

AmeriCorps Seniors

Review of the Notice- Fiscal Year 2023 Workforce Development

December 2022 and January 2023

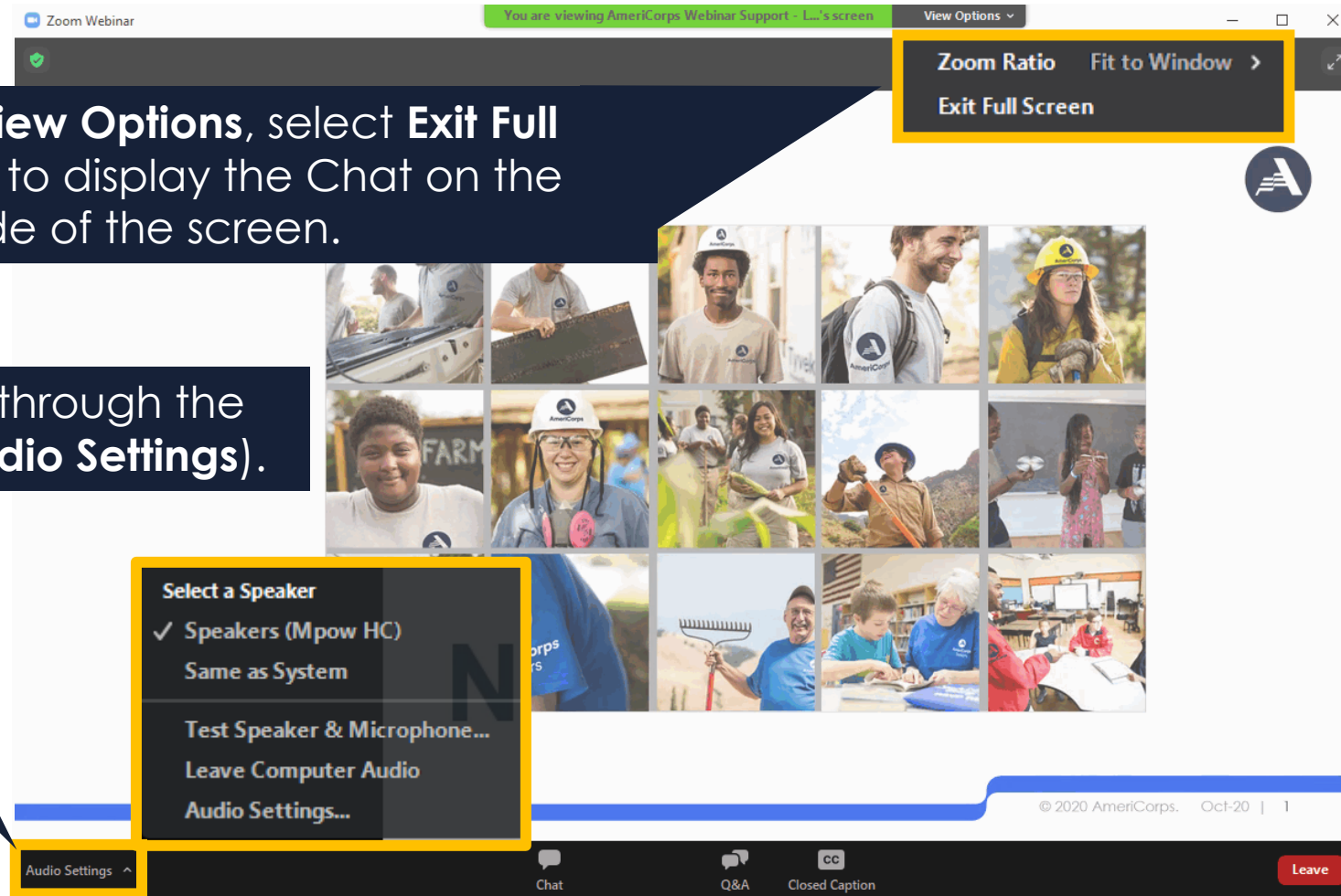


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AmeriCorps Seniors

Review of the Notice- Fiscal Year 2023 Workforce Development

December 2022 and January 2023





Agenda

- Workforce Development Overview
 - Application Basics
 - Key Resources
- Guided Tour of the Notice of Funding Opportunity
- Recap and Q&A





