

# NOTICE OF FUNDING OPPORTUNITY

**Federal Agency Name:** AmeriCorps  
**Funding Opportunity Title:** Fiscal Year (FY) 2025 AmeriCorps Seniors Q4 Senior Companion Program Continuation or Renewal  
**Announcement Type:** Amended Announcement  
**Assistance Listing Number:** 94.016

## Summary Statement:

The purpose of this funding announcement is to award FY 2025 funding to AmeriCorps Seniors Senior Companion Programs that are in continuation or renewal. New applicants are not accepted. AmeriCorps Seniors Senior Companion Programs engage adults aged 55 and over to provide companionship and support to older adults in need of extra assistance to remain at home or in the community for as long as possible.

This FY 2025 Senior Companion Program Notice is revised. AmeriCorps is continuing to review all applicable executive orders and corresponding guidance issued by the Office of Management and Budget and the Office of Personnel Management. AmeriCorps is taking proactive action to ensure alignment with President Trump’s executive orders, related directives, and the Trump-Vance Administration priorities.

**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 **Friday, March 21, 2025, by 5:00 pm ET.**
- Successful applicants will be issued awards by June 2025.
- Update posted March 7, 2025

## Table of Contents

<b>A. PROGRAM DESCRIPTION .....</b>	<b>4</b>
A.1. Purpose of Senior Companion Program Funding .....	4
A.2. Funding Priorities.....	4
A.3. Performance Goals or Expected Outcomes.....	4
A.4. Program Authority .....	5

<b>B. FEDERAL AWARD INFORMATION .....</b>	<b>5</b>
B.1. Estimated Available Funds.....	5
B.2. Estimated Award Amount .....	5
B.3. Period of Performance .....	6
B.4. Type of Award .....	6
<b>C. ELIGIBILITY INFORMATION .....</b>	<b>6</b>
C.1. Eligible Applicants.....	6
C.2. Cost Sharing or Matching .....	7
C.3. Other Eligibility Requirements.....	8
<b>D. APPLICATION AND SUBMISSION INFORMATION .....</b>	<b>8</b>
D.1. Address to Request an Application Package .....	8
D.2. Content and Form of Application Submission.....	9
D.2.a. Application Content.....	9
D.2.b. Page Limits.....	10
D.3. Unique Entity Identifier (UEI) and System for Award Management (SAM) .....	10
D.4. Submission Dates and Times .....	11
D.4.a. Application Submission Deadline .....	11
D.4.b. Additional Documents Deadline.....	11
D.4.c. Late Applications .....	11
D.5. Intergovernmental Review.....	12
D.6. Funding Restrictions.....	12
D.6.a. Award Funding Requirements.....	12
D.6.b. Indirect Costs.....	12
D.6.c. Pre-Award Costs .....	13
D.7. Other Submission Requirements.....	13
D.7.a. Electronic Application Submission in eGrants.....	13
D.7.b. Submission of Additional Documents .....	14
<b>E. APPLICATION REVIEW INFORMATION.....</b>	<b>14</b>
E.1. Continuation Applications (Grantees Entering Year 2 or Year 3).....	14
Updated 3/7/25: E.1.a. Executive Summary, E.1.b. Program Design and E.1.c. Organizational Capability .....	15
Updated 3/7/25: E.1.d. Other Narrative .....	16
E.1.e. Work Plans/Performance Measures.....	16
E.1.f. Budget.....	16
E.2. Renewal Applications .....	17
E.2.a. Executive Summary.....	18
E.2.b. Program Design .....	19
E.2.c. Organizational Capability.....	21
E.2.d. Other Narrative .....	22
E.2.e. Work Plans/Performance Measures.....	22
E.2.f. Budget.....	23
E.3. Review and Selection Process .....	24
E.3.a. Initial Application Compliance and Eligibility Review .....	24
E.3.b. Application Review .....	25
E.3.c. Applicant Clarification .....	25

