NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: FY 2023 AmeriCorps Seniors
                                 Senior Demonstration Program (SDP)
                                 New, Continuation, and Renewal
Announcement Type: Final Announcement
Assistance Listing Number: 94.017

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.

This funding opportunity is available for current AmeriCorps Seniors Senior Demonstration Program (SDP) grantees who were not funded with ARP funding and new grantees who have been invited to apply only.

Important Dates –
Current AmeriCorps Seniors SDP Q3 Continuation or Renewal with an April 1st start date should apply no later than February 25, 2023, 5:00 pm Eastern Time. There are no guarantees that applications submitted past Feb. 25, 2023 will be awarded before April 1, 2023. The SDP Q4 Continuation or Renewal applications with a July 1 start date are due no later than March 9, 2023, by 5:00 p.m. Eastern Time. New applications must meet the deadline as communicated by AmeriCorps Staff.

This Notice will also be used by applicants who have been invited to apply for a Senior Demonstration Program (SDP) grant. These applicants will be contacted by either an AmeriCorps Seniors team member or Senior/Portfolio Manager who will provide the required submission date.

Contents

A. PROGRAM DESCRIPTION
All AmeriCorps Seniors SDP new and continuation applications see Sections A.1. – A.4.

A.1. Purpose of AmeriCorps Seniors' Senior Demonstration Program (SDP) Funding
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.

The Senior Demonstration Authority, as written in the Domestic Volunteer Service Act of 1973 under Part E—Demonstration Programs, Section 231 Authority of the Director authorizes the Director of AmeriCorps Seniors to make grants to or enter into contracts with public or nonprofit organizations for the purposes of demonstrating innovative activities involving older Americans as volunteers. The Director may support under this authority both volunteers receiving stipends and volunteers not receiving stipends.

A.2. Funding Priorities
Organizations are invited to apply for continuation, renewal, or new funding (if invited by AmeriCorps staff) for a proposed project that will meet the eligibility criteria as detailed in this document.

Incumbent projects that currently receive an AmeriCorps Seniors' SDP grant are invited to submit a continuation or renewal application if the proposed project is continuing to meet the eligibility criteria as detailed in this document.

AmeriCorps Seniors funding priorities for SDP are:
- AmeriCorps Seniors is committed, in this grant cycle, to serving more communities that have faced historical inequities and the organizations that have support those communities, such as, programs and organizations that serve Black, Indigenous, and People of Color (BIPOC) and that actively address the impacts of structural and institutional inequities, advance racial equity, and increase opportunities in order to achieve sustainable change in communities. Grant applicants are also encouraged to include work plans that advance justice and equity in areas such as Healthy Futures.
- AmeriCorps Seniors encourages applicants to focus on efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming in focus areas such as healthy futures to aid communities as they recover from the COVID-19 pandemic, programming in education to help get children back on track with learning loss that may have resulted from technical challenges due to remote learning, or programming to support veterans and military families.

Senior Demonstration Program applicants should present a plan to recruit and support volunteers aged fifty-five and older to engage in community-driven interventions to address unmet community needs. Programs may use other AmeriCorps Seniors programming (FGP, SCP, RSVP) as the basis of program development, but must offer something different from these programs as a way for AmeriCorps Seniors to learn new program ideas.

A.3. Performance Goals or Expected Outcomes
National Performance Measures
AmeriCorps 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. Depending on the beneficiaries your program will serve, you may refer to the National Performance Measures Instructions below. Although the Senior Demonstration Program is different from RSVP, FGP, and SCP, the structure of these performance measures is a useful guide.

- AmeriCorps Seniors RSVP Appendix B- National Performance Measures for non-stipend performance measures.
- AmeriCorps Seniors FGP Appendix B- National Performance Measures for children mentoring stipend performance measures.
- AmeriCorps Seniors SCP Appendix B- National Performance Measures for senior companion stipend focus performance measures.

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

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

This funding opportunity requires applicants who are submitting a continuation or renewal application to demonstrate cost-effective practices in achieving performance goals through the services described in the proposed work plans within the requirements outlined below. For applicants who are submitting a new application, the application must also demonstrate cost-effective practices for achieving performance goals through the services described in the proposed work plans but may propose costs that exceed the parameters described below and will be evaluated based on cost-effectiveness as well as innovation. New applicants who propose a higher cost will be required to provide justification.

