NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps

Funding Opportunity Title: Fiscal Year (FY) 2023 AmeriCorps Seniors Workforce Development

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. The actual level, timing, and process of grant funding will be subject to the availability of appropriations.

Important Dates

- Applications are due not later than **Wednesday, February 1, 2023**, by 5:00 p.m. Eastern Time. Successful applicants will be notified by **April 2023**.

- Successful applicants will be issued awards by **June 2023**.

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A. PROGRAM DESCRIPTION

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

In addition, while AmeriCorps Seniors volunteers serve, there is the opportunity to build new skills, explore a variety of careers, and build strong networks to support employment goals after their service is complete. This combination of service, training, and follow-up mentoring together serve the basis of this exciting funding opportunity.

Older adult workers, those age 55 and older, may find it challenging to move to a new career of interest, or return to the workforce after being absent for a period of time. There are many reasons for this challenge – ranging from lack of support for older workers, to age discrimination, or the perception that older workers are not considered viable candidates for a position. Whatever the reason, there remain barriers to workers aged 55 and older securing and retaining employment.

AmeriCorps Seniors is publishing this funding notice with the purpose of creating the AmeriCorps Seniors Workforce Development Senior Demonstration Program (herein referred to as WFD) to support projects focused on supporting older adults as they seek to secure employment in professional, skilled labor, or para-professional careers. In addition, AmeriCorps Seniors is partnering with Public Health AmeriCorps, which seeks to support projects that address the public health needs of local communities, advance health equity and create pathways to public health careers for older adults. Applicants that propose public health careers programming would apply via the Public Health Careers Track. All other career programming will apply via the non-public health careers track. Through WFD funding opportunities, applicants must demonstrate how they will engage adults ages 55 and older, using service opportunities, certification, training, and mentoring as the avenue that will lead to employment in skilled, professional, and/or para-professional career employment.

A.2. Funding Priorities

AmeriCorps recently released its [2022-2026 Strategic Plan,](#) that defines the agency's goals, objectives, and strategies to both meet and exceed the agency's mission to improve lives and strengthen communities. Over the next five years, 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.

Over the next five years, AmeriCorps will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, state, local, and territorial governments, and state service commissions, to get things done for America. We 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 I) and we will increase our efforts to ensure our AmeriCorps members and AmeriCorps Seniors 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.

AmeriCorps' priorities for this funding opportunity are:

- Support older adults in obtaining permanent employment in skilled labor, professional or paraprofessional careers (for the purpose of this NOFO, professional is defined as "engaged in a specified activity as one's main paid occupation rather than as a pastime and requires a particular skillset in order to be successful." Paraprofessional is defined as "specially trained or credentialed employment, in fields such as education, healthcare, engineering, law.").

- Provide training and/or certification for employment, and supports such as mentorship, coaching, transportation, and other forms of support.

- Provide mentoring and/or coaching in regular increments, including during pre- and post- employment placement.

- Provide a competitive stipend to remove barriers for older adults' service. If the program model does not include a stipend for beneficiaries, a full explanation must be provided, including how the program recruits, retains, supports volunteers, and a pattern of success.

Public Health Careers Track: Applicants interested in addressing immediate public health needs, reducing health disparities in their communities and building the public health workforce may propose a program that aligns with Public Health AmeriCorps. See Appendix III for more information about Public Health AmeriCorps, and ensure applications address the Public Health Careers Track elements under Selection Criteria in addition to the other criteria as written.

AmeriCorps Seniors is particularly interested in how applicants will demonstrate for the targeted profession(s), how older adults (adults aged 55+) will be recruited, the type of certification or credential provided, specific period of mentoring and post-job placement follow-up, and how the program reaches success. In addition, please detail service placement description, including how placement connects with training and certification and information about stipends and other supports to remove barriers to service and

participation. Finally, ensure the application describes a strategy for incremental check-in at the time of eventual job placement, and a period of time after job placement (minimum one month, six months post, and one year post employment).

A.3. Performance Goals or Expected Outcomes

National Performance Measures
AmeriCorps requires 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 Appendix II. Besides reporting on the national performance measures for the service component of the project, organizations receiving grants under this NOFO will also be required to participate in an external evaluation. Applicants do not need to budget for this evaluation, as staff time will be minimal. More information about this external evaluation will be provided once the grants are awarded.

