FY 2025 RSVP

Competition

AmeriCorps Seniors

Using Narratives and Work Plans to Make Your Case

August 2024

AmeriCorps Seniors

Agenda

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- Selection for Funding
- Using Your Narratives to Make Your Case
- Using Your Work Plans to Make Your Case
- Knowledge Check
- Q&A

Pre-Event Poll Questions

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How confident do you feel in your current ability to make your case through your narratives?

- 5 - Very Confident
- 4 - Confident
- 3 - Somewhat Confident
- 2 - Not Very Confident
- 1 - Not Confident at All

How confident do you feel in your current ability to make your case through your work plans?

- 5 - Very Confident
- 4 - Confident
- 3 - Somewhat Confident
- 2 - Not Very Confident
- 1 - Not Confident at All

Have you utilized the training and technical assistance materials on americorps.gov?

- Yes
- No
- Unsure

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Selection for Funding

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E.2.f. Selection for Funding

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AmeriCorps will select applications for funding that:

- Most closely align with Section E.1

- Allow us to build a diversified portfolio based on strategic considerations:
  - AmeriCorps funding priorities (Section A.2)
  - Meaningful representation of types of communities, organizations, and focus areas
  - Innovative community strategies

Suggested Resources:
- Priorities and Selection Criteria

To Receive Priority Consideration

Selection for Funding

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Choosing a Funding Priority is optional. If you do choose one, to receive priority consideration, you must:

- Show that the Funding Priority is a significant part of the program design in the narratives

- Include a high-quality program design

- Designate at least one work plan using an output/outcome pairing for the selected priority.

Note: Proposing programs that receive priority consideration does not guarantee funding.

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Program Characteristics
Selection for Funding

When assessing an application's strategic considerations, reviewers will look for evidence in the application that the project will serve the community indicated in the Program Characteristics, if applicable.

Note: Community served is not the only factor used when assessing strategic considerations.

Using Your Narratives to Make Your Case

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Disclaimer

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This webinar does not cover the Narrative sections and what you should include in them in order. Rather, it provides a high-level overview of how to weave important elements throughout all sections of your Narratives to build a case for your community and its needs.

For a walkthrough of what is included in each Narrative section, please view the Priorities and Selection Criteria webinar.

Purpose of the Narratives

Using Your Narratives to Make Your Case

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- Paint the picture of your community and its residents, needs, and assets

- Provide a high-level overview of your project and what you'll do

- Demonstrate how you'll make a difference by connecting:
  - the **community** you'll serve
  - the **needs** they have
  - the **intervention** you'll use
  - the **volunteers** you'll engage
  - the **infrastructure** to support the project

Use Section E.1 as Your Guide

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Using Your Narratives to Make Your Case

- Address the items in E.1 in order
  - Makes it easier on reviewers and on you to make sure everything is covered
- Be consistent, as <mark>some topics will appear in more than one narrative</mark>
  - For example, how you discuss volunteers in Strengthening Communities should make sense with how you discuss volunteers in Recruitment and Development

Connect Your Community and its Needs

Using Your Narratives to Make Your Case

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- Describe who lives there and where the community is located

- Describe what the needs are
  - Show why it's a need and who it affects

- Provide data that is no more than 5 years old (if possible)
  - Use federal, state, county, city, local or organization data
  - Provide the specific demographics that connect directly to your project
  - Include data related to Funding Priorities or Program Characteristics, if applicable

- Cite your sources

Sources of Data

Connect Your Community and its Needs

Could include, but not limited to:

- Client, student, or other data from your organization or partners

- Interviews, focus groups, or local surveys

- Community needs assessment

- County- or city-level data from sources including but not limited to:
  - Census (including American Community Survey data)
  - SparkMap
  - National Association of Counties County Explorer
  - County Health Rankings

Use Demographics that Fit The Needs

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Connect Your Community and its Needs

If your project will address…	Use demographics about…
Disaster Services	Natural and other disasters, your community and its infrastructure
Economic Opportunity	Unemployment or underemployment, housing (availability and affordability of units; housing unit conditions), tax returns, financial literacy (understanding of household budgets, banking, loans, etc.)
Education	Availability of pre-school, school achievement or test scores, rates of post-high school degrees
Environmental Stewardship	Public lands, trails, parks, and rivers; energy efficiency of housing units or buildings; local knowledge of environmental issues
Healthy Futures	Health status and conditions, availability of services, food deserts or food security, older adults living at home, caregivers of older adults
Veterans and Military Families	Veterans and active military and their families
Capacity Building	Nonprofit organizations in your community

Note: these examples are provided as an illustration and are not meant for replication.