E.3.d. Pre-Award Risk Assessment.....	25
E.3.e. Consideration of Integrity and Performance System Information.....	26
E.3.f. Selection for Funding .....	27
<b>F. FEDERAL AWARD ADMINISTRATION INFORMATION.....</b>	<b>28</b>
F.1. Federal Award Notices .....	28
F.2. Administrative and National Policy Requirements .....	28
F.2.a. Uniform Guidance .....	28
F.2.b. Requests for Monitoring or Payment Integrity Information .....	28
F.2.c. AmeriCorps Terms and Conditions .....	28
F.2.d. National Service Criminal History Check Requirements .....	28
F.2.e. Official Guidance .....	30
F.3. Use of Material.....	30
F.4. Reporting.....	30
F.5. Continuation Funding Information and Requirements.....	31
<b>G. FEDERAL AWARDED AGENCY CONTACTS .....</b>	<b>31</b>
<b>H. OTHER INFORMATION .....</b>	<b>31</b>
H.1. Technical Assistance.....	31
H.2. Re-Focusing of Funding.....	32
<b>I. IMPORTANT NOTICES .....</b>	<b>32</b>
<b>APPENDIX A - LIST OF FUNDING OPPORTUNITIES .....</b>	<b>33</b>
<b>APPENDIX B - PERFORMANCE MEASURES .....</b>	<b>33</b>
<b>APPENDIX C - TERMS AND DEFINITION .....</b>	<b>33</b>
<b>APPENDIX D - LITMOS RESOURCES .....</b>	<b>33</b>
<b>APPENDIX E - GRANT APPLICATION INSTRUCTIONS .....</b>	<b>33</b>
<b>APPENDIX F - FOCUS AREAS .....</b>	<b>33</b>
AmeriCorps Focus Areas.....	33
<b>APPENDIX G - COST PER VOLUNTEER CALCULATOR .....</b>	<b>34</b>

## **A. PROGRAM DESCRIPTION**

### **A.1. Purpose of Senior Companion Program 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 1974, the AmeriCorps Seniors' Senior Companion Program engages adults aged 55 and over to provide companionship and support to older adults in need of extra assistance to remain at home or in the community for as long as possible. AmeriCorps Seniors' volunteers in the Senior Companion program serve with most of the volunteer service taking place in the homes of their clients. Among other activities, they provide companionship to ease loneliness and social isolation, assist with transportation and light chores, help to serve as eyes and ears to professionals who can intervene in the case of medical or other deterioration on the part of the clients, and give support to informal caregivers. While serving, AmeriCorps Seniors volunteers in the Senior Companion Program improve their own lives by staying active and civically engaged.

### **A.2. Funding Priorities**

AmeriCorps will invest in existing and new partnerships with non-profit (including faith-based) organizations, institutions of higher education, Tribal organizations, and local/state government entities and will prioritize investment in AmeriCorps' Focus Areas ([Appendix F](#)). We will target our investments toward communities where the need is greatest. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

The AmeriCorps Senior Companion Program focuses on grantmaking in the Healthy Futures focus area. Under this focus area, grantees must establish programming that engages adults fifty-five (55) years and older to serve as volunteers who help seniors live independently. Activities may include providing support and/or facilitating access to services and resources that contribute to independent living.

### **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 Senior Companion Program Performance Measure Instructions.](#)

Applicants must identify Healthy Futures as the Primary Focus Area. Work plans must include at least one service activity in the Aging in Place objective of the Healthy Futures focus area. The Primary Focus Area represents 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 work plans that meet the following minimum requirements:

- National Performance Measure outcomes using Healthy Futures as the primary focus area.
- Federal funding requests cannot exceed \$9,000 per Volunteer Service Year (VSY\*.) At least one Volunteer Service Year per \$9,000 of federal funds must be placed in a work plan that results in national performance measure outcomes under the Aging in Place objective of the Healthy Futures focus area. [Appendix G: Cost per Volunteer Calculator](#) can be used to determine a minimum number of VSYS for a funding request.

*\*A Volunteer Service Year (VSY) is a budget term which equals 1,044 hours of volunteer service activity. Volunteer Service Years (VSYS) are used in the budget and work plans. The standardized stipend cost per Volunteer Service Year (VSY) is calculated by multiplying the number of hours served by the current cost per hour for the stipend (1,044 hours x \$4.00 per hour). Volunteer Service Year (VSY) also refers to work plan requirements, as noted above.*

### **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 approximately \$52 million for FY 2025 AmeriCorps Seniors Senior Companions Program (SCP). 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 \$0 to \$800,000.