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Important Dates



NOFO Opened	November 1, 2022	
Tour the Notice of Funding	✓ December 14	January 4
Best Practices in Budget Development (live Q&A)	January 11	
SDP Application Question and Answer Session	January 12	
Application Due and NOFO closed	February 1, 2023, by 5 p.m. ET	

Additional Technical Assistance



AmeriCorps Seniors in Action: Mobilizing a Generation	Recording	
Submitting your Application in eGrants	Recording	
Top 5 Best Practices in Budget Development	Recording	
Performance Measures	WFD Performance Measure Recording	AmeriCorps National Performance Measure Core Curriculum



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Workforce Development Fiscal Year 2023

Where to find your resources

1. Funding Opportunity Page:

<https://americorps.gov/funding-opportunity/fy-2023-americorps-seniors-workforce-development-senior-demonstration-program>

2. Public Health Track:

<https://www.americorps.gov/about/what-we-do/public-health-americorps>

3. Link to [FAQS](#)

4. Contact AmeriCorps Seniors:

AmeriCorpsSeniors@cns.gov



**AmeriCorps
Seniors**





Let's find the notice!

americorps.gov/partner/funding-opportunities

STATUS: OPEN
DEADLINE: DECEMBER 31, 2022 [Read more >](#)

STATUS: OPEN
DEADLINE: JANUARY 4, 2023 [Read more >](#)

FY 2023 AmeriCorps Seniors Workforce Development Senior Demonstration Program

STATUS: OPEN
DEADLINE: FEBRUARY 1, 2023 [Read more >](#)

FY 2023 AmeriCorps State and National Native Nations Grants
Competition information and resources for the AmeriCorps grant competition for Native Nations.

STATUS: OPEN
DEADLINE: APRIL 5, 2023 [Read more >](#)

FY 2023 AmeriCorps VISTA Request for Concept Papers

americorps.gov/funding-opportunity/fy-2023-ameri-corps-seniors-workforce-development-senior-demonstration-program

FY 2023 AmeriCorps Seniors Workforce Development Senior Demonstration Program

[< BACK](#)

Table of Contents

- [Application Deadline](#)
- [AmeriCorps Seniors – Senior Demonstration Program Workforce Development](#)
- [Required Documents](#)
- [Training and Technical Assistance Calls and Recordings](#)
- [Frequently Asked Questions](#)

Key Resources



Document	What's it For?
Notice (NOFO)	Establishes opportunity, application requirements, evaluation criteria, funding priorities, and more. Start here.
Grant Application Instructions	Step by step instructions for navigating eGrants, AmeriCorps' electronic grants management system.
Appendix II: National Performance Measure Instructions	National Performance Measure Instructions.
Appendix III: About Public Health AmeriCorps	This is for applicants who will be applying for the public health AmeriCorps track.
Terms and Definitions	Provides terms, definitions and other requirements of this opportunity.
FAQs	Provides answers to most common questions.



Agenda

- Workforce Development Opportunity
 - Application Basics
 - Key Resources
- **Guided Tour of the Notice of Funding Opportunity**
- Recap and Q&A



Section A. of the Notice

Program Description



A.1. Purpose of AmeriCorps Seniors' SDP Workforce Development Funding

- To support service projects focused on supporting older adults as they seek to secure employment in professional, skilled labor, or para-professional careers.
- In partnership with Public Health AmeriCorps, which seeks to support projects that address the public health needs of local communities, advance health equity and create pathways to public health careers for older adults.
- **Applicants that propose public health careers programming would apply via the Public Health Careers Track.**
- All other career programming will apply via the non-public health careers track. Through WFD funding opportunities.
- Projects must meet eligibility criteria to apply.