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Cite Your Sources to Show Where and When the Data Came from

Connect Your Community and its Needs

- About XX% of people in our community are living in high poverty areas (U.S. Census Quick Facts, 2022)

- According to the 2023 County Health Rankings, an estimated XX% of people have a substance use disorder…

- A needs assessment conducted by our County Commissioners in 2023 showed…

- Our county needs 40,000 additional affordable housing units, according to a 2020 study by the Local Initiatives Support Coalition (LISC)…

- We conducted focus groups with clients in 2024 and found that…

Connect Your Interventions

Using Your Narratives to Make Your Case

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- Provide a high-level overview of what you'll do to address the needs
  - Save the detail for the work plans
  - Align with selected Funding Priorities (if applicable)
- Make it clear that the intervention will address the need for the population to be served
  - Mention any evidence-based practices, if applicable
  - Discuss how the intervention is innovative, if applicable
- Show that diversity, equity, inclusion, and accessibility are embedded in the implementation
- Show that you have a plan to develop the right partners/stations to implement the intervention

Connect Your Volunteers

Using Your Narratives to Make Your Case

AmeriCorps Seniors

- Demonstrate that AmeriCorps Seniors volunteers are a significant part of the project

- Show how you'll be able to recruit enough volunteers best suited to serve your community
  - Provide data on potential volunteers from geographic areas or demographic groups
  - Include volunteers related to your selected Funding Priorities (if applicable)

- Explain how you'll support and retain volunteers through:
  - Training (including for selected Funding Priorities, if applicable)
  - Recognition
  - Station management
  - Diversity, equity, inclusion, and accessibility practices

Connect Your Infrastructure

Using Your Narratives to Make Your Case

- Show how you'll support the project, including:
  - Oversight
  - Policies and procedures
  - Staffing
  - Diversity, equity, inclusion, and accessibility
  - Partners/stations (including for selected Funding Priorities, if applicable)
  - Training (including for selected Funding Priorities, if applicable)
  - Grantee share or match

Tips for Creating Strong Narratives

Using Your Narratives to Make Your Case

- Use headings to organize information.

- Start each paragraph with key words from the criteria you are addressing. For example:
  - The number of AmeriCorps Seniors volunteers is adequate to address our community needs because…
  - Our plan to support successful recruitment of volunteers is…

- Avoid simply stating that the criteria will be met. Explain how it will be met.

- Don't make assumptions for the reader.

Using Your Work Plans to Make Your Case

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Work Plan vs. Narratives

Using Your Work Plans to Make Your Case

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Work Plan

- Each one is detailed and focused on one aspect of your project

- Each one describes one service activity to address a specific need

- May have multiple work plans

- Use Appendix B: National Performance Measure Instructions as a guide

Narratives

- High-level overview of entire project

- General information to give overall picture

- Use Section E.1 of the Notice as a guide

What's in Appendix B?

Using Your Work Plans to Make Your Case

- Work plan requirements

- Focus areas and objectives

- Output/outcome pairings

- Service activities

- Notes

- How to collect/measure data

Notes

What's in Appendix B?

- Overview of the intent of the performance measures for that focus area

- Who carries out the activities

- Who is counted in the outputs and outcomes (i.e., the "measures")

Primary Focus Area: Economic Opportunity

Notes

- These performance measures are intended to measure the impact of activities that support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people.

- These activities must be carried out by AmeriCorps Seniors volunteers or by volunteers directly recruited and/or supported by AmeriCorps Seniors volunteers.

- All individuals counted under these measures must be program beneficiaries, not AmeriCorps Seniors volunteers.

Selection Rules

What's in Appendix B?

- Tell you which things go together in each Focus Area:
  - Objective
  - Output
  - Outcome
  - Service Activity
- For each work plan, pick one from each column in the same row

Primary Focus Area: Economic Opportunity

Selection Rules

Objective	Output	Outcome	Service Activity
Financial Literacy	O1A: Number of individuals served	O9: Number of individuals with improved financial knowledge O19A: Dollar value of tax returns generated	• Financial Fraud Prevention • Financial Literacy Education • Tax Preparation
Housing	O1A: Number of individuals served	O11: Number of individuals transitioned into safe, healthy, affordable housing	• Housing Placement/ Assistance • Housing Unit Development • Housing Unit Repair
	O4: Number of housing units developed or repaired	O20: Number of safe, healthy, affordable housing units made available	• Housing Unit Development • Housing Unit Repair
Employment	O1A: Number of individuals served	O10: Number of individuals who secure employment O21: Number of individuals with improved job readiness	• GED Education • Job Placement • Job Training • Other Adult Education

Selection Rules Example #1

What's in Appendix B?