### **B.3. Period of Performance**

Successful applicants will be issued awards by June 2025.

Program and budget period should be July 1, 2025, to June 30, 2026.

AmeriCorps anticipates making three-year grant awards. AmeriCorps generally makes an initial award for the first year of the period of performance, based on a one-year budget. The AmeriCorps funding amount requested for Year 1 during Administrative Renewal is the amount you seek to receive for each year of the grant. However, Continuation awards (Years 2 and 3) for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance. 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**

FY 2025 AmeriCorps Senior Companion Program 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 Senior Companion Program grants will be awarded if an application is successful.

## **C. ELIGIBILITY INFORMATION**

### **C.1. Eligible Applicants**

Existing grantees are required to submit a continuation or renewal application.

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#) or [42 U.S.C. 12511\(21\)](#)) are eligible for AmeriCorps funding:

- Indian Tribes
- institutions of higher education
- local governments
- nonprofit organizations
- state service commissions\*
- states and US Territories
- Through this Notice, only AmeriCorps Seniors Senior Companion Program grantees who have an active AmeriCorps Seniors Senior Companion Program grant, including a 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 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.

*\*State service commissions are currently eligible to apply due to a waiver of the prohibition at 45 CFR 2550.80(j), which provides that a state commission or AAE may not directly carry out any national service program that receives financial assistance title II of the Domestic Volunteer Service Act (DVSA). This funding opportunity is applicable only to state commissions that have an existing AmeriCorps Seniors Senior Companion Programs grant.*

## **C.2. Cost Sharing or Matching**

Applicants are required to match funds equal to ten percent of their total requested one-year program budget. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured.

Applicants must demonstrate the ability to meet the ten percent match requirement at the time of application submission. See [Section D.6. Funding Restrictions](#) for more information.

To calculate the minimum grantee share, divide the baseline funding amount (i.e., federal share) listed for the grant in Appendix A by 0.9. Then, subtract baseline funding from that result. This will give the minimum amount of grantee share. For example, if the baseline funding listed in Appendix A is \$288,000:

$$\$288,000 / 0.9 = \$320,000$$

$$\$320,000 - \$288,000 = \$32,000$$

The grantee share is at least \$32,000, the federal share is \$288,000, and the total project budget is at least \$320,000. You may also use the calculator in [Appendix G: Cost Per Volunteer Calculator](#) to determine the minimum grantee share.

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.

For information about a match waiver, please see the [Match Waiver Request Form](#) or the [AmeriCorps Seniors Individual Match Waiver link on the 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. **In addition, grantees must certify that the activities under this grant comply with all applicable Executive Orders and do not include any activities promoting diversity, equity, and inclusion (DEI) that violate any applicable Federal anti-discrimination laws.**

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
- 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 AmeriCorps Seniors Senior Companion Program regulations at [45 CFR Part 2551, Appendix E: AmeriCorps Seniors Grant Application Instructions](#), [Appendix A: List of Funding Opportunities](#), and [Appendix B: AmeriCorps Seniors Senior Companion Program National Performance Measure Instructions](#). These documents are available online at [the AmeriCorps Seniors Senior Companion Program grantee web page](#).

### **D.1. Address to Request an Application Package**

All information associated with this funding opportunity is available through the [AmeriCorps Seniors Senior Companion Program Grantees webpage](#). Applicants should refer to the Senior Companion Program webpage for more information and instructions on how to fully respond to this Notice. Applicants can also email [AmeriCorpsSeniors@americorps.gov](mailto:AmeriCorpsSeniors@americorps.gov) to request a copy of the application package.



## 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.
  - Strengthening Communities
  - Recruitment and Development
  - Program Management
  - Organizational Capability
  - Other
- Work Plans/Performance Measures
- Standard Form 424A Budget
- Clarification Summary: This section will be used if there are items that need to be resolved post review. Applicants should not include any information in this narrative at the time of original submission.
- Authorization, [Assurances](#), and [Certifications](#)

#### **Updated 3/7/25: D.2.a.i. Continuation Grants (Years 2 or 3)**

If you are submitting a **Continuation application**, do not revise or delete content in the Strengthening Communities, Recruitment and Development, Program Management, and Organizational Capability narratives **except those necessary to ensure compliance with applicable executive orders**. If you are carrying forward funds and need to increase your VSYs, or will be supplementing the stipend with grantee funds, please note this in the Other Narrative.