Applications must include work plans that meet the following minimum requirements:

- For volunteer assignments that are non-stipend volunteers, for every $1,000.00 of federal funding, at least one unduplicated volunteer* must be placed in workplans that result in National Performance Measure outcomes for the selected focus area.
- For volunteer assignments that are for stipend volunteers, for every $9,000 in federal funding, at least one Volunteer Service Year** must be placed in workplans that result in National Performance Measure outcomes for the selected focus area.
- All proposed volunteers and the intended outcomes of their service must be represented in the narratives, in an outcome-based Performance Measures and budget.

*Unduplicated Volunteers in the AmeriCorps Seniors programs: Each AmeriCorps Seniors volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact – in terms of the Focus, the type of service, or the scope of service, (such as the greatest number of hours served).

**Volunteer Service Year (VSY) is a budget term which equals 1,044 hours of volunteer service activity. The standardized stipend cost per VSY is calculated by multiplying the number of hours served by the current cost per hour for the stipend (1044 hours x $4.00 per hour).

A.4. Program Authority
Awards under this Notice are authorized by 199N of the National and Community Service Act of 1990, as amended, (42 U.S.C. 12501 et seq.) and section 231 of the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4950 et seq.).

B. FEDERAL AWARD INFORMATION
All AmeriCorps Seniors SDP renewal, continuation, and new applications please see applicable sections as noted.

B.1. Estimated Available Funds
The amount available for AmeriCorps Seniors SDP awards in FY 2023 will be based on final appropriations funding levels. Applicants are encouraged to seek non-federal sources of funding or provide justification for AmeriCorps funds.

B.2. Period of Performance

For new applicants, AmeriCorps Seniors anticipates making three-year grant awards. AmeriCorps Seniors generally makes an initial award for the first year of the period of performance, based on a one-year budget.

Continuation applications that are currently in year 2, may apply for year 3 of funding with a continuation application. Renewal applications may submit an application to continue funding, provided approved objectives have been reached.

Organizations that have current program awards that continue beyond FY 2022 must submit an application in order to be eligible to receive funding for the following year. If a continuation, or renewal application is not submitted by the due date, or if approval is not given for an extension, this will be an indication that the organization is no longer interested in receiving funding. Please see the Application Instructions and other appendices.

Continuation funding for years 2 and 3 is not guaranteed and may be dependent upon:

- Satisfactory performance that signals the grantee is on track to achieve its proposed performance measures at the end of the grant;
- Demonstrated capacity to manage the grant; and/or
- Compliance with grant requirements, including terms and conditions, criminal history checks, reporting and securing the required non-federal share.

AmeriCorps Seniors reserves the right to adjust the amount of an award or elect not to continue funding.

B.3. Type of Award
Award recipients will be assigned to an AmeriCorps Portfolio Manager, who will be responsible for reviewing recipient performance, providing training and technical assistance, and serving as the primary point of contact for the AmeriCorps Seniors grant.

C. ELIGIBILITY INFORMATION
All AmeriCorps Seniors SDP new and continuation applications see Sections C.1. – C.3.

C.1. Eligible Applicants
The following non-federal entities (all of which are defined in 2 CFR 200.1) are eligible to apply:
- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States governments

State service commissions are also eligible to apply.

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 it does not meet any of the other eligibility categories identified above, 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.

C.2. Cost Sharing or Match
If any AmeriCorps funding is requested, applicants may be required to match funds for proposed projects through local, non-federal contributions. Current grantees will be contacted by their assigned Portfolio Manager who will provide cost-share or match requirements. New grantees will be contacted by either an AmeriCorps Seniors team member or Senior/Portfolio Manager who will provide cost-share or match requirements.

The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. See Section D.6. Funding Restrictions for more information.

Existing grantees who receive $0 from AmeriCorps will not have a match requirement.

C.3. Other Eligibility Requirements
Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability
- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- 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 has 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 Seniors funding.

D. Application and Submission Information
All AmeriCorps Seniors SDP new, recompete and continuation applications must provide requested information. Please read each section to determine what is required, depending on whether your application is new, continuation, or renewal.

For all applicants, this Notice should be read together with the AmeriCorps Seniors SDP regulations, AmeriCorps Seniors Grant Application Instructions, and the AmeriCorps Seniors Performance Measures.

D.1. Address to Request an Application Package
All information associated with this funding opportunity is available through the AmeriCorps Seniors webpages.

Applicants can also send an email to americorpsseniors@cns.gov for a printed copy of the Notice and Guidance.

D.2. Content and Form of Application Submission
D.2.a. Application Content
Complete Continuation or Renewal applications must include the following elements:
- Standard Form 424 (SF-424) Cover Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.

