NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: **AmeriCorps**

Funding Opportunity Title: **Fiscal Year (FY) 2024 AmeriCorps Seniors Q4 Foster Grandparent Program Continuation or Renewal**

Announcement Type: Final Announcement

Assistance Listing Number: 94.011

Summary Statement: The purpose of this funding announcement is to award FY 2024 funding to Foster Grandparent Programs that are in continuation or renewal. New applicants are not accepted. AmeriCorps Seniors Foster Grandparent Programs engage adults aged 55 and over to provide caring and experienced tutors and mentors to children and youth with special or exceptional needs, or who would benefit from the one-on-one attention an AmeriCorps Seniors volunteer can provide.

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

Important Dates

- Applications are due not later than Monday, March 11, 2024, by 5:00 p.m. Eastern Time.

- Successful applicants will be issued awards in June 2024.

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A. PROGRAM DESCRIPTION

A.1. Purpose of Foster Grandparent Program Funding

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

Established in 1965, the AmeriCorps Seniors Foster Grandparent Program engages adults aged 55 and over to provide caring and experienced tutors and mentors to children and youth with special or exceptional needs, or who would benefit from the one-on-one attention an AmeriCorps Seniors volunteer can provide. AmeriCorps Seniors volunteers serve in schools, Head Starts, drug treatment centers, correctional institutions, and childcare centers. Among other activities, they review schoolwork, reinforce values, teach parenting skills to young parents, and care for premature infants and children with disabilities. AmeriCorps Seniors volunteers often maintain an ongoing, intensive relationship with the children and youth served for a year or longer.

A.2. Funding Priorities

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

- partner with communities to alleviate poverty and advance racial equity;

- enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers;

- unite Americans by bringing them together in service;

- effectively steward federal resources; and

- make AmeriCorps one of the best and most equitable places to work in the federal government.

AmeriCorps will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. The agency will prioritize investment in the most critical issues of our time – public health, climate and the environment, and education and economic opportunity – within AmeriCorps' Focus Areas (Appendix F) and will increase its efforts to ensure AmeriCorps members, AmeriCorps Seniors volunteers, and community-based volunteers reflect the communities where they serve. We will target our investments toward communities where the need is greatest,

particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

The AmeriCorps Seniors Foster Grandparent Program emphasizes grantmaking in the Education focus area identified by the National and Community Service Act of 1990, as amended by the Serve America Act. Under this focus area, grants must provide and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children, and for children with special and/or exceptional needs. Activities may include providing support and/or facilitating access to services and resources that contribute to school readiness, improved academic performance, and improved academic engagement.

A.3. Performance Goals or Expected Outcomes

National Performance Measures

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

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

Applicants must identify Education as the Primary Focus Area. Work plans must include at least one service activity in the selected Primary Focus Area of Education. The Primary Focus Area represents the area in which the incumbent aims to make the most impact.

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

This funding opportunity requires applicants to demonstrate cost-effective practices in achieving performance goals through the services described in the proposed work plan. Applications must include work plans that meet the following minimum requirements:

- National Performance Measure outcomes using Education as the Primary Focus Area.

- Federal funding requests cannot exceed $9,000 per Volunteer Service Year (VSY*). At least one Volunteer Service Year per $9,000 of federal funds must be placed in a work plan that results in national performance measure outcomes in the Education focus area. [Appendix G: Calculator Worksheet](#) can be used to determine the minimum number of Volunteer Service Years (VSYs) for a funding request.

*A Volunteer Service Year (VSY) equals 1,044 hours of volunteer service activity. Volunteer Service Years (VSYs) are used in the budget and work plans. The standardized stipend cost per Volunteer Service Year (VSY) is calculated by multiplying the number of hours served by

the current cost per hour for the stipend (1,044 hours x $4.00 per hour). Volunteer Service Year (VSY) also refers to work plan requirements as noted above.

A.4. Program Authority

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

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

AmeriCorps anticipates approximately $117 million for FY 2024 AmeriCorps Seniors Foster Grandparent Program. The actual level of funding is subject to the availability of annual appropriations.