#### **D.2.a.ii. Renewal Grants (Year 1)**

If you are submitting an **Administrative Renewal application**, previous grant information will auto-populate, however, make sure to verify there have not been changes to the application requirements and that all narrative fields have been adequately addressed. Update sections as instructed in [Section E.2.](#) of this Notice. **Please make certain to respond to ensure compliance with applicable Executive Orders.**

### **D.2.b. Page Limits**

Continuation applications may not exceed **22** double-spaced pages as according to the pages printed out from eGrants. Renewal applications may not exceed **20** double-spaced pages 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
- Strengthening Communities, Recruitment and Development, Program Management
- Organizational Capability, and Other Narratives

The application page limit does not include the Budget, Work Plans/Performance Measures, or any required additional documents. Text entered into the Clarification Summary narrative will not be read or reviewed. The Clarification Summary narrative will be used after receipt and review of your application to address resolution items, if applicable.

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 (UEI) and System for Award Management (SAM)**

All applicants **must** register with the [System for Award Management \(SAM\)](#), have an active registration by the application deadline, and maintain an active SAM registration until the application process is complete. The SAM registration must align with the UEI entered into eGrants. 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 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 **Friday, March 21, 2025, 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 **Friday, March 21, 2025, 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 [AmeriCorpsSeniors@americorps.gov](mailto:AmeriCorpsSeniors@americorps.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 90 percent of the total allowable costs for the funded activity, as determined under [2 CFR Part 200, Subpart E-Cost Principles](#).

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 15 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 Guidance](#). 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@AmeriCorps.gov](mailto:IndirectCostRate@AmeriCorps.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.

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 [AmeriCorps Hotline 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. Applicants should refer to [Section D.4.c](#) for the late application process.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier 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 2025 SCP 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' Senior Companion Program

**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 (Grantees Entering Year 2 or Year 3)**

**Updated 3/7/25:** Because eGrants is our system of record, it is critical that previous information remains and that you update **only in response to compliance with Executive Orders.**

Organizations that have current program awards that continue beyond FY 2024 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 the late application process outlined in [Section D.4.c.](#) is not followed, 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 FY 2025 continuation application. These items are important and may be repeated several times in this document.**

**Updated 3/7/25:** Please do not make any revisions to the narratives aside from the Other Narrative except those necessary to ensure compliance with applicable Executive Orders. For more information on Executive Orders, please refer to the White House website [Presidential Actions - The White House](#).

**NEW:** Per the 2025 Final Rule, grantees have the flexibility to supplement stipends with their own funds, allowing them to adjust hourly rates as needed to recruit and support older adults in their communities.

**Define Geographical Service Area:** Ensure your service area as identified on the SF-424 Face Sheet of the application accurately reflects your approved geographical service area. **Do not add or delete** any approved service areas, only ensure the format is followed from below.

- The Areas Affected by the Project field (appears on the SF-424 Face Sheet and is completed in the "Application Info" section of eGrants) is where you define the geographical service area for the project. List county, parish, or tribal land names only—do not list cities, towns, etc., or provide any other information. When entering the Areas Affected by the Project, use the following format. Your application will be returned for resolution if you deviate from this format:

**If serving counties or parishes in one state**

Vermont: Addison, Orange, Washington

**If serving a tribal land**

Arizona: Fort Yuma-Quechan Tribal lands

**If serving counties or parishes in multiple states**

Arkansas: Crittenden

Mississippi: DeSoto

Tennessee: Fayette, Shelby

**Updated 3/7/25: E.1.a. Executive Summary, E.1.b. Program Design and E.1.c. Organizational Capability**

Do not make any adjustments to the following sections: Strengthening Communities, Recruitment and Development, Program Management, or Organizational Capability except when necessary to ensure compliance with applicable executive orders. For more information on Executive Orders, please refer to the White House website [Presidential Actions - The White House](#). If you have additional updates for any of these sections unrelated to executive orders, please see Section E.1.d. Other Narrative for instructions.

