senior volunteers will be trained on phonic usage and best mentoring practices. The primary focus area of this project is Education. At the end of the three-year grant, AmeriCorps Seniors volunteers will be responsible for 75 preschool students reading at first grade level. The AmeriCorps investment of \$250,000 will be supplemented by \$50,000 private sector funds.*

E.1.b. Program Management (Program Design):

In this section, continuation applicants are required to respond to the following:

Ensure you **update** narratives and work plan for the remainder of your grant's three-year cycle with changes to unduplicated volunteers. We recognize communities are still recovering from the Covid-19 pandemic and that volunteer numbers, service activities, service placements, and staff functions may have changed. Please take this opportunity to update us on the status of your program. In FY 25 and 26 RSVP continuations, changes to the narratives and work plan will only be permitted with prior approval from each incumbent grantees' portfolio manager.

Total Unduplicated Volunteers: All RSVP grantees in FY 2024 are required to update the number of unduplicated volunteers listed in the Executive Summary and work plan to the actual number of unduplicated volunteers currently in service. This number does not have to match what was awarded in your most recent grant application. However, if the number is different, please provide an explanation in the "Other Narrative" section. The requirement of having at least one unduplicated volunteer in an outcome-based work plan per \$1,000 in federal funding remains in effect.

Define Geographical Service Area: A reminder to ensure your service area(s) as identified on the SF-424 Face Sheet of the application accurately reflects the community or communities currently served. You may identify county(ies) with the city, town, parish, or other jurisdictions being served in parentheses. Please note if you will serve a portion of a jurisdiction.

E.1.c. Work Plan/Performance Measures:

Information will automatically copy from your previous awarded application into your continuation application. Grantees should take this opportunity to revise work plan to accurately reflect the number of active volunteers in their RSVP program who are working

toward a National Performance Measure. They should also align the work plan to community needs and service activities for the rest of their three-year cycle. The requirement of having at least one unduplicated volunteer in an outcome-based work plan per \$1,000 in federal funding remains in effect. In FY 25 and 26 RSVP continuations, changes to the narratives and work plan will only be permitted with prior approval from each incumbent grantees' portfolio manager.

NEW: Starting in FY 2024, AmeriCorps Seniors will be taking a critical look at all service activities that are included in an Other Community Priority Performance Measure. Incumbent grantees should evaluate what service activities are included to ensure the service cannot be captured under a different Performance Measure. Incumbent grantees are encouraged to review the Capacity Building Performance Measures and utilize output/outcome options available to better capture the impact of volunteers.

E.1.d. Budget:

NEW: All AmeriCorps Seniors grantees must budget for one staff person, primarily the Project Director, to attend the AmeriCorps Seniors annual convening or, in the event an in-person convening does not occur, funds to attend another training event. Grantees may budget for an additional staff member to attend the event, if funds permit. Long distance travel funds may be re-budgeted later in the year depending on actual training activities.

In FY 2024 only, AmeriCorps Seniors will add \$2,500 to every RSVP grant to cover expenses for program staff to attend the national convening.

[Link to Fiscal Year 2024 AmeriCorps Seniors RSVP sample budget narrative](#)

E.1.e. Other Narrative:

All Continuation Grantees must ensure there are responses to the DEIA questions below. If you responded to these questions in your FY23 application, please update if needed. Otherwise, provide your responses to the questions as directed below.

Provide responses to the following questions on Diversity, Equity, Inclusion and Accessibility (DEIA) and Recruitment in the **"Other Narratives"** section of eGrants. Do not revise previous DEIA and recruitment responses in other sections of the application.

- Describe your organization's DEIA goals and demonstrate what progress has been made toward achieving them?
- In what ways could your organization utilize training, technical assistance, and other resources related to DEIA?
- Describe any challenges your organization is experiencing with recruitment and/or retention of volunteers. Include any relevant information with regard to influencing factors (e.g., Covid-19, inflation, school protocols), and how AmeriCorps can assist your project in meeting those challenges?