B.2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects. AmeriCorps expects to make awards in the range of $0 to $2,000,000.

B.3. Period of Performance

Successful applicants will be issued awards by June 2024.

Program and budget period should be July 1, 2024, to June 30, 2025.

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

B.4. Type of Award

FY 2024 AmeriCorps Seniors Foster Grandparent Program grants will be awarded on a cost reimbursement basis.

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

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

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

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

- Indian tribes

- institutions of higher education

- local governments

- nonprofit organizations

- state service commissions

- states and US Territories

- Through this Notice, only AmeriCorps Seniors Foster Grandparent Program grantees who have an active AmeriCorps Seniors Foster Grandparent Program grant, including a no-cost grant ($0), may apply for funding.

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

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

C.2. Cost Sharing or Matching

Applicants are required to match funds equal to 10 percent of their total one-year program budget. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must

demonstrate the ability to meet the 10 percent match requirement at the time of application submission. See Section D.6. Funding Restrictions for more information.

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

> $288,000 / 0.9 = $320,000
>
> $320,000 – $288,000 = $32,000
>
> The grantee share is at least $32,000, the federal share is $288,000, and the total project budget is at least $320,000.

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

For information about a match waiver, please see the AmeriCorps Seniors Individual Match Waiver Request or the AmeriCorps Seniors and AmeriCorps State and National Match Waiver FAQs (June 2022) located on the AmeriCorps website's Manage Your Grant web page.

C.3. Other Eligibility Requirements

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

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

- that has been assessed;

- for which all judicial and administrative remedies have been exhausted or have lapsed; and

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

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

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

D. Application and Submission Information

This Notice should be read together with the AmeriCorps Seniors Foster Grandparent Program regulations at 45 CFR Part 2552, AmeriCorps Seniors Grant Application Instructions, Appendix A: Fiscal Year 2024 AmeriCorps Seniors Foster Grandparent Program Continuation and Renewal (July 1 Start Dates) and Appendix B: AmeriCorps Seniors Foster Grandparent Program National Performance Measure Instructions. These documents are available online at the [AmeriCorps Seniors Foster Grandparent Program grantee web page.](#)

D.1. Address to Request an Application Package

All information associated with this funding opportunity is available through the AmeriCorps Seniors [Foster Grandparent Program web page](#) under Grantee Resources. Select "Submit continuation and renewal" as the action type and click "Apply." Applicants can also send an email to AmeriCorpsSeniors@ameriCorps.gov.

D.2. Content and Form of Application Submission

D.2.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.

- Narrative Sections:

  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 Strengthening Communities

  o Recruitment and Development

  o Program Management

  o Organization Capability

  o Other

- Work Plans/Performance Measures

- Standard Form 424A Budget

- Authorization, [Assurances](#), and [Certifications](#)

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

D.2.b. Page Limits

Applications may not exceed **20** double-spaced pages as according to the pages printed out from eGrants. The application sections that count toward the page limit are the:

- SF-424 Face Sheet;

- Executive Summary; and

- Strengthening Communities, Recruitment and Development, Program Management, Organizational Capability, and Other narratives.

The application page limit does not include the Budget, Work Plans/Performance Measures, or any required additional documents. Clarifications, if necessary, will be reviewed after receipt and review of your application, if applicable.

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

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

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

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

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application

deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**

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

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

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

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

Applications are due not later than **Monday, March 11, 2024, by 5:00 p.m. Eastern Time.**

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

D.4.b. Additional Documents Deadline

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

D.4.c. Late Applications

All applications received after the submission deadline published in this Notice, of **Monday, March 11, 2024, at 5:00 pm Eastern Time,** are presumed to be non-compliant. To overcome this presumption, the applicant must:

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

  o the timing and specific cause(s) of the delay

- o the ticket number if a request for assistance was submitted to the AmeriCorps Hotline

- o any information provided to the applicant by the AmeriCorps Hotline

- o any other documentation or evidence that supports the justification

- ensure that AmeriCorps receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to AmeriCorpsSeniors@americorps.gov no later than 24 hours after the application deadline as stated in the Notice. AmeriCorps will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

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. The written explanation or justification must be sent to AmeriCorpsSeniors@americorps.gov to be compliant with the late application process. Applicants are required to continue working in eGrants, AmeriCorps' web-based application system, and with the AmeriCorps Hotline to submit the application. AmeriCorps will determine whether or not to accept a late application on a case-by-case basis.