Section A. of the Notice

Program Description



A.2. Funding Priorities

- Support older adults in attaining permanent, skilled, professional/paraprofessional employment
 - Provide training/certification for employment and support job mentorship and coaching pre- and post-employment
 - Offer a competitive stipend to remove barriers to older adults' service. If the program does not provide a stipend for beneficiaries, you must provide an explanation
- + • Public Health Careers Track:** Applicants interested in addressing immediate public health needs, reducing health disparities in their communities, and building the public health workforce may propose a program that aligns with Public Health AmeriCorps.

Section A. of the Notice

Program Description



A.3. Performance Goals or Expected Outcomes

- Must use specific performance measures found in Appendix II.
- In addition to the national performance measures, applicants must also participate in an external evaluation. **Staff time for this will be minimal and there is no need to budget for this evaluation.**
- Individuals must be placed in service and receive training to support a transition into a professional role.

Section A. of the Notice

Program Description



A.3. Performance Goals or Expected Outcomes

- Performance goals should be included in workplans that result in National Performance Measure outcomes for the selected focus areas:
 - Access to Care - Healthy Futures
 - Access to Care - Substance Abuse
 - Aging in Place - Independent Living
 - Education - Intergenerational Programming
 - Healthy Futures - Addressing Food Insecurity
 - Veterans and Military Families
 - Disaster Services

Section B. of the Notice

Federal Award Information



B.1. and B.2. Estimated Available Funds and Award Amount

- Approximately \$5,000,000 available.
- Will be spread out amongst awarded applications.
- No one project will receive \$5,000,000 in funding.

B.3. Performance of Period

- July 1, 2023 through June 30, 2026 (total of three years)
- In budget section 1 and section 2 will add up to three years of funding

- Year 1 – all line items completed
- Year 2 - include a line item labeled “Requested Amount Year 2”
- Year 3 - include a line item labeled “Requested Amount Year 3”

Think through: How much will your proposal need in AmeriCorps Seniors federal funding to operate a three-year program?

Section C. of the Notice

Eligibility Information



C.1. Eligible Applicants

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

Indian Tribes*

institutions of higher education

local governments, including city or county health public health departments

nonprofit organizations, including state-recognized tribal organizations

state service commissions

states and US Territories

Think through: Can our organization check any of these six boxes to qualify?

Section C. of the Notice

Application and Submission Information



C.2. Cost Sharing or Matching

Required to match funds equal to 10% of their total requested 3-year program budget. Match can be:

- non-AmeriCorps cash and/or in-kind contributions.
- proposed or secured.
- Match Waiver

Math to determine Match:

$$\$300,000 \text{ (CNCS Share)} \times .10 = \$30,000 \text{ (Grantee Share)}$$

Total operating budget is:

$$\$300,000 \text{ (Federal CNCS Share)} + \$30,000 \text{ (Grantee Share)} = \$330,000$$

Think through: How can and will we meet the match requirement to meet the Service Opportunity and assisting volunteers to obtain employment?

Section D. of the Notice

Application and Submission Information



Please note that the budget, work plans/performance measures, clarification and additional documents are NOT included in the page limit!

D.2.a. & D.2.b. Application Content Page Limits

- Your application cannot be longer than 15 double-spaced pages (printed from eGrants)
- The following sections count toward the page limit:
 - SF-424 Cover Sheet
 - Executive Summary
 - 5 Narrative sections outlined in-depth in Section E

Section D. of the Notice

Application and Submission Information



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

- Be sure to register with System for Award Management (SAM).
- Keep an active SAM until the application process is complete.
- If awarded, keep an active SAM for the life of the award.
- Be sure to include a valid unique entity identifier/employer identification number.



Check! Do you need an active SAM while you are applying for this grant?

Resource: [SAM Quick Guide for Grantees](#)

Section D. of the Notice

Application and Submission Information



D.4.a. Application Submission Deadline

Wednesday, February 1, 2023, by 5:00 p.m. Eastern Time

Think through: When will you try to have your application submitted to ensure no issues with signoffs and technical issues within eGrants?



Section D. of the Notice

Application and Submission Information



D.4.c. Late Applications

In the event that there are extenuating circumstance(s) that cause a delay, applicants **must** ensure that AmeriCorps receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to AmeriCorpsSeniors@cns.gov no **later than 24 hours** after the application deadline.