- • Narrative Sections:
  - o 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.
  - o Program Management: Inform of any changes or challenges to your program, otherwise enter N/A if there are no continuation changes. Leave previous information in this section.
  - o Work plan(s)/Performance Measures: Update, if necessary, and make sure to leave the previous information there.
  - o Cost-Effectiveness & Budget Adequacy: Update, if necessary, and make sure to leave the previous information there.
  - o Other: Respond to questions specific to DEIA and retention. If other information is present, please leave it.
- • Standard Form 424A Budget
- • Performance Measures
- • Authorization, <u>Assurances</u>, and <u>Certifications</u>

For New applicants, please 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:
  - o Executive Summary: This is a brief description of the proposed program. Executive Summaries must match the language templates as provided in application instructions and the Notice. Executive Summaries of all compliant applications are made available to the public following grant awards.
  - o Strengthening Communities
  - o Recruitment and Development
  - o Program Management (Program Design)
  - o Organizational Capability
  - o Other
  - o Cost-Effectiveness & Budget Adequacy
- • Standard Form 424A Budget
- • Performance Measures
- • Authorization, <u>Assurances</u>, and <u>Certifications</u>

D.2.b. Page Limits
Renewal applications may not exceed 17 double-spaced pages as according to the pages printed out from eGrants. The application sections that count toward the page limit are the:
- • SF-424 Face Sheet
- • Executive Summary
- • Program Design, Organizational Capability, Cost-Effectiveness & Budget Adequacy, and Other narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

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

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

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

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

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps Seniors will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. 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
Current AmeriCorps Seniors SDP Q3 Continuation or Renewal with an April 1st start date should apply no later than February 25, 2023, 5:00 pm Eastern Time. There are no guarantees for applications submitted past Feb. 25, 2023 will be awarded before April 1,

2023. The SDP Q4 Continuation or Renewal applications with a July 1 start date are due no later than March 9, 2023, by 5:00 p.m. Eastern Time. New applications must meet the deadline as communicated by AmeriCorps Staff.

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

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.

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 February 25, 2023 (continuation and renewal with April 1st start date) or March 9, 2023 (continuation or renewal with July 1st start date) at 5:00 pm Eastern or new applications communicated by the Portfolio Manager 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 Seniors 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 as stated in the Notice.

For existing grantees (continuation or renewal) 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.

Please note: AmeriCorps Seniors 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 may be subject to cost share or matching requirements. Please refer to C.2. above.

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, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in 2 CFR 200.413. States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate must enter that information in the Organization section in eGrants.

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

IndirectCostRate@cns.gov is the address applicants may use to obtain instructions and additional information.

D.6.c. Pre-Award Costs
Pre-award costs, where authorized, are allowed after receiving written approval from the Office of Grant Administration.

D.6.d. Budget Guidance
All applicants must include a line item in the budget for training of the Project Director, which may include any training events approved by AmeriCorps Seniors. Applicants may budget for an additional staff member to attend the training events if funds permit. The recommended amount, for budgeting purposes is $1,000 per year. Long distance travel funds may be re-budgeted later if not fully spent depending on actual training activities.

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 Seniors 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.

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

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

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the address below. Applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically.
> AmeriCorps
> ATTN: Office of AmeriCorps Seniors/ FY 2023 AmeriCorps Seniors' SDP Applications
> 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 Seniors 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:
> **Renewal (going into Year 1) applicants and New applicants** regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS). Please submit the OFMS in its electronic format using the link provided.
> **Tribal organization eligibility** documentation, if applicable (See Section C.1 Eligible Applicants)

Failure to submit the required additional documents by the deadline will have a negative effect on the assessment of your application.

Additional documents must be emailed to AmeriCorpsSeniors@cns.gov with the following subject line: *"Legal Applicant Name" – "Application ID Number."* Emails should include:
- The legal applicant name and its point of contact information
- The application ID number
- A list of documents that are attached to the email
- Individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. To ensure that all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.
- If the size of an applicant's files requires multiple emails, please also include an

ordering system in the subject line, such as "(1 of 3)."

Do not submit any items that are not requested in this Notice and Application Instructions, AmeriCorps Seniors will not review or return them.

E. APPLICATION REVIEW INFORMATION
Please note below applicable sections for Continuation and Renewal applicants and for New applicants.

E.1. Application Sections
Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds.