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:

- Performance goals must be specified in workplans that result in National Performance Measure outcomes for the selected focus area. A reminder that individuals must be placed in service and receive training and support to transition into a career. Performance measurement allows the program to demonstrate the goal, targets to achieve the goal, and anticipated outcomes.

- Focus Areas: Applicants will propose National Service opportunities that lead to employment. Parentheses include examples only.

    o Access to Care- Healthy Futures (ex., nurse, community health worker, dentist, dental hygienist, peer support specialists, or other health care provider)

    o Access to Care - Substance Abuse (ex., peer support specialists, care coordinator, recovery coach, community health worker, case manager)

    o Aging in Place – Independent Living (ex., care coordinator, resource navigator, respite care provider)

    o Education – Intergenerational Programming (ex., teacher, assistant teacher or substitute; math or reading intervention specialist, ESL teacher, school counselor, education coordinator, family engagement coordinator)

- o Healthy Futures- Addressing Food Insecurity (ex., dietician, dietary manager, nutritionist, foodbank manager, food delivery coordinator)

- o Veterans and Military Families (ex., programs that provide skill training to veterans aged 55 and older, career counselor for veterans, military family coordinators)

- o Disaster Services (ex., disaster relief worker, safety coordinator, disaster recovery coordinator, emergency management educators)

- All proposed volunteers and the intended outcomes of their service must be represented in the narratives, outcome-based Performance Measures, and budget.

For this workforce demonstration, AmeriCorps Seniors will be using a cost per placement (CPP) budget model. The cost per placement is the cost to support the placement of unduplicated volunteers. The cost per placement should be included in the Section II. Volunteer Expenses, B. Other Volunteer Costs of the budget. The stipend amount may be allocated in the federal share or grantee share portion of the budget. Proposed programs must also include a certification and follow up component. If your program is not using a standard stipend model, but using an innovative approach, such as an allowance or incentive, you must justify use of that innovative model in your program narrative.

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 $5,000,000 available for FY 2023 AmeriCorps Seniors SDP Workforce Development awards. 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.

B.3. Period of Performance

Applicants must propose a period of performance to start July 1, 2023, through June 30, 2026. Successful applicants will be issued awards by late June 2023.

AmeriCorps anticipates making three-year grant awards and award all three years at one time. Applicants should include second- and third-year budget amounts in their budget

application. Please include a line item labeled "Requested Amount Year 2" and "Requested Amount Year 3" with the total amount to be requested for each of those years (without further breakout).

B.4. Type of Award

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 primary point of contact.

Workforce Development grants will be awarded if an application is successful.

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

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

- Indian Tribes*

- institutions of higher education

- local governments, including city or county health public health departments

- nonprofit organizations, including state-recognized tribal organizations

- state service commissions

- states and US Territories

*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.

New Applicants: AmeriCorps strongly encourages organizations that have not received prior funding from AmeriCorps to apply.

C.2. Cost Sharing or Matching

Applicants are required to match funds equal to 10 percent of their total requested 3-year program budget. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the ten (10) percent match requirement at the time of application submission. See Section *D.6. Funding Restrictions* for more information.

Non-AmeriCorps Federal Funds are allowed as match if allowed by the other federal entity. Applicants must have written documentation on file demonstrating that other federal funds are allowed as match.

Match Waiver: Please see the Match Waiver information for AmeriCorps Seniors Grantees located on the AmeriCorps website's [Manage Your Grant webpage](#).

C.3. Other Eligibility Requirements

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

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 Grant Application Instructions](#), and Appendix II National Performance Measure Instructions. These documents are available online at [FY 2023 AmeriCorps Seniors Workforce Development Senior Demonstration Program | AmeriCorps](#).

D.1. Address to Request an Application Package

All information associated with this funding opportunity is available through the AmeriCorps Funding Opportunities webpages. Applicants should refer to [AmeriCorps Funding Opportunities](#) for more information and instructions on how to fully respond to this Notice. Applicants can also send an email to AmeriCorpsSeniors@cns.gov or call (202) 606-6961 for a printed copy of the Notice and Guidance. AmeriCorps also offers [live text chat](#).