Application submitted after 5:01 pm EST or later without written explanation or justification will not be accepted.



Section D. of the Notice

Application and Submission Information



Section D.6. Indirect Costs/ Pre-Award Costs

- You **may** include indirect costs in your budget
- You can either use the federally approved indirect cost rate or 10% de minimis rate of the modified total direct costs
- Or you may claim costs directly (see [2 CFR 200.413](#))
- This information should be entered into the organization section in eGrants

Think through: Are indirect costs allowable in your budget? What indirect cost rate options do you have?

Section D. of the Notice

Application and Submission Information



D.7.a Electronic Application Submission in eGrants

If you are proposing a public health workforce project, do the following:

- Step 1: Select the eGrants Notice of Funding Availability (NOFO) “FY2023 AmeriCorps Seniors Public Health Workforce Development.”
- Step 2: Complete all the required components of the application.

If you are proposing non-public health track workforce development projects

- Step 1: Select eGrants Notice of Funding Availability (NOFO) “FY 2023 AmeriCorps Seniors Workforce Development.”
- Step 2: Complete all the required components of the application.
- For more information, consult the [Grant Application Instructions](#).

Section D. of the Notice

Application and Submission Information



D.7.b. Submission of Additional Documents

All Applicants must:

- Submit your response electronically
- Submit an [Operational and Financial Management Survey \(OFMS\)](#)

Tribal Organizations:

- When applicable, you must submit tribal organization eligibility documentation

Think through: Have you prepared your additional documents, including the OFMS? Are you prepared to submit them by the application deadline?

Section E. of the Notice

Application Review Information



E.1. Applicants must respond to the following requested information

E.2. Review and Selection Process

E.3. Transparency in Grant-making



Section E. of the Notice

Application Review Information



E.1.a. Executive Summary

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

“The [Legal Name, must match application] proposes to have [Number of] AmeriCorps Seniors volunteers in [the locations the AmeriCorps Seniors volunteers will serve]. The primary focus area of this project is [fill in AmeriCorps Seniors Focus Area] and secondary focus area of [fill in secondary national performance measure]. At the end of the three-year grant, [Legal Name, must match application] will assist [number of] AmeriCorps Seniors volunteers being placed into employment. The AmeriCorps federal investment of \$ [fill in the annual federal grant amount or the requested amount] will be supplemented by \$ [fill in the anticipated level of non-federal resources].”

Section E. of the Notice

E.1.b. Strengthening Communities and Program Design



Two subcategories completed in Strengthening Communities Narrative.

Purpose of this section: addressing workforce development for Americans aged 55 and older and will lead to either a return to work or to a new career path.

1. Strengthening Communities

- Respond to each bullet.
- Provide statistics and sources.

2. Program Design

- Respond to each item.

+ Public Health Career Focus: address the additional bullets.

Think through: Did we respond to each item clearly and precisely?

Have we demonstrated we know our community needs and have a plan to address them?

Section E. of the Notice

E.1.c Recruitment and Development



Enter Response in the Recruitment and Development Narrative. Purpose of this section is to describe how the proposed project will recruit and provide training or certifications to older adults looking to enter or re-enter the workforce or change careers.

- Be clear about who and how you will recruit.
- Address all the bullets.

+ Public Health Career Focus: address the plans to recruit and train volunteers interested in public health.

Think through: Is our recruitment plan clear and inclusive? Does it show how our plans will ensure we engage the community we serve in? Did we have supporting demographics with sources of information?

Section E.1 of the Notice

E.1.d Program Management/Organizational Capability



Two separate Narratives: Program Management and Organizational Capability

Purpose of this section is to demonstrate agency's experience and plans to manage and operate the program.

1. Program Management

- Respond to each bullet.
- Provide description of tools, policies and procedures in place.

Section E.1 of the Notice

E.1.d Program Management/Organizational Capability continued:



2. Organizational Capability

- Respond to each bullet.
- Give examples of how you will ensure inclusion and equitability of services and management of the program will be done.