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

D.5. Intergovernmental Review

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

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

Awards under this Notice are subject to cost share or matching requirements. The amount of funding AmeriCorps provides will be limited to 90 percent of the total allowable costs for the funded activity, as determined under 2 CFR Part 200, Subpart E-Cost Principles.

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

D.6.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate or a 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 federally negotiated indirect cost or de minimis rate must enter that information in the Organization section in eGrants.

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

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

D.6.c. Pre-Award Costs

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

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission in eGrants

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

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

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

Be prepared to provide the Hotline with the application ID, organization's name, and the name of the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via eGrants. Applicants should refer to section D.4.c for the late application process.

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

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

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

D.7.b. Submission of Additional Documents

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

1. All renewal applicants regardless of funding level are required to submit an [Operational and Financial Management Survey (OFMS) electronically](#). Please submit the OFMS using [the online form](#). Forms submitted as a Word document, PDF, or any other document format may not be accepted.

2. Tribal organization eligibility documentation (See Section [C.1 Eligible Applicants](#)), if applicable

Additional documents must be emailed to AmeriCorpsSeniors@AmeriCorps.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 by filename, labeling each document type according to the above numbered list
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each

document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
- 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)"
- Prime applicants should send separate emails with each subapplicant's materials, referencing the subapplicant's Application ID

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

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

E. APPLICATION REVIEW INFORMATION

Selection Criteria

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

E.1. CONTINUATION APPLICATIONS

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

Organizations that have current program awards that continue beyond FY 2023 must submit an application in order to be eligible to receive funding for the following year. If a continuation application is not submitted by the due date, or if the late application process outlined in D.4.c is not followed, this will be an indication that the organization is no longer interested in receiving funding.

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

Please pay attention to new information for your FY 2024 continuation application. These items are important and may be repeated several times in this document.

NEW: In FY 2024, all organizations who submit a continuation application are required to: (1) review and update the executive summary; and (2) enter proposed changes or edits in the Other Narrative section and work plans for the remainder of the grant's three-year cycle. D**o**

not make any changes to the rest of the narratives or delete previously entered information. All changes and edits must be concentrated in the executive summary, Other Narrative, and work plans. Note: In FY 2025 and FY 2026, the narratives and work plans of the continuation applications will be locked and not available for updates.

NEW: Define Geographical Service Area: Ensure your service area as identified on the SF-424 Face Sheet of the application accurately reflects the community or communities currently served. This information is entered into the "Areas affected by the project" box in the Application Info tab in eGrants.

You should list county(ies) only and list the city(ies), town(s), parish(es), or other jurisdictions being served in parentheses. Please note if you will serve a portion of a jurisdiction.

- If you serve the whole county, you may list just the county name. For example, Mason County, Lewis County, and Fleming County.

- If your project is serving 5 or fewer cities, towns, etc. in one county, you should list the county name with the cities, towns, etc. in parentheses. For example, Mason County (Maysville, Somo, Orangeburg, Rectorville), Lewis County (Tollesboro, Epworth, Ribolt), and Fleming County (Flemingsburg, Mt. Carmel).

- If your project is serving a large metropolitan area or 6 or more cities, towns, etc. in one county, you can list the county and the metro area or the general region of the county you are serving. For example, Cuyahoga County (Cleveland Metro area) or Lincoln County (western side of the county)

E.1.a. Executive Summary

Please ensure the Executive Summary is in the correct format, as noted below. Do not deviate from the template below. If the executive summary does not match the template, applicants will be instructed to correct prior to award.