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.

  o Strengthening Communities (Program Design)

  o Recruitment and Development

  o Program Management

  o Organizational Capability

  o Other (Cost-Effectiveness & Budget Adequacy, evaluation summary/plan)

- Performance Measures

- Standard Form 424A Budget

- Clarification

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

D.2.b. Page Limits

Applications may not exceed **15** 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 (Program Design), Recruitment and Development, Program Management, Organizational Capability, and Other (Cost-Effectiveness & Budget Adequacy, evaluation summary/plan narratives).

The application page limit does not include the Budget, Performance Measures, Clarification responses, 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 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 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
Applications are due not later than **Wednesday, February 1, 2023, no later than 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 **Wednesday, February 1, 2023, no later than 5:00 pm Eastern Time,** are presumed to be non-compliant. This means any application submitted 5:01 pm EST or later is considered late and 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

- 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@cns.gov no later than 24 hours after the application deadline as stated in the Notice

Communication with AmeriCorps staff, including an applicant's portfolio manager, is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in eGrants, AmeriCorps' web-based application system, and with the AmeriCorps Hotline to submit the application. AmeriCorps will determine whether or not to accept a late application on a case-by-case basis.

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

AmeriCorps will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

D.5. Intergovernmental Review

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

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

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

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

D.6.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally approved indirect cost rate or a 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 or that will be using the 10 percent *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: <u>eGrants Indirect Cost Rate User Instructions.</u> 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 <u>eGrants, AmeriCorps' web-based application system</u>.

Applicants that are proposing public health workforce development projects should select the eGrants Notice of Funding Availability (NOFA) labeled "FY 2023 AmeriCorps Seniors Public Health Workforce Development." Applicants that are proposing other types of workforce development projects should select the eGrants Notice of Funding Availability (NOFA) labeled "FY 2023 AmeriCorps Seniors Workforce Development." See the <u>Grant Application Instructions</u> document for more information.

AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via <u>eGrants Questions</u> if they have a problem when they create an account, prepare, or submit the application. <u>AmeriCorps Hotline hours</u> 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. 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 below. Applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically.

> AmeriCorps
> ATTN: AmeriCorps Seniors/AmeriCorps Seniors Workforce Development Senior Demonstration Program 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 **ONLY** the following additional documents by the application submission deadline:

- All applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS). This link is to an online form, where you will be required to submit your response electronically.

- Tribal organization eligibility documentation, when applicable (See Section *C.1 Eligible Applicants*)

Tribal organization eligibility documentation (if applicable) must be emailed to AmeriCorpsSeniors@cns.gov with the following subject line: *"Legal Applicant Name" – "Application ID Number."* Emails should include:

- the legal applicant's name and its point of contact information

- the application ID number

Failure to submit the required additional documents, 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

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

Funding Priority

The applicant's proposed program significantly and intentionally addresses seniors transitioning from national service to job placement and one or more of the AmeriCorps Seniors funding priorities as outlined in the Funding Priorities section.

E.1. a. Executive Summary

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

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

E.1.b. Strengthening Communities/Program Design:

Each application should describe the following:

Strengthening Communities

The proposed interventions are responsive to addressing workforce development for Americans aged 55 and older and will lead to either a return to work or to a new career path.

- All program models must include a service (volunteer placement) component that contributes to the skill development, training and certification, and experience needed for the desired career focus and employment placement. This placement must align with AmeriCorps guidelines.

- How the service of AmeriCorps Seniors volunteers will produce significant contributions to existing efforts to address the stated problem.

- Detail of the proposed program, including proposed intervention, how you will measure success, certification to be provided, outline of how you will train and support older adults. Please be innovative in your approach.

- Describe how you will ensure your project serves members of your community through an equity lens. Define what equity means to your targeted community.