Provide responses to the following questions relative to organizational capacity.

- Describe the extent to which the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

- Describe the extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, this can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- Finally, describe or update us on the extent to which the organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

E.2. RENEWAL APPLICATIONS

Organizations that have current program awards and are eligible for renewal funding must submit an application in order to be eligible to receive funding for the following year. If a renewal application is not submitted by the due date, or if approval is not given for an extension of the application deadline, this will be an indication that the organization is no longer interested in receiving funding.

NEW: In FY 2024, all organizations who submit a renewal application are required to review and update the executive summary, narratives and work plan for the entire three years of the grant cycle. In FY 25 and 26 RSVP continuations, changes to the narratives and work plan will only be permitted with prior approval from each incumbent grantees' portfolio manager.

NEW: Total Unduplicated RSVP Volunteers: All RSVP grantees in FY 2024 who submit a renewal application are required to update the number of unduplicated volunteers listed in their Executive Summary and work plan to the number of actual unduplicated volunteers currently in service. This number does not have to match what was awarded in your most recent grant application. However, if the number is different, please provide an explanation in the "Other Narrative" section. The requirement of having at least one unduplicated volunteer in an outcome-based work plan per \$1,000 in federal funding remains in effect.

NEW: Define Geographical Service Area: Ensure your service area, as identified on the SF-424 Face Sheet of the application, accurately reflects the community or communities currently served. You may identify county(ies) with the city, town, parish, or other jurisdictions being served in parentheses. Please note if you will serve a portion of a jurisdiction.

See section D.2.a. for Renewal application content (Year 1).

E.2.a. Executive Summary

Please fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template below.** If applicant does not follow the template below, the application will be returned for correction before an award can be made. Update number of unduplicated if adjusted to reflect actual unduplicated volunteers in performance measures.

"The [Name of the organization] proposes to have [Number of unduplicated] AmeriCorps Seniors volunteers who will [specific service activities] in [the locations the

AmeriCorps Seniors volunteers will serve]. The primary focus area of this project is [fill in AmeriCorps Focus Area]. At the end of the three-year grant, AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. The AmeriCorps investment of \$ [fill in the annual AmeriCorps grant amount or the requested amount] will be supplemented by \$ [fill in the anticipated level of non-AmeriCorps resources].”

An example of a compliant executive summary is *The ABC School proposes to have 12 AmeriCorps Seniors volunteers tutor and mentor preschool children at Headstart Academy in Crystal City, VA. Volunteers will use phonic and writing to develop reading growth of five-year olds. Senior volunteers will be trained on phonic usage and best mentoring practices. The primary focus area of this project is Education. At the end of the three-year grant, AmeriCorps Seniors volunteers will be responsible for 75 preschool students reading at first grade level. The AmeriCorps investment of \$250,000 will be supplemented by \$50,000 private sector funds.*

E.2.b. Program Design

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value.

The **Strengthening Communities** narrative addresses:

- The proposed interventions are responsive to the identified community problem(s).
- The applicant’s proposed interventions are clearly articulated including the design, dosage, target population, and roles of AmeriCorps Seniors volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s work plan.
- The expected outcomes articulated in the Strengthening Communities narrative and Performance Measures represent meaningful progress in addressing the community problems identified by the applicant.
- The rationale for utilizing AmeriCorps Seniors volunteers to deliver the intervention(s), addressing the community need is reasonable.
- How the service of AmeriCorps Seniors volunteers will produce significant contributions to existing efforts to address the stated problem.
- For incumbent organizations, if the anticipated outcomes (Performance Measures) were not met in the previous three-year grant cycle and those same outcomes are included in this application, include what actions will be taken to meet those outcomes under this new award.
- The applicant’s (organizations or institutions) definitions of diversity, equity, inclusion, and accessibility, are included AND activities the organization is engaged in related to diversity, equity, inclusion, and accessibility are clearly identified.
- The proposed plan to ensure the project engages a diverse and inclusive group of volunteers is clearly articulated.
- The application clearly states how the project will serve members of the community through an equity lens.
- The description of the community to be served includes demographic, income, and additional relevant information.