1. Objective   **Financial Literacy**

2. Output *   **O1A**

3. Outcome*   **O19A**

4. Service activity   **Tax Preparation**

Outputs and outcomes are also referred to as performance measures

Primary Focus Area: Economic Opportunity

Selection Rules

Objective	Output	Outcome	Service Activity
Financial Literacy	O1A: Number of individuals served	O9: Number of individuals with improved financial knowledge O19A: Dollar value of tax returns generated	• Financial Fraud Prevention • Financial Literacy Education • Tax Preparation
Housing	O1A: Number of individuals served	O11: Number of individuals transitioned into safe, healthy, affordable housing	• Housing Placement/ Assistance • Housing Unit Development • Housing Unit Repair
	O4: Number of housing units developed or repaired	O20: Number of safe, healthy, affordable housing units made available	• Housing Unit Development • Housing Unit Repair
Employment	O1A: Number of individuals served	O10: Number of individuals who secure employment O21: Number of individuals with improved job readiness	• GED Education • Job Placement • Job Training • Other Adult Education

Selection Rules Example #2

What's in Appendix B?

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1. Objective   Employment

2. Output   O1A

3. Outcome   O10

4. Service activity   Job Training

Primary Focus Area: Economic Opportunity

Selection Rules

Objective	Output	Outcome	Service Activity
Financial Literacy	O1A: Number of individuals served	O9: Number of individuals with improved financial knowledge O19A: Dollar value of tax returns generated	• Financial Fraud Prevention • Financial Literacy Education • Tax Preparation
Housing	O1A: Number of individuals served	O11: Number of individuals transitioned into safe, healthy, affordable housing	• Housing Placement/ Assistance • Housing Unit Development • Housing Unit Repair
	O4: Number of housing units developed or repaired	O20: Number of safe, healthy, affordable housing units made available	• Housing Unit Development • Housing Unit Repair
Employment	O1A: Number of individuals served	O10: Number of individuals who secure employment O21: Number of individuals with improved job readiness	• GED Education • Job Placement • Job Training • Other Adult Education

Selection Rules for RSVP Priorities

What's in Appendix B?

- Specific for each priority
- Includes objectives from multiple focus areas
  - May NOT include all output/ outcome pairings or service activities for an objective
- If you are designating a work plan for a priority, you must use the selection rules for that priority
  - You may not use measures or service activities that are not in the selection rules for that priority

Priority: Preventing and Mitigating Fraud and Scams

Activities that could fall under this priority include but are not limited to using digital navigators and other methods to prevent and mitigate financial fraud, abuse, and exploitation of older adults, particularly with the evolution of artificial intelligence and increase in the use of digital technology in fraud and scams.

Work plans designated for this priority must use one of the output/outcome pairings and service activities noted below. Applicants may not select national performance measures or service activities for a priority-designated work plan that are not present on this list, even if those performance measures or service activities appear in eGrants.

Focus Area	Objective	Output	Outcome	Service Activity
Capacity Building	Capacity Building & Leverage	G3-3.4 G3-3.1A G3-3.16A	G3-3.10A	• Donations Management • Resource Development • Systems Development • Training • Volunteer Management
Economic Opportunity	Financial Literacy	O1A	O9	• Financial Fraud Prevention
Healthy Futures	Aging in Place	H4A	H9A	• Elder Justice: Fraud and Scam Prevention

Service Activities

What's in Appendix B?

- Examples of volunteer activities under each category

- You are not limited to the activities listed for each category

  - They are just examples, and you may have other things that fit

  - Applicants define what the service activity looks like

Service Activities under Capacity Building

Service Activity Category	Volunteer activities could include but are not limited to:
Donations Management	Collecting, sorting, organizing cash or other donations, etc.
Resource Development	Developing internal or external resources that help an organization operate more efficiently or effectively or that extend program reach, building partnerships or referral networks, etc.
Systems Development	Creating processes or procedures that help an organization operate more efficiently or effectively or that extend program reach, building system partnerships or networks, environmental scan or gap analysis, etc.
Training	Conducting training of organization staff on a new process or procedure, training community volunteers to perform a service, leading train-the-trainer sessions, etc.
Volunteer Management	Recruiting, managing, scheduling, supervising, and/or coordinating community volunteers, etc.