> "The [Name of the organization] proposes to have [Number of unduplicated] AmeriCorps Seniors volunteers who will [specific service activities] in [the locations the AmeriCorps Seniors volunteers will serve]. AmeriCorps Seniors volunteers will serve [XX number, do not include carry forward] Volunteer Service Years (VSY) each year. The primary focus area of this project is Education. [(If applicable) Other priorities include [List priority areas to be addressed.] AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. The AmeriCorps investment of $ [fill in the annual AmeriCorps grant amount, also known as baseline funding] will be supplemented by $ [fill in the anticipated level of non-AmeriCorps resources/match]."

An example of a compliant executive summary is:

> *The ABC School proposes to have 25 AmeriCorps Seniors volunteers tutor and mentor preschool children at Head Start Academy in Crystal County, VA. Americorps*

Seniors volunteers will be trained to use phonics and writing to develop reading growth of five-year-olds. AmeriCorps Seniors volunteers will serve 28 Volunteer Service Years (VSYs) each year. The primary focus area of this project is Education. Other priorities include programming that focuses on early learning and preparing AmeriCorps Senior volunteers to enter early learning careers. AmeriCorps Seniors volunteers will be responsible for 75 preschool students reading at first-grade level. The AmeriCorps investment of $250,000 will be supplemented by $50,000 in private-sector funds.

Note: Number of Volunteer Service Years (VSYs) should not include carry forward. Baseline funding does not include the one-time $2,500 for travel to the AmeriCorps Seniors convening or any carry forward funds. If you include carry forward funds in your budget, add a note in the Other narrative.

E.1.b. Program Design and E.1.c. Organization Capability:

Do not make any adjustments to the following sections: Strengthening Communities, Recruitment and Development, Program Management, Organizational Capability. If you have updates for any of these sections, please see section E.1.d Other Narrative for instructions.

E.1.d. Other:

NEW FY 24 Programmatic Updates: If making adjustments to your application that would normally impact other narratives, including but not limited to the number of Volunteer Service Years, recruitment, policies, and/or staffing changes, briefly summarize these changes in the Other Narrative. Please use headings or titles to help organize information. **Do not** make any changes to the rest of the narratives or delete previously entered information. **Do not** delete existing information in the Other Narrative section.

If you are including carry forward funds in your budget, please add a statement in the Other narrative that includes the amount of carry forward and the number of *Volunteer Service Years (VSYs)* you are adding because of the carry forward.

All Continuation Grantees must ensure there are responses to the following questions in this section, even if these questions were answered in the previous narrative sections.

NEW or UPDATE DEIA and Recruitment Questions: Provide or update responses to the following questions on Diversity, Equity, Inclusion, and Accessibility (DEIA) and Recruitment in the **Other Narrative** section of eGrants. Do not revise previous DEIA and recruitment responses in previous sections of the application.

- Describe your organization's DEIA goals and demonstrate what progress has been made toward achieving them?

- In what ways could your organization utilize training, technical assistance, and other resources related to DEIA?

- Describe any challenges your organization is experiencing with recruitment and/or retention of volunteers. Include any relevant information with regard to influencing factors (e.g., Covid-19, inflation, school protocols), and how AmeriCorps can assist your project in meeting those challenges.

NEW Fraud, Waste and Abuse Plan: Provide responses to the following questions on fraud, waste, and abuse in the **Other Narrative** section of eGrants. Do not revise previous fraud, waste, and abuse responses in the previous sections of the application.

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

- Describe the extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, this can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.

- Finally, describe or update us on the extent to which the organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations, including those related to prohibited activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

E.1.e. Work Plans/Performance Measures:

Information will automatically copy from your previously awarded application into your continuation application. Grantees should take this opportunity to revise work plans to accurately reflect the number of active volunteers in your program. You should also align the work plans to current community needs.

Ensure the minimum cost per Volunteer Service Year is met. For every $9,000 of federal funding, one Volunteer Service Year must be placed in a work plan in the Education focus area. For example, if requesting $90,000 in federal funding, at least 10 Volunteer Service Years need to be included in work plans in the Education focus area. Volunteer service years are entered into the "anticipated unduplicated volunteer" field in the Performance Measure Module in eGrants. Please see the [Grant Application Instructions](#) and [Appendix B: Performance Measure Instructions](#) for more information.