1. Review the Executive Order Gov. Delivery message sent to grantees on February 11, 2025.

2. Assess the application narratives for noncompliant activities and remove or update any language related to noncompliant activities.

### **Updated 3/7/25: E.1.d. Other Narrative**

Please use headings or titles to help organize information within the Other Narrative.

#### **E.1.d.i. FY25 Continuation Programmatic Updates**

If making adjustments to your application that would normally impact other narratives, *including but not limited to* the number of Volunteer Service Years (VSYs), recruitment, policies, and/or staffing changes, briefly summarize these changes in the Other Narrative with a heading noting the changes.

#### **E.1.d.ii. Carry Forward**

If you are including carry forward funds in your budget, please provide the following statement:

- We are including \$XX,XXX in carry forward funding and have added XX VSYs because of the carry forward.

#### **E.1.d.iii. Supplemental Stipend (If Applicable)**

If choosing to supplement the hourly stipend with grantee share, please provide the following statement:

- Through grantee share, an additional \$X.XX per hour will be provided to all AmeriCorps Senior volunteers serving on the grant.

#### **E.1.e. Work Plans/Performance Measures**

Information will automatically copy from your previous awarded application into your continuation application. Grantees should take this opportunity to revise work plans to accurately reflect the number of VSYs and active volunteers in your program. You should also align the work plans to current community needs. If making any changes to the work plans, please briefly summarize those changes in the Other Narrative also.

Ensure the minimum cost per VSY is met. For every \$9,000 of federal funding, one VSY must be placed in the "anticipated unduplicated volunteers" field of a work plan in the Aging in Place objective of the Healthy Futures focus area. For example, if requesting \$90,000 in federal funding, at least 10 VSYs need to be included in the "anticipated unduplicated volunteers" field of work plans in the Aging in Place objective of the Healthy Futures focus area. Please see [Appendix E: Grant Application Instructions](#), [Appendix G: Cost Per Volunteer Calculator Worksheet](#), and [Appendix B: AmeriCorps Seniors Senior Companion Program Performance Measure Instructions](#) for more information.

#### **E.1.f. Budget**

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. The recommended amount for budgeting purposes is \$2,000. Long distance travel funds may be re-budgeted later in the year depending on actual training activities.

Update the budget if necessary. Budgets must include:

- Expenses for the period of July 1, 2025, through June 30, 2026.
- Travel costs for at least one staff person to attend the AmeriCorps Seniors annual convening in FY 2025.
- At least 10% match of total project costs unless the grantee has an approved match waiver. Please see [Section C.2.](#) for information on the match.
- Number of VSYs in the stipend line item meets the minimum cost per VSY requirement and includes all VSYs for the project.

**NEW:** Per the FY 2025 Final Rule, grantees have the flexibility to supplement stipends with their own funds in the grantee share, allowing them to adjust hourly rates as needed to recruit and support older adults in their communities. If you intend to supplement stipends, that amount should be included in the budget.

- Add a new line item in Budget Section II. Supplemental Stipend by clicking "Add a new budget item."
- In the "Item" field, enter: Supplemental Stipend.
- In the "Description" field, enter: **[\$[Supplemental amount] per hour for all volunteers; \$[Supplemental amount] x 1044 x [Number of VSYs] VSYs = \$[Total Supplemental Stipend Amount]"**
  - For example, if you are offering \$0.50 an hour in supplemental stipends and have 15 VSYs, you would enter:  
$$\$0.50 \text{ per hour for all volunteers; } \$0.50 \times 1044 \times 15 \text{ VSYs} = \$7,830$$
- In the "Total Amount" field, enter the total supplemental stipend amount.
- Enter "0" in the "CNCS Share" and "Excess Amount" fields.
- Enter the total supplemental stipend amount in the "Grantee Share" field.
- Ensure you also enter the information in the Other Narrative as specified in E.1.d.iii.

## 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 the late application process outlined in [Section D.4.c.](#) is not followed, this will be an indication that the organization is no longer interested in receiving funding.