Definitions and Data Collection

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What's in Appendix B?

1. Performance measure identifier

2. What key terms for the measure mean

3. Tips on how to measure or collect data, including any required or preferred methods

1

O11, O11V (outcome)	Number of individuals transitioned into safe, healthy, affordable housing

2

Definition of Key Terms	**Individuals:** those reported in measure O1A or V1, V7A, V8 **Safe, healthy, affordable housing:** Grantee certifies that the housing is safe and healthy based on an inspection or other documentation. Grantee defines affordability and certifies that the housing is affordable to the individual(s) transitioned into the unit.

3

How to Measure/Collect Data	Preferred method is a proof of residence such as a lease, mortgage, certificate of occupancy, or other verification from an external agency. Beneficiary self-reports may also be used.

Elements of a Work Plan

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Using Your Work Plans to Make Your Case

- Description of community need

- Focus area

- Objective

- Output (indicator, target, and tracking method)

- Outcome (indicator, target, and tracking method)

- Service activity and description

- Number of unduplicated volunteers and total volunteers

Suggested Resources:
- Work Plan Development Worksheet in the Grant Application Instructions
- Sample work plans on the Funding Opportunity page

Description of Community Need

Using Your Work Plans to Make Your Case

- Describe:
  - The specific need and its importance in the community
  - The consequences of the need going unmet
  - Why AmeriCorps Seniors volunteers can be effective resources
- Include the area or specific counties to be served
- Use local statistics; data should be no more than 5 years old
- Be concise, clear, and compelling
- Designate the work plan for a selected Funding Priority, if applicable
  - Start the description with "Priority: {Name of Priority}"
  - Use the priority names as shown in Section A.2 of the Notice

Choosing the Focus Area and Objective

Using Your Work Plans to Make Your Case

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- Consider the needs and what are you trying to accomplish

- Review the objectives for possible connections
  - There might be more than one!

- If the work plan is designated for a Funding Priority, refer to the specific selection rules for that priority

- Make your case for your choices
  - Connect the dots throughout your work plan

Primary Focus Areas

Using Your Work Plans to Make Your Case

Disaster Services

Economic Opportunity

Education

Environmental Stewardship

Healthy Futures

Veterans and Military Families

Note: *Capacity Building and Other Community Priorities cannot be chosen as the Primary Focus Area but may be selected as the focus area for individual work plans*

When to Use the Other Community Priorities Focus Area
Using Your Work Plans to Make Your Case

- When you can't collect outcomes

- When the service doesn't fit under another focus area

- Up to 20% of your unduplicated volunteers can be placed in Other Community Priorities work plans

  - For example, if you have 75 volunteers, up to 15 can be in work plans under the Other Community Priorities focus area

Suggested Resource:
- Appendix E

Considerations When Choosing the Other Community Priorities Focus Area
Using Your Work Plans to Make Your Case

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Issue: You can't collect outcomes

- Is there another way to measure outcomes to make data collection easier?
- Could it be Capacity Building?
  - Will the volunteer service make a nonprofit more effective or efficient or improve program reach?
  - Output and outcome are related to the nonprofit

Issue: Service doesn't fit under a focus area

- Can you build your work plan in a way that shows how what you want to do fits within a certain service activity category and objective?
- Don't forget to look at Capacity Building!
  - Will the volunteer service make a nonprofit more effective or efficient or improve program reach?

Example Project: Helping Young Adults Transition out of Foster Care

Using Your Work Plans to Make Your Case

AmeriCorps Seniors

- Our region's needs assessment identified a need to support young adults ages 17–24 who are in the foster care system or who have just aged out of the system.

- Our organization is part of a coalition that formed to address the needs of these young adults.

- We want to explore how we can engage RSVP volunteers as part of the solution.

Note: this example is provided as an illustration and is not meant for replication.

Possible Objectives for Example Project

Using Your Work Plans to Make Your Case

AmeriCorps Seniors

Need	Focus Area	Objective
Teaching budgeting, basic banking and financial skills	Economic Opportunity	Financial Literacy
Helping young adults with housing	Economic Opportunity	Housing
Helping young adults get jobs	Economic Opportunity	Employment
Supporting youth as they complete high school	Education	K-12 Success
Supporting young adults in post-high school education	Education	Post-HS Education Support
Ensuring food security for young adults	Healthy Futures	Obesity & Food
Educating young adults on nutrition and cooking skills	Healthy Futures	Obesity& Food

Note: these examples are provided as an illustration and are not meant for replication.