E.1.f. Budget:

NEW: All AmeriCorps Seniors grantees must budget for one staff person, primarily the Project Director, to attend the AmeriCorps Seniors annual convening or, in the event an in-person convening does not occur, funds to attend another training event. This year, AmeriCorps Seniors will add $2,500 in a one-time augmentation to every grant to cover expenses for program staff to attend the national convening. These funds should be

budgeted in the long-distance travel section. If the organization does not spend the whole amount to attend the convening, the grantee may rebudget unspent funds at a later date for training that complements the convening or an additional training opportunity for any staff listed in the budget. The $2,500 one-time augmentation is subject to match, but programs do not have to add Volunteer Service Years (VSYs) because of the $2,500 one-time augmentation.

Update the budget if necessary. *Budgets must include:*

- Expenses *for the period of July 1, 2024, through June 30, 2025.*

- T*ravel costs for at least one staff person to attend the AmeriCorps Seniors annual convening in FY 2024. If accepting the one-time augmentation, all $2,500 needs to be included in the long-distance travel section of the budget.*

  - If you are not accepting the $2,500 one-time augmentation, please include *the following statement in the Other Narrative: "[Applicant name] declines the one-time $2,500 in augmentation funding for travel to the Convening. We are able to attend the Convening and other training without the additional funds."*

- At least 10% match *unless the grantee has an approved match waiver. Please see section C.2 for information on the match.*

- Stipended line item meet the cost per *Volunteer Service Year (VSY) of $9000 per Federal Budget amount.*

E.2. RENEWAL APPLICATIONS

Organizations that have current program awards and are eligible for renewal funding must submit an application in order to be eligible to receive funding for the following year. If a renewal application is not submitted by the due date, or if the late application process outlined in D.4.c is not followed this will be an indication that the organization is no longer interested in receiving funding.

NEW: In FY 2024, all organizations who submit a renewal application are required to review and update the executive summary, narratives and work plan for the entire three years of the grant cycle.

NEW: Define Geographical Service Area:

Ensure your service area as identified on the SF-424 Face Sheet of the application accurately reflects the community or communities currently served. This information is entered into the "Areas affected by the project" box in the Application Info tab in eGrants.

You should list county(ies) only and list the city(ies), town(s), parish(es), or other jurisdictions being served in parentheses. Please note if you will serve a portion of a jurisdiction.

- If you serve the whole county, you may list just the county name. For example, Mason County, Lewis County, and Fleming County.

- If your project is serving 5 or fewer cities, towns, etc. in one county, you should list the county name with the cities, towns, etc. in parentheses. For example, Mason County (Maysville, Somo, Orangeburg, Rectorville), Lewis County (Tollesboro, Epworth, Ribolt), and Fleming County (Flemingsburg, Mt. Carmel).

- If your project is serving a large metropolitan area or 6 or more cities, towns, etc. in one county, you can list the county and the metro area or the general region of the county you are serving. For example, Cuyahoga County (Cleveland Metro area) or Lincoln County (western side of the county).

E.2.a. Executive Summary

Please fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template below**. If applicant does not follow the template below, the application will be returned for correction before an award can be made.

> "The [Name of the organization] proposes to have [Number of unduplicated] AmeriCorps Seniors volunteers who will [specific service activities] in [the locations the AmeriCorps Seniors volunteers will serve]. AmeriCorps Seniors volunteers will serve [XX number] Volunteer Service Years (VSYs) each year. The primary focus area of this project is Education. [(If applicable)] Other priorities include [List priority areas to be addressed.] AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. The AmeriCorps investment of $ [fill in the annual AmeriCorps grant amount, also known as the baseline funding] will be supplemented by $ [fill in the anticipated level of non-AmeriCorps resources/match]."