All organizations who submit a renewal application are required to review and update the executive summary, narratives, and work plans for the entire three years of the grant cycle. Previous grant information will auto-populate. However, check to ensure there have not been changes to the application requirements in this Notice and that all narrative fields have been adequately addressed. Update sections as needed.

**Updated 3/7/25:** Ensure your planned activities and programming comply with applicable executive orders. For more information on Executive Orders, please refer to the White House website [Presidential Actions – The White House](#).

**Define Geographical Service Area:** Ensure your service area as identified on the SF-424 Face Sheet of the application accurately reflects your approved geographical service area. If you wish to add counties that are not part of your approved service area, you must request the addition and receive prior approval before including new counties in your application. Please contact your portfolio manager for more information.

- The Areas Affected by the Project field (appears on the SF-424 Face Sheet and is completed in the “Application Info” section of eGrants) is where you define the geographical service area for the project. List county, parish, or tribal land names only—do not list cities, towns, etc., or provide any other information. When entering the Areas Affected by the Project, use the following format. Your application will be returned for resolution if you deviate from this format:

**If serving counties or parishes in one state**

Vermont: Addison, Orange, Washington

**If serving a tribal land**

Arizona: Fort Yuma-Quechan Tribal lands

**If serving counties or parishes in multiple states**

Arkansas: Crittenden

Mississippi: DeSoto

Tennessee: Fayette, Shelby

**NEW:** Additionally, per the 2025 Final Rule, grantees have the flexibility to supplement stipends with their own funds, allowing them to adjust hourly rates as needed to recruit and support older adults in their communities.

### **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 **[1. Name of the organization]** proposes to have **[2. Number of unduplicated]** AmeriCorps Seniors volunteers who will **[3. Specific service activities]** in **[4. The locations the AmeriCorps Seniors volunteers will serve]**. AmeriCorps Seniors volunteers will serve **[5. XX number volunteer service hours (VSY)]** each year. The

primary focus area of this project is Healthy Futures. **[6. (If applicable) Other priorities include (List priority areas to be addressed)].** AmeriCorps Seniors volunteers will be responsible for **[7. Fill in the anticipated outcome (s)].** The AmeriCorps investment of \$ **[8. Fill in the annual AmeriCorps grant amount or the requested amount]** will be supplemented by \$ **[9. Fill in the anticipated level of non-AmeriCorps resources]."**

Must provide the following:

1. Name of the organization
2. Number of unduplicated volunteers
3. Specific service activities
4. The locations the AmeriCorps Seniors volunteers will serve
5. XX number volunteer service hours (VSY)
6. (If applicable) Other priorities include [List priority areas to be addressed].
7. Fill in the anticipated outcome (s)
8. Fill in the annual AmeriCorps grant amount or the requested amount
9. Fill in the anticipated level of non-AmeriCorps resources

An example of a compliant executive summary is:

*The ABC Senior Service Center proposes to have 12 AmeriCorps Seniors volunteers provide companionship and respite services to older adults in their homes and the Lake View Senior Center in Crystal County, VA. AmeriCorps Seniors volunteers will be trained in best practices related to family support and respite care. AmeriCorps Seniors volunteers will serve 15 volunteer service years (VSY) each year. The primary focus area of this project is Healthy Futures. Other priorities include programming that focuses on aging in place, access to care, and raising awareness about the importance of respite care. AmeriCorps Seniors volunteers will be responsible for reducing isolation and providing respite services for 150 seniors. 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.

Text with strikethrough throughout this section has been removed and is not allowable activity. Highlighted text has been revised.

#### **Updated 3/7/25: E.2.b.i. Strengthening Communities**

The **Strengthening Communities** narrative must:

- Explain how the proposed interventions are responsive to the identified community problem(s).
- Articulate the applicant's proposed interventions, including the design, dosage, target population, and roles of AmeriCorps Seniors volunteers, and demonstrate that the applicant's intervention is likely to lead to the outcomes identified in the work plans.