E.1.a. Executive Summary
Please fill in the blanks of these sentences to complete the Executive Summary. <u>Do not deviate from the template below.</u>

"The [Name of the organization] proposes to have [Number of] AmeriCorps Seniors volunteers who will [service activities the members will be doing] in [the locations the AmeriCorps Seniors volunteers will serve]. The primary focus area of this project is [fill in AmeriCorps Focus Area]. At the end of the two-year grant, AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. 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]."

E.1.b. Program Design
When submitting a **Continuation or Renewal** application, if there are changes you are proposing for FY23, please update the appropriate section(s) in eGrants. For example, if the information is no longer accurate due to project or sponsor organization changes, or if you are proposing changes to the number of VSYs or cost per volunteer, you must update your application in the following sections: Strengthening Communities and in the Recruitment and Development of volunteers. If there are no changes, enter N/A. For continuation applications, please leave any pre-populated information.

If you are submitting a **New** application, please provide the following information:

The Strengthening Communities narrative addresses:
- The proposed interventions are responsive to the identified community problem(s).
- The applicant's proposed interventions are clearly articulated including the design, dosage, target population, and roles of AmeriCorps Seniors volunteers. The applicant's intervention is likely to lead to the outcomes identified in the applicant's work plans.
- The expected outcomes articulated in the Strengthening Communities narrative and performance measures represent meaningful progress in addressing the community problems identified by the applicant.
- The rationale for utilizing AmeriCorps Seniors volunteers to deliver the intervention(s), addressing the community need is reasonable.

- How the service of AmeriCorps Seniors volunteers will produce significant contributions to existing efforts to address the stated problem.
- For incumbent organizations, if the anticipated outcomes (performance measures) were not met in the previous three-year grant cycle and those same outcomes are included in this application, include what actions will be taken to meet those outcomes under this new award.
- Provide the applicant's (organization's or institution's) definitions of diversity, equity, inclusion, and accessibility are included AND activities the organization is engaged in related to diversity, equity, inclusion, and accessibility are clearly identified.
- The proposed plan to ensure the project engages a diverse and inclusive group of volunteers is clearly articulated.
- The application clearly states how the project will serve members of the community through an equity lens.
- The description of the community to be served includes demographic, income, and additional relevant information.

The section on **Description of Diversity, Equity, Inclusion, and Accessibility (DEIA)** shall address (to be included in the Strengthening Communities Narrative):
- Provide the applicant's (organizations or institution's) definitions of diversity, equity and inclusion AND share activities the organization is engaged in related to diversity, equity and inclusion.
- Describe how you will ensure your project engages a diverse and inclusive group of volunteers.
- Describe how you will ensure your project serves members of your community through an equity lens.
- Include demographic, income, and additional relevant information about the communities you'll be serving.

E.1.c. Notice Priority (New Applicants):
- The applicant proposed program fits within one or more of the AmeriCorps Seniors funding priorities as outlined in the Funding Priorities section and Focus Area.

E.1.d. Work Plan(s)

Continuation and Renewal Applicants:

Information will copy from your previous awarded application into your continuation application. Work plans are designed to align with the three-year performance period. If you are making changes to your VSYs, then the work plans need to reflect the current number of volunteers and other changes to your service activities. Your performance measures must 16 also be aligned with any changes made to your number of volunteers and service activities. If there are no changes, please do not make edits to the workplan.

New applicants must address the following:
- Description of the community problem being addressed by the individual performance measure.
- Description of the service activities that address the community problem.
- Description of the intended outcome of the service activity.

- Each Performance Measure logically connects the four major elements to each other and are all aligned with National Performance Measures.
    1. The community need(s) identified
    2. The service activities that will be carried out by AmeriCorps Seniors volunteers
    3. The instrument description and data collection plans
    4. Work plans include target numbers that lead to outcomes or outputs, and are appropriate for the total number of volunteers assigned to the Performance Measure
    5. A clear connection between the service activities and how those activities will actively engage in removing structural racial inequities, advance racial equality, and increase opportunities to achieve sustainable change in communities.
- The service activities that are defined in each Performance Measure must include the intervention the AmeriCorps Seniors volunteers will implement or deliver, including:
    o The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
    o The dosage of the intervention (e.g., the number of hours per session or sessions per week)
    o The target population for the intervention (e.g., disconnected seniors/youth, third graders at a certain reading proficiency level)
    o The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators
    o Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur because of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