An example of a compliant executive summary is:

> *The ABC School proposes to have 25 AmeriCorps Seniors volunteers tutor and mentor preschool children at Head Start Academy in Crystal County, VA. AmeriCorps Seniors volunteers will be trained to use phonics and writing to develop reading growth of five-year-olds. AmeriCorps Seniors volunteers will serve 28 Volunteer Service Years each year. The primary focus area of this project is Education. Other priorities include programming that focuses on early learning and preparing AmeriCorps Senior volunteers to enter early learning careers. AmeriCorps Seniors volunteers will be responsible for 75 preschool students reading at first-grade level. The AmeriCorps investment of $250,000 will be supplemented by $50,000 in private-sector funds.*

Note: *Baseline Funding does not include the one-time $2500 for travel to the AmeriCorps Seniors convening.*

E.2.b. Program Design

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

E.2.b.i Strengthening Communities:

Make sure your application:

- Explains how the proposed interventions respond to the identified community problem(s).

- Articulates the proposed interventions, including the design, dosage, target population, and roles of AmeriCorps Seniors volunteers. How are these interventions likely to lead to the outcomes identified in the applicant's work plan?

- Explains how the expected outcomes conveyed in the Strengthening Communities narrative and Performance Measures represent meaningful progress in addressing the community problems identified by the applicant.

- Demonstrates the rationale for utilizing AmeriCorps Seniors volunteers to deliver the intervention(s), addressing the community need is reasonable.

- Describes 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, explain what actions will be taken to meet those outcomes under this new award.

- Includes the applicant's definitions of diversity, equity, inclusion, and accessibility AND clearly identify activities the organization is engaged in related to diversity, equity, inclusion, and accessibility.

- Illustrates how the proposed plan ensures the project engages a diverse and inclusive group of volunteers.

- Clearly describes how the project will serve members of the community through an equity lens.

- Details characteristics of the community to be served including demographics, income, and additional relevant information.

E.2.b.ii Recruitment and Development

Ensure your proposed project:

- Demonstrates a plan and the organization's infrastructure provides for effective volunteer recruitment and management.

- Describes how the proposed recruitment strategy is a strategic response to the demographics in the community served.

- Demonstrates a plan and infrastructure to ensure volunteers receive training needed to succeed in the service activities described in the Performance Measures.

- Describes the demographics of the community served and plans to recruit AmeriCorps Seniors volunteers that appropriately reflect the geographic or demographic communities in which the program operates. This could include but not limited to the following:

  - Volunteers from BIPOC (Black, Indigenous, and Other People of Color) communities

  - Volunteers from LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Questioning) communities

  - Individuals with varying degrees of English language proficiency

  - Individuals with disabilities

  - Veterans and military family members as volunteers

- Demonstrates a plan and adequate infrastructure to retain and recognize volunteers. This includes:

  - An explanation of how the applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcome.

  - A description of how engaged volunteers will remain active over the course of grant funding.

- Demonstrates a plan for developing and growing a culture of inclusion at volunteer stations to ensure volunteer station supervisors who are involved in the recruitment of volunteers are invested in addressing community disparities and the root causes of biases in recruitment efforts.

E.2.c. Organizational Capability

E.2.c.i Program Management

Make sure your application:

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

- Demonstrates plans to address culture of volunteer stations to be safe inclusive spaces for diverse volunteers.

- Demonstrates plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities, including:

  o Sufficient guidance and support of AmeriCorps Seniors volunteers to provide effective service.

  o Adequate training and preparation of station supervisors to follow AmeriCorps Seniors program regulations, priorities, and expectations.

E.2.c.ii Organizational Capability

Your application must:

- Describe the organization's commitment to equity when addressing critical community needs reflected in the organization's mission and vision, as well as the application's Performance Measures.

- Describe the plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following:

  o Compliance with program requirements (statutes, regulations, and the Uniform Guidance/2 CFR 200 and related appendices);

  o Accountability;

  o Efficient and effective use of available resources; and

  o Plans to engage non-federal funding sources for sustainability of programming.

- Clearly define paid staff positions, including identification of current staff assigned to the project (name, title, and brief position description), and how these positions will ensure the accomplishment of program objectives.

- Describe your organization's experience with, and/or plans for diversity, equity, and inclusion within your organization. This can include the inclusion of diversity on the Board of Directors, agency staff and leadership, and/or volunteers.

- Demonstrate organizational capacity to develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing.

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

- Describe the extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement (this can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.)

- Describe the extent to which the organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited activities and criminal history checks at the grantee and service site locations.