Possible Objectives for Example Project, continued

Using Your Work Plans to Make Your Case

Need	Focus Area	Objective
Connecting young adults to the adult health care system	Healthy Futures	Access to Care
Supporting mental health as young adults make the transition to independent living	Healthy Futures	Access to Care
Recruiting and supporting non-RSVP volunteers to serve as mentors to young adults	Capacity Building	Capacity Building & Leverage
Developing a network of partner organizations to support young adults aging out of foster care	Capacity Building	Capacity Building & Leverage
Creating "new home" baskets with essentials for young adults setting up their first apartment	Capacity Building	Capacity Building & Leverage

Note: these examples are provided as an illustration and are not meant for replication.

Outputs and Outcomes

Using Your Work Plans to Make Your Case

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- Determine what you will be able to measure and track
  - What data will you need to collect?
  - How will you collect it?

- Choose the best fit for your goal and data collection capability

- If the work plan is designated for a priority, refer to the specific selection rules for that priority

Setting Output and Outcome Targets

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Using Your Work Plans to Make Your Case

- How many beneficiaries will you serve in one grant year? How many will improve?
  - Refer to the Definitions from Appendix B
  - Use your best guess
  - Be realistic
  - Base it on local data or prior experience
  - Ask partners for input

- Count beneficiaries only once
  - A beneficiary should be included in only one work plan
  - If an individual person receives services twice a week for 40 weeks, they count as 1 person, not 80 people

Select a Data Collection Method

Using Your Work Plans to Make Your Case

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- Refer to Appendix B Definitions and Data Collection for notes and requirements

- Is the method **accessible**? Will beneficiaries be able to fill it out? Will stations be able to use it?

- Is it **feasible**? Is it realistic to implement? Will you and your stations be able to easily use the method?

- Is it **standardized**? Can you collect the same data from beneficiaries across different sessions?

- Is there a **cost** (financial or time)? Can you afford it?

Output Data Collection Instruments

Using Your Work Plans to Make Your Case

- For example:
  - Call log
  - Sign-in sheet
  - Schedule or roster
  - Attendance records
  - And many others!

- Track unduplicated counts of beneficiaries served
  - Compare sign-in sheets, call logs, schedules, etc. across multiple sessions to see if a person participated more than once
  - Create a master list of clients; note which services they used and when

- Use what works for your program

Outcome Data Collection Instruments

Using Your Work Plans to Make Your Case

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- For example:
  - Survey
  - Interview
  - Observation
  - Self-assessment
  - Standardized test
  - Performance records
  - You may have others!

- Use what works for your program

Instrument Description

Using Your Work Plans to Make Your Case

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- Tell us how you'll measure output and outcome

- Description should include
  - Who will collect the data
  - What data be collected
  - When data will be collected
  - How data will be collected

Choosing a Service Activity

Using Your Work Plans to Make Your Case

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- Consider the choices for your output/outcome pairing

- What makes the most sense?
  - Think about what the volunteers will do
    - Where does that service fit?
  - Think about what potential volunteers might want to do
    - What service activities might attract potential volunteers?

- While Appendix B has some examples, it's up to you to define what the category means in the service activity description

Service Activity Description

Using Your Work Plans to Make Your Case

- Define the service activity by describing what the volunteers will do to achieve the outcomes

- Include:
  - **Who** beneficiaries are
  - **What** volunteers will be doing with them
  - **When** volunteers will provide service (how often and for how long)
  - **Where** the service will take place

Allocating Volunteers

Using Your Work Plans to Make Your Case

- Use prior experience

- Check with community partners

- Refer to your Output target and Service Activity Description
  - How many volunteers/hours will it take to perform the activities for the number of people to be served?

- Determine how many of those volunteers will be unduplicated
  - How many volunteers will be dedicated to this work plan as their primary service?
  - How many additional volunteers may be able to provide some service for this work plan, but not as their primary service?

Volunteers Can Serve in More than One Work Plan

Allocating Volunteers

- Include them as an unduplicated volunteer only once

- Put them where they will serve the most hours/make the most impact

- Include them in the "total volunteers" in other work plans as appropriate

How Many Volunteers Do You Need?