- Discuss how the expected outcomes articulated in the Strengthening Communities narrative and Performance Measures represent meaningful progress in addressing the community problems identified by the applicant.
- Demonstrate the rationale for utilizing AmeriCorps Seniors volunteers to deliver the intervention(s), addressing the community need is reasonable.
- Describe how the service of AmeriCorps Seniors volunteers will produce significant contributions to existing efforts to address the stated problem.
- If the anticipated output, outcome, and/or VSY targets were not met in the previous three-year grant cycle and those same outcomes are included in this application, explain what actions will be taken to meet those targets under this new award.
- Illustrate how the proposed plan ensures the project engages a diverse and inclusive group of volunteers.-
- Clearly describe how the project will serve members of the community through an equity lens.-
- Detail characteristics of the community to be served includes demographic, income, and additional relevant information.

### **Updated 3/7/25: E.2.b.ii. 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.- addresses the community need.
- Demonstrate a plan and infrastructure to ensure volunteers receive training needed to succeed in the service activities described in the work plans Performance Measures.
- Describe the demographics of the community served and plans to recruit AmeriCorps Seniors volunteers from geographic or demographic communities the areas in which the program operates.
- Demonstrate a plan and adequate infrastructure to retain and recognize volunteers. This includes:
  - An explanation of how the applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcome create an environment that supports volunteers in service:-
  - 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.c. Organizational Capability

### Updated 3/7/25: E.2.c.i Program Management

Your application must:

- Describe the plans and infrastructure to ensure management of volunteer stations comply with the program regulations and applicable Trump-Vance administration's executive orders.
- Demonstrate plans to address culture of volunteer stations to be safe inclusive spaces for diverse volunteers ensure volunteer safety while in service.
- Demonstrate plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities, including:
  - Sufficient guidance and support of AmeriCorps Seniors volunteers to provide effective service.
  - Adequate training and preparation of station supervisors to follow AmeriCorps Seniors program regulations, priorities, and expectations.

### Updated 3/7/25: E.2.c.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:
  - Compliance with program requirements (statutes, regulations, and the Uniform Guidance/2 CFR 200 and related appendices)
  - Accountability
  - Efficient and effective use of available resources
  - 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 that include the community to be served. This can include explanation regarding the development of a Board of Directors, agency staff and leadership, and/or volunteers that adequately reflect the community served.
- 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.
- Illustrate 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.)
- 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.d. Other Narrative**

You may use headings in this section to help organize information.

#### **E.2.d.i. Cost-Effectiveness and Budget Adequacy**

Please describe the extent to which the applicant has plans and infrastructure to secure the non-federal support for program sustainability, including dedicated staff, grant proposal processes, and other fundraising strategies.

#### **E.2.d.ii. 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.2.d.iii. Supplement Stipend Increase (If Applicable)**

If choosing to supplement the stipend funds, add the following statement:

- Through grantee share, an additional \$X.XX per hour will be provided to all AmeriCorps Senior volunteers serving on the grant.

#### **E.2.e. Work Plans/Performance Measures**

Information will automatically copy from your previous awarded application into your renewal application. Please revise work plans to align with the three-year performance period, including adding or removing work plans as necessary. Grantees must ensure their work plans accurately reflect the number of VSYS and the number of active volunteers enrolled in their AmeriCorps Seniors Senior Companion Program. Work plans are entered into the

Performance Measure Module in eGrants. Please see [Appendix E: Grant Application Instructions](#), [Appendix G: Cost per Volunteer Calculator Worksheet](#), and [Appendix B: AmeriCorps Seniors Senior Companion Program Performance Measure Instructions](#) for more information. If there are no changes, please make no edits to the work plan.

Each work plan 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 work plan must logically connect the following five major elements to each other and be aligned with National Performance Measures:

- The community need(s) identified.
- The service activities that will be carried out by AmeriCorps Seniors volunteers.
  - 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, older adults in their homes, veterans).
- The instrument description and data collection plans.
- The selected measurable output and outcome, including targets that are appropriate for the total number of volunteers assigned to a work plan.

Work plans may include some combination of work plans in the Healthy Futures and Other Community Priorities focus areas. For every \$9,000 in annual base federal funding, at least one unduplicated volunteer must be placed in an outcome-based work plan in the Aging in Place objective of the Healthy Futures focus area.

### **E.2.f. Budget**

Update the budget as necessary. The non-AmeriCorps share must be a minimum of 10% of total project costs. If needed, you may request a match waiver.