E.1.e. Recruitment and Development of Volunteers
New applicants must address the extent to which the proposed project demonstrates a plan and the organization's infrastructure to provide for effective-volunteer recruitment and management:
- Describe how the proposed recruitment strategy is a strategic response to the demographics in the community served.
- Demonstrate a plan and infrastructure to ensure volunteers received training needed to succeed in the service activities described in the Performance Measures.
- Describe the demographics of the community served and plans to recruit AmeriCorps Seniors volunteers from geographic or demographic communities in which the program operates. This could include but not limited to the following:
    a. Volunteers from BIPOC (Black, Indigenous, and Other People of Color) communities
    b. Volunteers from LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Questioning) communities
    c. Individuals with varying degrees of English language proficiency
    d. Individuals with disabilities
    e. Veterans and military family members as volunteers
- Demonstrate a plan and adequate infrastructure to retain and recognize volunteers. This includes:

a. An explanation of how the applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcome retain and recognize volunteers.
b. A description of how engaged volunteers will remain active over the course of grant funding.

- Demonstrated 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 address community disparities and the root causes of biases in recruitment efforts.

E.1.f. Organizational Capability (New Applicants only):

Program Management
Reviewers will consider the extent to which the applicant demonstrates:
- Narratives describe the plans and infrastructure to ensure management of volunteer stations are in compliance with the program regulations
- Demonstrated plan to address culture of volunteer stations to be safe inclusive spaces for diverse volunteers.
- Narratives demonstrate plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities, including
    a. Sufficient guidance and support of AmeriCorps Seniors volunteers for provide effective service.
    b. Adequate training and preparation of station supervisors to follow AmeriCorps Seniors program regulations, priorities, and expectations.

Organizational Capability
- Describe the organizations commitment to equity when addressing critical communities needs reflected in the organizations mission and vision, as well as the applications Performance Measures.
- Describe the plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following:
    a. Compliance with program requirements (statutes, regulations, and applicable Terms and Conditions; Accountability, and Efficient and effective use of available resources.
    b. Plans to engage non-federal funding sources for sustainability of programming.
- Narratives clearly define paid staff positions, including identification of staff assigned to the project (name, title, and brief position description) and how these positions will ensure the accomplishment of program objectives.
- Describe your agency's experience with, and/or plans for diversity, equity, and inclusion within your organization. This can include the inclusion of diversity on the Board of Directors, agency staff and leadership, and/or volunteers.
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.

- 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.

E.1.g. Cost-Effectiveness and Budget Adequacy (New applicants only):
Describe in the proposal:
- Has a reasonable cost per volunteer in proposed work plan that leads to National Performance Measure requirements (See Appendix B and section A.3. of the Notice).
- Has plans and infrastructure to secure the non-federal support for program sustainability-including dedicated staff, grant proposal processes and other plans.

E.1.h. Other - Evaluation Plan (New Applicants only)
Evaluation is a tool for improving a program and increasing its ability to serve people more efficiently and effectively. To ensure the applicant has a quality evaluation plan, describe the following:
- A description of 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 propose planning period.
- A description of how the applicant will use performance data.

For more information, about evaluation plans and data collection methods, please visit the AmeriCorps Evaluation Resources: https://americorps.gov/grantees-sponsors/evaluation-resources

E.1.h. Other – Narrative (Continuation and Renewal applicants only):
Provide responses to the following questions on Diversity, Equity, Inclusion and Accessibility (DEIA) and Recruitment in the "Other" section of eGrants. Do not revise previous DEIA and recruitment responses in other sections of the application.
- Describe your organization's DEIA goals and demonstrate what progress has been made toward achieving them?
- In what ways could your organization utilize training and technical assistance, and other resources related to DEIA?
- Describe any challenges your organization is experiencing with recruitment and/or retention of volunteer. Include any relevant information with regard to influencing factors (e.g., Covid-19, inflation, stipend, school protocols), and how AmeriCorps can assist your project in meeting those challenges?

E.2. Continuation Applications
Continuation Funding Information and Requirements
Organizations that have current program awards that continue beyond FY 2022 must submit an application in order to be eligible to receive funding for the following year. If a continuation application is not submitted by the due date, or if approval is not given for an extension, this will be an indication that the organization is no longer interested in receiving funding. Please see the Application Instructions and other appendices.

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. **Continuation applications must respond to the items noted below for executive summary, program design, work plan, DEIA, and budget.**

E. 3. Application Review
E.3.a. Initial Application Compliance and Eligibility Review
AmeriCorps Seniors 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
- Applied by the submission deadline
- Submitted an application that complies with the following program-specific requirements:
  - required additional documents

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. Staff Reviewers will also consider the priorities and strategic considerations detailed in this Notice.