E.2.c. Work Plan

Information will automatically copy from your previous awarded application into your renewal application. Work plans are designed to align with the three-year performance period. However, because you are given the opportunity to make corrections, if needed, to your number of unduplicated volunteers, performance measures must be aligned with any changes to your number of volunteers and service activities. If there are no changes, please make no edits to the work plan.

Grantees must ensure their Performance Measures accurately reflect the number of active volunteers enrolled in their RSVP program who are working toward a National Performance Measure. We recognize communities are still recovering from the Covid-19 pandemic and that volunteer numbers, service activities, service placements, and staff functions may have changed. Please take this opportunity to update us on the status of your program.

NEW: In FY 2024, all organizations who submit a renewal application are required to review and update the executive summary, narratives and work plan for the entire three years of the grant cycle. In FY 25 and 26 RSVP continuations, changes to the narratives and work plan will only be permitted with prior approval from each incumbent grantees' portfolio manager.

Performance Measures should include:

- Description of the community problem being addressed by the individual performance measure.
- Description of the service activities that address the community problem.
- Description of the intended outcome of the service activity.
- Each Performance Measure must logically connect the following four major elements to each other and be aligned with National Performance Measures:
 1. The community need(s) identified
 2. The service activities that will be carried out by AmeriCorps Seniors volunteers
 3. The instrument description and data collection plans
 4. Target numbers that lead to outcomes or outputs, and are appropriate for the total number of volunteers assigned to the Performance Measure
- The service activities that are defined in each Performance Measure must include the intervention the AmeriCorps Seniors volunteers will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected seniors/youth, third graders at a certain reading proficiency level)
 - The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators

- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur because of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.
- Work plan may include some combination of National Performance Measures and other community priorities. For every \$1,000 in annual base federal funding, at least one unduplicated volunteer must be placed in work plan that result in National Performance Measure outcomes.

E.2.d. Recruitment and Development

Ensure your proposed project demonstrates a plan and the organization's infrastructure provides for effective volunteer recruitment and management. Demonstrate this by responding to the following:

- Describe how the proposed recruitment strategy is a strategic response to the demographics in the community served.
- Demonstrate a plan and infrastructure to ensure volunteers receive training needed to succeed in the service activities described in the Performance Measures.
- Describe the demographics of the community served and plans to recruit AmeriCorps Seniors volunteers from geographic or demographic communities in which the program operates. This could include but is not limited to the following:
 - a. Volunteers from BIPOC (Black, Indigenous, and Other People of Color) communities
 - b. Volunteers from LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Questioning) communities
 - c. Individuals with varying degrees of English language proficiency
 - d. Individuals with disabilities
 - e. Veterans and military family members as volunteers
- Demonstrate a plan and adequate infrastructure to retain and recognize volunteers. This includes:
 - a. An explanation of how the applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcome.
 - b. A description of how engaged volunteers will remain active over the course of grant funding.
- Demonstrate a plan for developing and growing a culture of inclusion at volunteer stations to ensure volunteer station supervisors who are involved in the recruitment of volunteers are invested in addressing community disparities and the root causes of biases in recruitment efforts.

E.2.e. Organizational Capability

E.2.e.i Program Management

Make sure your application:

- Describes the plans and infrastructure to ensure management of volunteer stations are in compliance with the program regulations.

- Demonstrates plans to address culture of volunteer stations to be safe inclusive spaces for diverse volunteers.
- Demonstrates plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities, including
 - a. Sufficient guidance and support of AmeriCorps Seniors volunteers to provide effective service.
 - b. Adequate training and preparation of station supervisors to follow AmeriCorps Seniors program regulations, priorities, and expectations.