Allocating Volunteers

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Work Plan	Output Target	How Much Service?	How Many Volunteer Slots?
Mentoring	102 students	1 volunteer per student	102 slots
Systems Development	20 organizations	1 volunteer per organization	20 slots
Housing Unit Repair	40 housing units	2-3 volunteers per unit per day; 1-3 days per unit	120 slots
Trail Remediation	16 miles of trail	6-8 volunteers every Saturday in March and April	56 slots
Tutoring *(Other Community Priorities)*	1	5 volunteers every Wednesday after school for drop-in sessions (35 weeks)	175 slots
Referrals *(Other Community Priorities)*	1	8 volunteers twice a week to answer the health resource referral hotline	832 slots

Note: these examples are provided as an illustration and are not meant for replication.

Determining Unduplicated Volunteers vs Total Volunteers

Allocating Volunteers

Trail remediation project

- 16 miles of trail on Saturdays in March and April

- Each session needs 6–8 volunteers, 8 total Saturdays

- RSVP has 56 volunteer slots to fill

Note: these examples are provided as an illustration and are not meant for replication.

Determining Unduplicated Volunteers vs Total Volunteers, continued

Allocating Volunteers

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RSVP needs to fill 56 volunteer slots total

4 volunteers will serve as their primary service all 8 Saturdays	4 volunteers x 8 weeks = 32 slots
3 volunteers will serve in March or April but not as their primary service	3 volunteers x 4 weeks = 12 slots
8 volunteers will serve one or two Saturdays but not as their primary service	8 volunteers x 1.5 weeks = 12 slots

How many total and unduplicated volunteers will be assigned to this work plan?

Note: these examples are provided as an illustration and are not meant for replication.

Determining Unduplicated Volunteers vs Total Volunteers, continued
Allocating Volunteers

AmeriCorps Seniors

RSVP needs to fill 56 volunteer slots total

4 volunteers will serve as their primary service all 8 weeks	4 volunteers x 8 weeks = 32 slots
3 volunteers will serve in April but not as their primary service	3 volunteers x 4 weeks = 12 slots
8 volunteers will serve one or two weeks but not as their primary service	8 volunteers x 1.5 weeks = 12 slots

How many total volunteers will be assigned to this work plan? Total volunteers = 15

Note: these examples are provided as an illustration and are not meant for replication.

Determining Unduplicated Volunteers vs Total Volunteers, continued

Allocating Volunteers

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RSVP needs to fill 56 volunteer slots total

==4 volunteers will serve as their primary service all 8 weeks==	4 volunteers x 8 weeks = 32 slots
3 volunteers will serve in April but not as their primary service *(they will be an unduplicated volunteer in a different work plan)*	3 volunteers x 4 weeks = 12 slots
8 volunteers will serve one or two weeks but not as their primary service *(they will be an unduplicated volunteer in a different work plan)*	8 volunteers x 1.5 weeks = 12 slots

How many unduplicated volunteers will be assigned to this work plan? ==Unduplicated volunteers = 4==

Note: these examples are provided as an illustration and are not meant for replication.

How Many Volunteers Do You Need, continued
Allocating Volunteers

Work Plan	How Many Slots?	Total Volunteers		Unduplicated Volunteers
Mentoring	102 slots	75	• 27 volunteers paired with 2 students each (54 slots) • 48 volunteers paired with 1 student each (48 slots)	60
Systems Development	20 slots	15	• 5 volunteers paired with 2 agencies each (10 slots) • 10 volunteers paired with 1 agency each (5 slots)	7
Housing Unit Repair	120 slots	50	• 30 volunteers who serve in every housing unit (90 slots) • 20 volunteers who serve occasionally (30 slots)	30
Trail Remediation	56 slots	15	• 4 volunteers serve every week (32 slots) • 11 volunteers serve a few weeks each (24 slots)	4
Tutoring *(Other Community Priorities)*	175 slots	24	• 2 volunteers serve every week (70 slots) • 2 volunteers serve twice a month (35 slots) • 20 volunteers serve 2-4 times each (70 slots)	4
Referrals *(Other Community Priorities)*	832 slots	10	• 6 volunteers serve twice a week, every week (624 slots) • 4 volunteers serve once a month (208 slots)	10

Note: these examples are provided as an illustration and are not meant for replication.

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Unduplicated Volunteers in Other Community Priorities Work Plans
Allocating Volunteers

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- No more than 20% of total unduplicated volunteers can be placed in Other Community Priorities work plans

In our example:

115 unduplicated volunteers

14 in Other Community Priorities

12% of volunteers ✓

Work Plan	Unduplicated Volunteers
Mentoring	60
Systems Development	7
Housing Unit Repair	30
Trail Remediation	4
Tutoring *(Other Community Priorities)*	4
Referrals *(Other Community Priorities)*	10

115

14

Note: these examples are provided as an illustration and are not meant for replication.