- The demographics, including geographic or demographic information, as it pertains to workers aged 55+ in targeted community(ies) in which the program will operate. Unemployment and underemployment levels for older workers, need for programs focused on older adults, workforce patterns that demonstrate need in a particular field, or other justification for workforce development. This could include but not limited to the following:

    a. Potential beneficiaries/clients from BIPOC (Black, Indigenous, and Other People of Color) communities

    b. Potential beneficiaries/clients from LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Questioning) communities

    c. Individuals with varying degrees of English language proficiency

    d. Individuals with disabilities

    e. Individuals with low-incomes or residing in communities challenged by persistent poverty

    f. Veterans and military family members as clients

- **Program Design/Rationale and Approach (include your response in the Strengthening Communities section of eGrants)**

    a. extent to which the proposed project supports older adults with job placement

    b. likelihood that the intervention will lead to older adults attaining and retaining a job for at least six months.

    c. extent to which the proposal logically connects national service to employment opportunities in the community

- If applicable- Public Health Career Focus: In addition to the elements above, we will assess the application on how it describes:

    o the public health need of the targeted community

    o how the proposed program will advance more equitable health outcomes in public health settings.

    o how the program will serve as a pathway to public health careers. Identify, with as much detail as possible, the public health careers that participants would be qualified to transition into after their service. Identify any certification, mentoring, networking and other supports your program will offer to support them in this transition

E.1.c Recruitment and Development

Describe how the proposed project will recruit and provide training or certifications to older adults looking to enter or re-enter the workforce or change careers. If the program proposes to recruit older adults looking to re-enter the workforce after incarceration, homelessness, or otherwise focuses on a specific category of older adults looking to enter or re-enter the workforce or change careers, please include that information in your description. If applicable - Public Health Careers Track: Describe how the proposed project will recruit members with a background related to public health and/or how the project will support those interested in public health who do not have a similar background to transition into the public health field.

- Describe how you will ensure your project engages a diverse and inclusive group of beneficiaries/clients.

- Describe the plans to recruit AmeriCorps Seniors volunteers/clients 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

    f. Low-income older adults

    g. Communities challenged by persistent poverty

E.1.d Program Management/Organizational Capability:

Please describe:

Program Management

- 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.

- 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.

- 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.

- Demonstrated plan to promote a culture at volunteer stations to be safe inclusive spaces for diverse volunteers.

- 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 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, organization staff and leadership, and/or volunteers.

- The organization's experience with workforce development programming, mentoring, or skill development.

Organizational Capability

- Demonstrated plan to promote a culture at volunteer stations to be safe inclusive spaces for diverse volunteers.

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

- Describe the extent to which the organization has a stated commitment to strategic plan for advancing diversity, equity, and inclusion throughout the organization and its mission. This can include the inclusion of diversity on the Board of Directors, organization staff and leadership, and/or volunteers

E.1.e Other

Cost-Effectiveness and Budget Adequacy (enter your response in Other section of eGrants):
Consider the extent to which your budget addresses the following:
- The extent to which match has been secured or the quality of the plan to raise match

- The extent to which match will deepen the impact of the proposed project

- The quality of the financial management system

For this program, AmeriCorps Seniors will allow the program to propose a cost per placement. This will allow programs to provide the training and resources necessary to support and retain job placement. Applicants are asked to determine the cost per placement, considering training, credentialling, certification, networking, follow-up, and frequency of follow-up. Cost per placement should demonstrate the best value to the federal government and be clearly defined and justified in the application.

Evaluation Summary or Plan (enter your response in Other section of eGrants)

Evaluation is a tool for improving a program and increasing its ability to serve people more efficiently and effectively. It gives programs an opportunity to test their interventions, adjust services to best meet community needs, and collect data to support their work. 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 proposed planning period.

- A description of how the applicant will use performance data and plans to replicate and sustain the program.

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

E.1.f Budget Section 1 and Section 2
- The completeness (3 years of funding) and reasonableness of the budget

- Additional benefits, whether a stipend is provided or not, must also be detailed in the budget narrative, and tie directly to the program narrative.

If volunteers will not receive a stipend, program must outline how the volunteer will stay engaged and complete the program, including other types of benefits.

E.1.g Performance Measures/ Work Plans
Work plans logically connect the four major elements to each other:
   a. The community need(s) identified
   b. The service activities that will be carried out by the volunteers
   c. The instrument description and data collections plans
   d. The work plans that include target numbers leading to outcomes or outputs and that are appropriate for the total number of volunteers assigned
   o Work plan outputs and outcomes are aligned with National Performance Measure instructions. (See Appendix II)
   o Work plans have outputs and outcomes that are achievable based on resources, program design, and the number of volunteers engaged.