E.2.e.ii Organizational Capability

Your application must:

- Describe the organization's commitment to equity when addressing critical community needs reflected in the organization's mission and vision, as well as the application's Performance Measures.
- Describe the plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following:
 - a. Compliance with program requirements (statutes, regulations, and the Uniform Guidance/2 CFR 200 and related appendices);
 - b. Accountability;
 - c. Efficient and effective use of available resources; and
 - d. Plans to engage non-federal funding sources for sustainability of programming.
- Clearly define paid staff positions, including identification of current staff assigned to the project (name, title, and brief position description) and how these positions will ensure the accomplishment of program objectives.
- Describe your organization's experience with, and/or plans for diversity, equity, and inclusion within your organization. This can include the inclusion of diversity on the Board of Directors, agency staff and leadership, and/or volunteers.
- Demonstrate organizational capacity to develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing.
- Describe the extent to which the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.
- Describe the extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement (this can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.)
- And, describe the extent to which the organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited activities and criminal history checks at the grantee and service site locations.

E.2.f. Cost-Effectiveness and Budget Adequacy

Please describe the extent to which the proposal:

- Has a reasonable cost per volunteer in proposed work plan that will lead to National Performance Measure requirements (See Appendix B and section A.3 of the Notice).
- Has plans and infrastructure to secure the non-federal support for program sustainability-including dedicated staff, grant proposal processes and other plans.

E.2.f.i. Budget

Update the budget as necessary. The non-AmeriCorps share must be a minimum of 30%. If needed, you may request a match waiver.

NEW: All AmeriCorps Seniors grantees must budget for one staff person, primarily the Project Director, to attend the AmeriCorps Seniors annual convening or, in the event an in-person convening does not occur, funds to attend another training event. Grantees may budget for an additional staff member to attend the event, if funds permit. Long distance travel funds may be re-budgeted later in the year depending on actual training activities.

In FY 2024 only, AmeriCorps Seniors will add \$2,500 to every RSVP grant to cover expenses for program staff to attend the national convening.

[Link to Fiscal Year 2024 AmeriCorps Seniors RSVP sample budget narrative](#)

E.2.g. Evaluation

Evaluation is a tool for improvement and increases your program's ability to serve people more efficiently and effectively. To ensure there is a quality evaluation plan, describe the following:

- The applicant's data collection system and how it is sufficient to collect high quality performance measurement data. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system during the proposed planning period.
- How the applicant will use performance data.

For more information about evaluation plans and data collection methods, please visit the [AmeriCorps Evaluation Resources website](#).

E.3. Review and Selection Process

AmeriCorps will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by AmeriCorps reviewers may be different from what the applicant self-determined upon submission of its application. The stages of the review and selection process follow:

E.3.a. Initial Application Compliance and Eligibility Review

AmeriCorps will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

E.3.b. Application Review

Internal Review

AmeriCorps Staff Reviewers will assess the applications based on the Program Design, Organizational Capability, and Cost-Effectiveness, and Budget Adequacy Selection Criteria (E.1 and E.2). Staff Reviewers will also consider the priorities and strategic considerations detailed in this Notice. AmeriCorps will recruit and select Staff Reviewers on the basis of demonstrated expertise in RSVP programming and/or the Focus Areas, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

E.3.c. Applicant Clarification

AmeriCorps may ask an applicant for clarifying information. AmeriCorps staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

E.3.d. Pre-Award Risk Assessment

AmeriCorps staff will assess the risks to the program posed by each applicant to determine an applicant's ability to manage Federal funds. This evaluation is in addition to those about the applicant's eligibility and the quality of its application on the basis of the Selection Criteria (E.1. and E.2.). Results from this assessment will inform funding decisions. If AmeriCorps determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Applicants may not be selected for funding if AmeriCorps determines that the applicant's risks cannot be mitigated.