Work Plan Checklist

Using Your Work Plans to Make Your Case

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- ❑ Does the Description of Community need align with the focus area and objective?
- ❑ Is there data on the need and the beneficiaries to be served?
- ❑ Do your output and outcome targets make sense given the community need and the service activity?
- ❑ Do your instrument descriptions show how you'll measure what you hope to achieve?
- ❑ Does the service activity demonstrate how volunteers will achieve the outcomes?
- ❑ Do you have enough volunteers allocated to implement the service activity?
- ❑ Is each unduplicated volunteer assigned to a work plan?
- ❑ Is everything included so that staff, stations, and volunteers understand what is happening?
- ❑ Does the work plan fit into the overall project as you described it in the application narratives?

Complete Your Work Plan

- Final read through to make sure:
  - Work plan is complete
  - The elements in the work plan connect to each other
  - (optional) Use the Work Plan Checklist
- Ask someone who's never seen it to read it over
  - They may see what's missing or what doesn't fit
- Make any adjustments
- Enter it into eGrants

Suggested Resource:
- Sample work plans on the Funding Opportunity page

Recap and Knowledge Check

What are the key takeaways?

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Recap and Knowledge Check

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What section of the Notice has information about what should go in your narratives?

A. Section A.2
B. Section D.4
C. Section E.1
D. Section F.3

What Appendix has information to help you build your work plans?

A. Appendix A
B. Appendix B
C. Appendix C
D. Appendix D

What is the maximum amount of unduplicated volunteers you can place in Other Community Priorities work plans?

A. 5 volunteers
B. 20% of volunteers
C. 50% of volunteers
D. No maximum

Important Reminders

Things to Remember

AmeriCorps
Seniors

Funding Opportunity Page

- Notice of Funding Opportunity and Appendices

- Grant Application Instructions

- Training and Technical Assistance webinars

- FAQs and other resources for applicants

Fiscal Year (FY) 2025 AmeriCorps Seniors RSVP Opportunity

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To access the resources, visit the [Funding Opportunity](#) Page.

Important Dates

AmeriCorps Seniors

Applications are due no later than **Wednesday, September 25, 2024, by 5:00 PM ET***

Successful applicants will be notified by **January 2025**

Successful applicants will be issued awards by **March 2025**

* See Section D.4.c for the Late Application process

Training and Technical Assistance

AmeriCorps Seniors

Upcoming Training Opportunities

- [Introduction to AmeriCorps Seniors](#): Aug 13 at 2 PM ET

- [Tour of the Notice of Funding Opportunity](#): Aug 14 at 2 PM ET

[Pre-submit a question](#) for the Q&A webinars.

Key Contacts

Where to Contact and When

AmeriCorps Seniors

Need to…	Send an email to…
Receive a printed copy of the Notice, Grant Application Instructions, and Appendix B?	RSVPCompetition@americorps.gov
Submit a late application request?	LateApplications@americorps.gov
Request a federally negotiated indirect cost rate from AmeriCorps	IndirectCostRate@americorps.gov
Submit the Operational and Financial Management Survey (OFMS)	Submit online; forms submitted by email will not be accepted
Submit Tribal organization eligibility documentation	AdditionalDocuments@americorps.gov
Ask general questions about the competition or AmeriCorps Seniors	RSVPCompetition@americorps.gov

*Please note: Incumbent grantees **should not** contact their portfolio manager for questions about the RSVP Competition.*

Issues with eGrants

Who to Contact and When

- Call the AmeriCorps Hotline at 800-942-2677
  - Choose option #3 for eGrants assistance
  - Make note of your ticket number

- Submit a question to the support team via the web form

- Hotline hours:
  - Monday – Friday, 8:00 a.m. – 8:00 p.m. Eastern Time
  - Closed on federal holidays