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. The recommended amount for budgeting purposes is \$2,000. Long distance travel funds may be re-budgeted later in the year depending on actual training activities.

Budgets must include:

- Expenses for the period of July 1, 2025, through June 30, 2026.

- Travel costs for at least one staff person to attend the AmeriCorps Seniors annual convening in FY 2025.
- At least 10% match of total project costs unless the grantee has an approved match waiver. Please see section C.2 for information on the match.
- Number of VSUs in the stipend line item meets the minimum cost per VSU requirement and includes all VSUs for the project.

**NEW:** Per the FY 2025 Final Rule, grantees have the flexibility to supplement stipends with their own funds in the grantee share, allowing them to adjust hourly rates as needed to recruit and support older adults in their communities. If you intend to supplement stipends, that amount should be included in the budget:

- Add a new line item in Budget Section II. Supplemental Stipend by clicking “Add a new budget item.”
- In the “Item” field, enter: Supplemental Stipend.
- In the “Description” field, enter: **[\$Supplemental amount]** per hour for all volunteers; **[\$Supplemental amount] x 1044 x [Number of VSUs] VSUs = [\$Total Supplemental Stipend Amount]**
  - For example, if you are offering \$0.50 an hour in supplemental stipends and have 15 VSUs, you would enter:  

$$\$0.50 \text{ per hour for all volunteers; } \$0.50 \times 1044 \times 15 \text{ VSUs} = \$7,830$$
- In the “Total Amount” field, enter the total supplemental stipend amount.
- Enter “0” in the “CNCS Share” and “Excess Amount” fields.
- Enter the total supplemental stipend amount in the “Grantee Share” field.
- Ensure you also enter the information in the Other Narrative as specified in E.2.d.iii.

### **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. 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 \(OFMS\)](#) for renewal applicants only
  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. **Updated 3/7/25:** Other Programmatic Risks, including:
    - publicly available information, including from the applicant organization's website
    - amount of funding requested by the organization
    - Other elements considered relevant per Program Office, such as prohibited activities and/or compliance with applicable Trump-Vance administration Executive Orders

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 under the Training and Technical Assistance link. 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 area
    - rural communities
    - small and medium programs
    - single and multi-state programs
    - faith-based organizations
    - focus areas
    - 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**

AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by June 2025 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

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 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 [FY25 AmeriCorps General Terms and Conditions](#), and the FY25 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 [AmeriCorps Seniors Senior Companion Program Grantee Page](#).

#### **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
- 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 through eGrants, AmeriCorps' web-based grants management system.

In addition, at the end of the award period, a grantee must submit final financial and progress 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.

## **F.5. Continuation Funding Information and Requirements**

Organizations that have current AmeriCorps Seniors Senior Companion Program awards that continue beyond FY 2025 must apply in order to be eligible to receive funding for the following year. Please see [Appendix E: Grant Application Instructions](#). Requests by existing continuation applicants for increases in the level of funding will be assessed using the selection criteria (E.1. and E.2.) published in this Notice.

The review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff's knowledge of the grant program. 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.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

For more information, email [AmeriCorpsSeniors@AmeriCorps.gov](mailto:AmeriCorpsSeniors@AmeriCorps.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. A Tour of the Notice webinar for continuations and renewals is scheduled for Tuesday, January 28, at 2 pm ET. Information for these technical assistance calls is available on the AmeriCorps Seniors [Senior Companions Program Grantees web page](#).

General resources needed to effectively manage your award, including eGrants instructions for [updating your indirect cost rate](#), [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](#). Additionally, the AmeriCorps Seniors Senior Companion Program Operational Handbook is available on the [Senior Companion Program grantee page](#) under Grantee Resources.

## 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 current valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#).) This collection is approved under OMB Control #: 3045-0035, AmeriCorps Seniors Grant Application, Expiration Date: September 30, 2026.

**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 Definition**

[APPENDIX C - Terms and Definitions](#)

## **APPENDIX D - Litmos Resources**

[APPENDIX D - Litmos Resources](#)

## **APPENDIX E - Grant Application Instructions**

[APPENDIX E - Grant 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 mitigating the impacts of 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 - Cost Per Volunteer Calculator**

[APPENDIX G - Cost Per Volunteer Calculator](#)