E.2.d. Other

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

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

Please describe the extent to which the proposal:

- Has a reasonable cost per volunteer in proposed work plan that will lead to National Performance Measure requirements (See Appendix B and section A.3 of the Notice).

- Has plans and infrastructure to secure the non-federal support for program sustainability-including dedicated staff, grant proposal processes and other plans.

E.2.d.ii. Evaluation

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

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

- How the applicant will use performance data.

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

E.2.e. Work Plans/Performance Measures

Information will automatically copy from your previously awarded application into your renewal application. Please revise work plans to align with the upcoming three-year performance period, including adding or removing work plans as necessary. Grantees must ensure their work plans accurately reflect the number of Volunteer Service Years and the number of active volunteers enrolled in their AmeriCorps Seniors Foster Grandparent Program. Work plans are entered into the Performance Measure Module in eGrants. Please see the [Grant Application Instructions](#) and [Appendix B: Performance Measure Instructions](#) for more information.

NEW: In FY 2024, all organizations who submit a renewal application are required to review and update the executive summary, narratives, and work plans for the entire three years of the grant cycle.

Each work plan should include:

- Description of the community need being addressed by the individual work plan.

- Description of the service activities that address the community need.

- Description of the intended outcome of the service activity.

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

- The community need(s) identified

- The service activities that will be carried out by AmeriCorps Seniors volunteers, 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., high school students at risk of dropping out, third graders at a certain reading proficiency level)

- The instrument description and data collection plans

- The selected output and outcome, including targets that are appropriate for the total number of volunteers assigned to the work plan.

Work plans may include some combination of National Performance Measures and other community priorities. For every $9,000 in annual base federal funding, at least one Volunteer Service Year must be placed in a work plan that results in a National Performance Measure outcome in the Education focus area.

E.2.f. Budget

NEW: All AmeriCorps Seniors grantees must budget for one staff person, primarily the Project Director, to attend the AmeriCorps Seniors annual convening or, in the event an in-person convening does not occur, funds to attend another training event. This year, AmeriCorps Seniors will add $2,500 in a one-time augmentation to every grant to cover expenses for program staff to attend the national convening. These funds should be budgeted in the long-distance travel section. If the organization does not spend the whole amount to attend the convening, the grantee may rebudget unspent funds at a later date for training that complements the convening or an additional training opportunity for any staff listed in the budget. The $2,500 one-time augmentation is subject to match, but programs do not have to add Volunteer Service Years (VSYs)s because of the $2,500 one-time augmentation.

Budgets must include:

- Expenses for the period of July 1, 2024, through June 30, 2025.

- Travel costs for at least one staff person to attend the AmeriCorps Seniors annual convening in FY 2024.

- If accepting the one-time augmentation, all $2,500 needs to be included in the long-distance travel section of the budget.

    o If you are not accepting the $2,500 one-time augmentation, please include the following statement in the Other Narrative: "[Applicant name] declines the one-time $2,500 in augmentation funding for travel to the Convening. We are able to attend the Convening and other training without the additional funds."

- At least 10% match unless the grantee has an approved match waiver. Please see section C.2 for information on the match.

E.3. Review and Selection Process

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

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

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

- is an eligible organization

- submitted an application by the submission deadline

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

E.3.b. Application Review

Internal Review

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

E.3.c. Applicant Clarification

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

E.3.d. Pre-Award Risk Assessment

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

In assessing risks, AmeriCorps may consider the following criteria:

1. Due Diligence, including:

   - Federal debt delinquency

   - suspension and debarment

   - information available through Office of Management and Budget (OMB)-designated repositories of government-wide eligibility qualification or financial integrity information, such as:

     o U.S. Treasury Bureau of Fiscal Services

     o System for Award Management (SAM)

     o "Do Not Pay"

   - reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations

   - IRS Tax Form 990

   - Oversight.gov

   - Public Litigation Records

2. Operational and Financial Management, including:

   - financial stability

   - Operational and Financial Management Survey (OFMS)