Question & Answer

*What questions do you still have?*

AmeriCorps
Seniors

Please Note

AmeriCorps Seniors

Because this is a Competition, AmeriCorps staff are not permitted to provide guidance on what applicants should put into their proposals or whether they should apply. It is up to each applicant, including current grantees, to determine if submitting an application is appropriate for them and what their application contains.
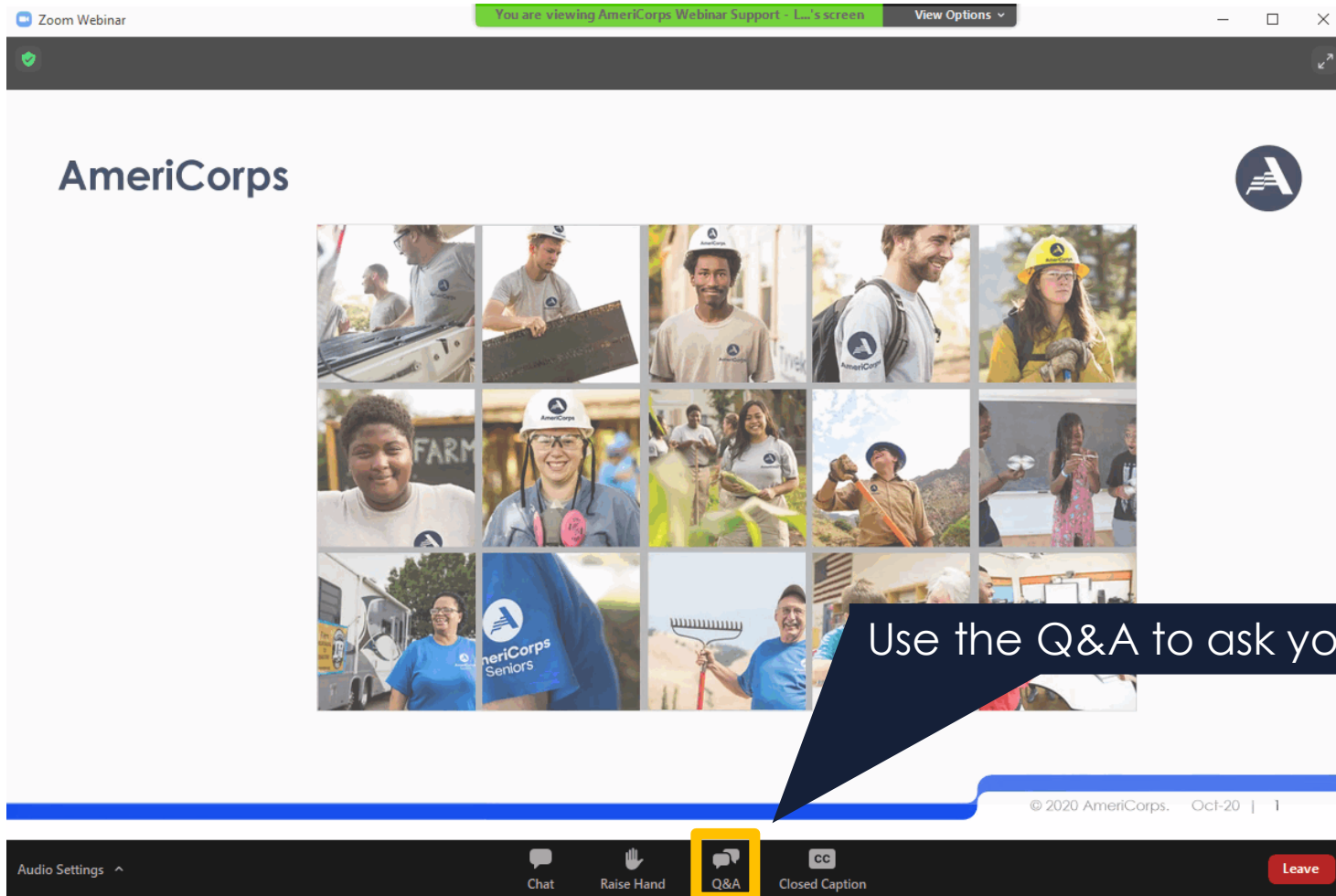
Questions?

Please enter your questions into the Q&A box.

Post-Event Poll Questions

How confident do you feel in applying the skills and knowledge gained from this training session to write your narratives?

- 5- Very Confident
- 4- Confident
- 3- Somewhat Confident
- 2- Not Very Confident
- 1- Not Confident at All

How confident do you feel in applying the skills and knowledge gained from this training session to create your work plans?

- 5- Very Confident
- 4- Confident
- 3- Somewhat Confident
- 2- Not Very Confident
- 1- Not Confident at All

Do you intend to apply for an AmeriCorps Seniors RSVP grant?

- Yes, this year (FY2025)
- Yes, but in the future
- Possibly
- Probably not
- No, definitely not

AmeriCorps Seniors

[FY 2025 RSVP Competition Funding Opportunity](#)

RSVPCompetition@americorps.gov

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