E.2. Review and Selection Process

AmeriCorps Seniors will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on eligible submitted 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 Seniors 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.2.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

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.2.b Application Review
Internal Review

AmeriCorps Seniors 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. AmeriCorps Seniors will recruit and select Staff Reviewers based on demonstrated expertise in AmeriCorps Seniors programming and/or the Focus Areas, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

E.2.c Applicant Clarification

AmeriCorps Seniors 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.2.d Pre-Award Risk Assessment

AmeriCorps Seniors 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 Seniors 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. Additionally, if AmeriCorps Seniors 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 Seniors may consider the following criteria:

Due Diligence:
- 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

Operational and Financial Management:
- Financial stability

- [Operational and Financial Management Survey (OFMS)](#)

Past Performance, including:

Applicant's record in managing previous AmeriCorps Seniors 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. AmeriCorps Seniors strongly encourages all applicants and grantees to use one of the two pre-approved contracted vendors to complete this step. See section *F.2.d. National Criminal History Check Requirements* and the [NSCHC webpage](#) for more information.

Other Programmatic Risks:

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

- Amount of funding requested by the organization

E.2.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 information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (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, 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.2.f. Selection for Funding

The review and selection process is designed to:

- Identify how well eligible applications are aligned with the application review criteria

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

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

    o Meaningful representation of

        - Geographic diversity

        - Rural communities

        - Small and medium programs

        - Focus Area

- Innovative community strategies for identified funding priorities

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 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.

E.3. Transparency in Grant-making

AmeriCorps is committed to transparency in grant-making. A list of all approved applications will be published on the [AmeriCorps Funded Grants](#) web page within 90 business days after all grants are awarded.

Further information about funded grants and subgrants is also available in [USASpending.gov](#).

F. FEDERAL Award Administration Information

F.1. Federal Award Notices

AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by June 2023, 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 or the Memorandum of Agreement signed by the Portfolio Manager 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 FY 2023 AmeriCorps General Terms and Conditions, and the FY 2023 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 Seniors General and Program-Specific Terms and Conditions for each of its programs is available at [Manage your grant | AmeriCorps](#).

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 stipended volunteers, and all 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. See [NSCHC regulations and guidance](). AmeriCorps also strongly encourages award recipients to utilize one of the two pre-approved contracted 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 [45 CFR 2540.200– 2540.207]() *and* [National Service Criminal History Check Resources]() *for complete information and FAQs.*

F.2.e. Official Guidance

AmeriCorps active Guidance is available on the [agency's Guidance webpage](). The contents of these documents do not have the force and effect of law and are not meant to bind the

public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

F.3. Use of Material

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

F.4. Reporting

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

Recipients are required to provide semi-annual and annual project progress reports and semi-annual financial 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 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.

G. FEDERAL AWARDING AGENCY CONTACTS

The announcement <u>must</u> give potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open. The purpose of this requirement is to be as helpful as possible to potential applicants. Please consider including the following:

- points of contact who can be reached in multiple ways

- different contact information for different kinds of help

- email addresses that are accessed and monitored by multiple people to ensure a timely response.

For more information, call 1-800-942-2677 or email AmeriCorpsSeniors@cns.gov. AmeriCorps also offers [live text chat](#).

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. [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 [AmeriCorps' Funding Opportunities 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, AmeriCorps Seniors Grant Application Instructions, Expiration Date: November 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.

APPENDIX I

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 our Strategic Plan (2022-2026), AmeriCorps has the following Focus Areas:

Disaster Services

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

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

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

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

Healthy Futures
Supporting for health needs within communities, including mitigating the impacts of COVID-19 and other public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

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

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

APPENDIX II

[National Performance Measure Instructions: Senior Demonstration Programs-Workforce Development](#)

APPENDIX III

About Public *Health AmeriCorps*

Public Health AmeriCorps is investing $400 million, over five years, from the American Rescue Plan Act workforce funding to enable the recruitment, training, and development of a new generation of public health leaders who are ready to respond to the nation's most pressing public health needs.

Public Health AmeriCorps has two main goals:

- Help meet public health needs of local communities by providing needed capacity and support in state and local public health settings and advancing more equitable health outcomes for communities who are currently or historically underserved.

- Provide pathways to good quality public health-related careers by providing exposure through onsite experience, training, and more, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

For more information on Public Health AmeriCorps, visit www.americorps.gov/publichealth.

APPENDIX IV

[Grant Application Instructions](#)