3. Past Performance, including:

   - an applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:

     o timeliness of compliance with applicable reporting requirements

     o accuracy of data reported

     o validity of performance measure data reported

     o conformance to the terms and conditions of previous Federal awards

     o applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients

- o timely closeout of other awards

- o meeting matching requirements

- o the extent to which any previously awarded amounts will be expended prior to future awards

- o National Service Criminal History Check (NSCHC) compliance. See section F.2.d. National Criminal History Check Requirements and the [NSCHC web page](#) for more information

4. Other Programmatic Risks, including:

- publicly available information, including from the applicant organization's website

- amount of funding requested by the organization

- if the proposed program will engage in prohibited activities

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

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

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

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

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

E.3.f. Selection for Funding

The review and selection process are designed to:

- identify how well eligible applications are aligned with the application selection criteria (E.1. and E.2.)

- build a diversified portfolio based on the following strategic considerations:

    o AmeriCorps Funding Priorities (See Section *A.2. Funding Priorities*)

    o Meaningful representation of

        ▪ geographic diversity

        ▪ rural communities

        ▪ small and medium programs

        ▪ single and multi-state programs

        ▪ faith-based organizations

        ▪ focus areas

        ▪ evidence levels

        ▪ innovative community strategies for identified funding priorities

    o AmeriCorps Seniors Director's discretion to advance strategic goals

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

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

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

F. FEDERAL Award Administration Information

F.1. Federal Award Notices

AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by mid-May 2024 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

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

F.2. Administrative and National Policy Requirements

F.2.a. Uniform Guidance

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

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

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

F.2.c. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY24 AmeriCorps General Terms and Conditions, and the FY24 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs are available on the [AmeriCorps Seniors Foster Grandparent Program Grantee page](#).

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

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

stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant.

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

- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. See [NSCHC regulations and guidance](#).

- AmeriCorps also strongly encourages award recipients to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.

- The cost of conducting NSCHC is an allowable expense under the award and individuals subject to the NSCHC must not be required to cover the cost.

- Failure to fully comply with all NSCHC requirements will result in significant disallowed costs.

Recipients must complete the following criminal history checks:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);

2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and

3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

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

An individual is <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, as defined in 18 U.S.C. 1111.

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

F.2.e. Official Guidance

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

F.3. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315](#)).

F.4. Reporting

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

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

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

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

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

- data measures what it intends to measure

- data reported is complete

- grantee collects data in a consistent manner

- grantee takes steps to correct data errors

- grantee actively reviews data for accuracy prior to submission.

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

F.5. Continuation Funding Information and Requirements

Organizations that have current AmeriCorps Seniors Foster Grandparent Program awards that continue beyond FY 2023 must submit an application in order to be eligible to receive funding for the following year. Please see the [Grant Application Instructions](#). Requests by existing continuation applicants for increases in the level of funding will be assessed using the selection criteria (E.1 and E.2) published in this Notice.

The review will also be based on progress reports, the federal financial report, evaluation plans, [additional requirements,] and AmeriCorps staff's knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

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

G. FEDERAL AWARDING AGENCY CONTACTS

For more information, email AmeriCorpsSeniors@americorps.gov.

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

H. Other Information

H.1. Technical Assistance

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all applicants to participate in these sessions. Information for these technical assistance calls is available on the [Foster Grandparent Program Grantees web page](#).

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

H.2. Re-Focusing of Funding

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

I. IMPORTANT NOTICES

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

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

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

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

APPENDIX A – List of Funding Opportunities

APPENDIX A – List of Funding Opportunities

APPENDIX B – Performance Measures

APPENDIX B – Performance Measures

APPENDIX C – Terms and Definitions

APPENDIX C – Terms and Definitions

APPENDIX D – Litmos Resources

APPENDIX D – Litmos Resources

APPENDIX E – Application Instructions

APPENDIX E – Application Instructions

Appendix F: Focus Areas

AmeriCorps Focus Areas

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

Disaster Services

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

Economic Opportunity

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

Education

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

Environmental Stewardship

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

Healthy Futures

Supporting for health needs within communities, including mitigating the impacts of public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

Veterans and Military Families

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

Capacity Building

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

Appendix G: Calculator Worksheet

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