Think through: Have we demonstrated our ability to manage the grant well? Will the reviewer see how we will ensure we are inclusive and equitable in approach for volunteer management, meeting performance measures, and in our leadership?

Section E.1 of the Notice

E.1.e Other Narrative



Two subcategories completed in Other Narrative.

- 1. Cost Effectiveness and Budget Adequacy.** Purpose is to demonstrate your plans for Match funds and/or in-Kind goods that will impact your project. Also, clearly breakdown your cost per placement and how that will meet the program goals.
 - Address each bullet.
 - Address plans for Match and financial management system.
 - Cost per Placement * next slide for more info
- 2. Evaluation summary or plan.** Purpose is to demonstrate your plans and systems for evaluations of your project.
 - Address both bullets
 - Check out the [AmeriCorps Evaluation Resources](#) web page.

Section E.1 of the Notice

E.1.e Other Narrative



Cost Per Placement

Total number of funds requested divided by the total of volunteers placed in employment.

Example: The application asks \$300,000 in funding and plans to place 100 volunteers over three years? What is they cost per placement?

$$\underline{\underline{\$300,000/100= \$3,000}}$$

Justification(how many will you do?):

Training

Credentialling

Certification

Networking

Follow-up

Frequency of follow-up

Think through: Does our output meet the desired outcome? Does our time and effort meet the goal to assist senior volunteers in obtaining and keeping employment?

Section E.1 of the Notice

E.1.f Budget Section 1 and 2



The budget has two sections, Section 1 and Section 2

When you are completing budget remember:

- Budget for 3 years of funding. Adding the two-line items for Year 2 and Year 3 as noted in B.3.
- Demonstrate the reasonableness of your budget line items.
- Detail additional benefits, such as stipends in the budget narrative and tie this directly to the program narrative.

Think through: Does our budget reflect 3-years of funding? Have we clearly demonstrated that our line items are reasonable and justifiable? Does our budget narrative align with our program narrative?

Section E.1 of the Notice

Section E.1.g Performance Measures/ Work Plans



Work plans should include:

- Identified community needs
- Service activities to be carried out by volunteers
- Description of data collection instruments and plans
- Target numbers that lead to outcomes or outputs
- Work plan outputs and outcomes that align with National Performance Measure instructions (Appendix II)

Please note, this opportunity allows for the use of a cost per placement!

Think through: Do our work plans have outputs and outcomes that are achievable based on resources, program design, and the number of volunteers engaged? Have we selected the appropriate national performance measures for our activities?



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Recap



All programs

All programs adhere to the notice from Section A to the appendix

Be sure to provide opportunities for adults, ages 55+

You must have a volunteer service component

You must include an opportunity to transition from service to the workforce

Complete all sections

Public Health Track

Applicants addressing immediate health needs/disparities should apply via the public health track

Be sure to complete the additional public health questions

- Select the eGrants Notice of Funding Availability (NOFO) "FY2023 AmeriCorps Seniors Public Health Workforce Development."



Resources

Document	What's It For?
<u>FY 2023 Workforce Development Notice of Funding Opportunity</u>	Establishes application requirements, evaluation criteria, funding priorities and more. Start here!
<u>Grant Application Instructions</u>	Step-by-step instructions for navigating eGrants, AmeriCorps' electronic grants management system
<u>Indirect Cost Rate Agreement Instructions</u>	Step-by-step instructions for entering your Indirect Cost Rate Agreement, including for the de minimis rate, into eGrants
<u>Appendix II: National Performance Measure Instructions</u>	Summarizes performance measurement requirements, lists available measures
<u>Appendix III: About Public Health AmeriCorps</u>	Information about applying for the public health AmeriCorps track of this opportunity.
National Service Hotline	Help with eGrants; call 800-942-2677



Questions?

Please enter your questions into the Q&A box.

If your question is not answered please email:
AmeriCorpsSeniors@cns.gov

One last time - Important dates
Applications are due **Wednesday, February 1, 2023, by 5:00 p.m.** Eastern Time.

Successful applicants will be issued awards no later than June 2023.