E.3.c. Applicant Clarification
AmeriCorps staff may ask an applicant for clarifying information. AmeriCorps Seniors 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 based on the Selection Criteria. 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 and/or the issuance of the award

can be delayed until the issue has been resolved. Additionally, if AmeriCorps concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In assessing risks, AmeriCorps Staff 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:
     - Federal Awardee Performance and Integrity Information System (FAPIIS)
     - U.S. Treasury Bureau of Fiscal Services
     - System for Award Management (SAM)
     - "Do Not Pay"
   - Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
   - IRS Tax Form 990
   - Oversight.gov
   - Public Litigation Records

2. *Operational and Financial Management, including:*
   - Financial stability
   - Operational and Financial Management Survey (OFMS)

3. *Past Performance, including:*
An applicant's record in managing previous AmeriCorps awards (if applicable), cooperative agreements, or procurement awards, including:
   - Timeliness of compliance with applicable reporting requirements
   - Accuracy of data reported
   - Validity of performance measure data reported
   - Conformance to the terms and conditions of previous federal awards
   - Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
   - Timely closeout of other awards
   - Meeting matching requirements
   - The extent to which any previously awarded amounts will be expended prior to future awards
   - National Service Criminal History check (NSCHC) compliance. See section F.2.d. National Criminal History Check Requirements and the NSCHC webpage for more information.

4. *Other Programmatic Risks, including:*
   - Publicly available information, including from the applicant organization's website
   - Amount of funding requested by the organization

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 (currently FAPIIS) (See <u>41 U.S.C. 2313</u>). 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, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS 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 FAPIIS.

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 review criteria
- Build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Seniors Funding Priorities (See Section *A.2. Funding Priorities*)
  - Meaningful representation of
    - Geographic diversity
    - Rural communities
    - Small and medium programs
    - Focus Area

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this Notice, the Program Director will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

AmeriCorps Seniors 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 Seniors 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 that will be used to assess applications.

F. Federal Award Administration Information - All AmeriCorps Seniors SDP new, renewal, and continuation applications see Sections F.1. – F.4.

F.1. Federal Award Notices

AmeriCorps Seniors will make awards contingent on the availability of congressional appropriations.

Notification of an award is not an authorization to begin activities. The Notice of Grant Award signed by the Office of Grant Administration 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, unless approved for pre-award costs according to section D.6.c.

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 Seniors will request documentation from 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 FY 2023 AmeriCorps General Terms and Conditions, and the AmeriCorps Seniors FY 2023 Program-Specific Terms and Conditions for the particular program. 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 Senior Demonstration Program Grantees | AmeriCorps, filter to Terms and Conditions.

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.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.
- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

An NSCHC consists of a check of the:

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 <u>not eligible</u> to serve or work in a position subject to the NSCHC requirements if:

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

See <u>45 CFR 2540.200– 2540.207</u> and <u>National Service Criminal History Check Resources</u> for complete information and FAQs.

F.2.e. Official Guidance
AmeriCorps Seniors active guidance is available on the agency's Guidance webpage: <u>https://www.americorps.gov/about/agency-overview/official-guidance</u>. 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 Seniors funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps Seniors 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 (<u>2 CFR §200.315</u>).

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 PPR annual and semi-annual financial and narrative progress reports through eGrants, AmeriCorps' web-based grants management system. All recipients must submit quarterly financial reports to the U.S. Department of Health and Human Services Payment 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 https://www.FSRS.gov 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 Seniors funding.

G. Federal Awarding Agency Contacts
This information pertains to all AmeriCorps Seniors SDP new, renewal, and continuation applications.

For more information, call or email the assigned Regional Office.

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at https://questions.americorps.gov/app/ask. 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
This information pertains to all AmeriCorps Seniors SDP new, renewal, and continuation applications.

AmeriCorps Seniors will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps Seniors strongly encourages all applicants to participate in these sessions.

I. IMPORTANT NOTICES
This information pertains to all AmeriCorps Seniors SDP new, renewal, and continuation applications.

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 Seniors 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 <u>5 C.F.R. 1320.5(b)(2)(i)</u>.) The collection is approved under OMB Control Number 3045-0035, Senior Corps Grant Application, expiration date: 11/30/2024.

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C 552a) requires that we notify you 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 grant program, disclosure of personal or sensitive information is required to receive federal benefits.