In assessing risks, AmeriCorps may consider the following criteria:

1. Due Diligence, including:
 - Federal debt delinquency
 - suspension and debarment
 - information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - U.S. Treasury Bureau of Fiscal Services
 - System for Award Management (SAM)

- "Do Not Pay"
 - reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
 - IRS Tax Form 990
 - Oversight.gov
 - Public Litigation Records
2. Operational and Financial Management, including:
- financial stability
 - [Operational and Financial Management Survey \(OFMS\)](#)
3. Past Performance, including:
- an applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - timeliness of compliance with applicable reporting requirements
 - accuracy of data reported
 - validity of performance measure data reported
 - conformance to the terms and conditions of previous Federal awards
 - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
 - timely closeout of other awards
 - meeting matching requirements
 - the extent to which any previously awarded amounts will be expended prior to future awards
 - National Service Criminal History Check (NSCHC) compliance. See section F.2.d. National Criminal History Check Requirements and the [NSCHC webpage](#) for more information
4. Other Programmatic Risks, including:
- publicly available information, including from the applicant organization's website
 - amount of funding requested by the organization
 - if the proposed program will engage in prohibited activities

Applicants will find information to help them understand pre-award due diligence checks in the [AmeriCorps Due Diligence Review Process and Compliance](#) training available on the [Manage Your Grant](#) website. This content will help applicants obtain due diligence compliance and remain compliant throughout the grant life.

E.3.e. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds the \$250,000, AmeriCorps is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM.gov (See [41 U.S.C. §2313](#)). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

Any applicant may review information in the designated integrity and performance systems accessible through SAM.gov and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.gov.

AmeriCorps may consider comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this Notice.

E.3.f. Selection for Funding

The review and selection process are designed to:

- identify how well eligible applications are aligned with the application selection criteria (E.1. and E.2.)
- build a diversified portfolio based on the following strategic considerations:
 - AmeriCorps Funding Priorities (See Section A.2. *Funding Priorities*)
 - meaningful representation of
 - geographic diversity
 - rural communities
 - small and medium programs
 - single and multi-state programs
 - faith-based organizations
 - focus areas
 - evidence levels
 - innovative community strategies for identified funding priorities
 - AmeriCorps Seniors Director's discretion to advance strategic goals

In selecting applicants to receive awards under this Notice, the AmeriCorps Seniors Director will endeavor to include a diverse portfolio of applications based on staff recommendations, alignment with selection criteria, and strategic considerations.

AmeriCorps reserves the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

AmeriCorps reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria (E.1. and E.2.) that will be used to assess applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

Notification of an award is not an authorization to begin activities. The Notice of Grant Award signed by the Office of Grant Administration Grant Award Specialist or the Memorandum of Agreement signed by the Portfolio Manager is the authorizing document. An awardee may not expend Federal funds until the start of the Period of Performance identified on the Notice of Grant Award.

F.2. Administrative and National Policy Requirements

F.2.a. Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200](#) and [2205](#).

F.2.b. Requests for Monitoring or Payment Integrity Information

AmeriCorps will request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

F.2.c. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY24 AmeriCorps General Terms and Conditions, and the FY24 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at the [RSVP website](#), select terms and conditions from the dropdown menu.

F.2.d. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant.

- Award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and all staff funded under, or whose salary is reflected as match on, the award. Limited exceptions are described in 45 CFR § 2540.201.

- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. See [NSCHC regulations and guidance](#).
- AmeriCorps also strongly encourages award recipients to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.
- The cost of conducting NSCHC is an allowable expense under the award and individuals subject to the NSCHC must not be required to cover the cost.
- Failure to fully comply with all NSCHC requirements will result in significant disallowed costs.

Recipients must complete the following criminal history checks:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder, as defined in 18 U.S.C. 1111.

See [45 CFR 2540.200- 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

F.2.e. Official Guidance

AmeriCorps' active guidance is available on the [agency's guidance webpage](#). The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

F.3. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate

publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315](#)).

F.4. Reporting

Recipients are required to submit a variety of reports that are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Recipients are required to provide annual progress reports and semi-annual financial reports through eGrants, AmeriCorps' web-based grants management system.

In addition, at the end of the award period, a grantee must submit final financial reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 120 days after the end of the period of performance.

Award recipients will be required to report at [Federal Funding Accountability and Transparency Act Subaward Reporting System \(FSRS\)](#) on all subawards over \$30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have in place data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- data measures what it intends to measure
- data reported is complete
- grantee collects data in a consistent manner
- grantee takes steps to correct data errors
- grantee actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

G. FEDERAL AWARDING AGENCY CONTACTS

For more information, call your portfolio manager or email americorpsseniors@cns.gov.

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677 Option 3. [AmeriCorps Hotline hours](#) are also posted. Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

H. OTHER INFORMATION

H.1. Technical Assistance

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all applicants to participate in these sessions. Information for these technical assistance calls will be provided in communication such as the monthly AmeriCorps Seniors Director's Notes or Grantee Essentials calls.

Resources you need to effectively manage your award, including eGrants instructions, terms and conditions, individual match waiver, pre-award requirements, financial reporting requirements, and training and technical assistance materials are found on the [Manage Your Grant website](#).

H.2. Re-Focusing of Funding

AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

I. IMPORTANT NOTICES

Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are currently valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#).) This collection is approved under OMB Control #: 3045-0035, Senior Corps Grant Application, Expiration Date: November 30, 2024.

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C §552a) requires that AmeriCorps notify applicants that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. §§12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. §4953 of the Domestic Volunteer Service Act of 1973 as amended.

- Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to Federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate Federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance.

- Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this award program, disclosure of personal or sensitive information is required to receive federal benefits.

APPENDIX A - List of Funding Opportunities

[APPENDIX A - List of Funding Opportunities](#)

APPENDIX B - Performance Measures

[APPENDIX B - Performance Measures](#)

APPENDIX C - Terms and Definitions

[APPENDIX C - Terms and Definitions](#)

APPENDIX D - Litmos Resources

[APPENDIX D - Litmos Resources](#)

The following resources will be found in the Litmos course:

- Quick Guide
- All recorded Training Calls
- Best Practices in Budget Development for Fiscal Year 2024 AmeriCorps Seniors RSVP grant applicants” recording

This 50-minute recording will help AmeriCorps Seniors RSVP grant applicants acquire the knowledge and skills needed to understand the function of and develop an effective RSVP budget and budget narrative. The submission of a complete and high-quality budget will help demonstrate that applicants have the fiscal capacity to manage an RSVP program. Applicants are strongly encouraged to review the budget related sections of the Notice of Funding Opportunity, the Grant Application Instructions, and the Fiscal Year 2024 AmeriCorps Seniors RSVP sample budget narrative, before viewing the recording.

[Link to Fiscal Year 2024 AmeriCorps Seniors RSVP sample budget narrative](#)

APPENDIX E - Application Instructions

[APPENDIX E - Application Instructions](#)

APPENDIX F - Focus Areas

AmeriCorps Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress’s intent and to maximize the impact of investment in national service, and to achieve the goals laid out in the [Strategic Plan \(2022-2026\)](#), AmeriCorps has the following Focus Areas:

Disaster Services

Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.

Economic Opportunity

Improving the economic well-being and security of underserved individuals.

Education

Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.

Environmental Stewardship

Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.

Healthy Futures

Supporting for health needs within communities, including ongoing recovery from COVID-19 and other public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

Veterans and Military Families

Improving the quality of life of veterans and improve military family strength.

Capacity Building

Support *indirect services* that enable AmeriCorps-supported organizations to provide more, better, and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization.

APPENDIX G - Calculator Worksheet

[APPENDIX G - Calculator Worksheet](#)