NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: FY 2022 AmeriCorps Seniors Senior Companion Program
                                   Quarter 4 Renewal and Continuation
Announcement Type: Final Announcement
Assistance Listing Number: 94.016

Disclosure: This Notice is for current grantees going into a renewal application (Year 1) or continuations applications (Years 2 or 3). Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps to award any specific number of grants or to commit any amount of funding. The actual level and timing of grant funding will be subject to the availability of appropriations.

Important Dates –   For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications
- Applications are due Thursday, March 10, 2022 by 5:00 p.m. Eastern Time.
- Successful applicants will be issued awards in June 2022.

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A. Program Description

A.1. Purpose of AmeriCorps Seniors Senior Companion Program (SCP) Funding –

For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications – see Sections A1. – A4.

AmeriCorps Seniors, one of the oldest programs in national service, empowers seniors to serve in their communities through dedicated grantmaking within the federal agency of AmeriCorps*. For more than five decades, volunteers aged 55 and older have been serving their communities through AmeriCorps Seniors' three signature programs – Foster Grandparent Program, RSVP, and Senior Companion Program. - that allow volunteers to take their commitment, to both country and community, and apply it to our nation's most pressing challenges. In 2021, AmeriCorps Seniors awarded more than $230 million in grants to 1,100 grantee organizations that engaged more than 170,000 volunteers in national service in all 50 states and many US territories.

Senior Companion Program, established in 1974, engages adults aged 55 and older to provide independent living support and companionship to other older adults and adults with differing abilities. Through this program, older adults are able to age-in-place while also reducing the impacts of social isolation to help mitigate associated negative health outcomes. Volunteers in the Senior Companion program serve an average of 20 hours per week, with most of the volunteer service taking place in the homes of their clients. Among other activities, they provide companionship, assist with transportation and light chores, provide respite to family caregivers, perform basic wellness checks, and alert medical professionals if needed.

As a part of service, volunteers receive a nominal stipend of $3.00 per hour. This stipend is meant to help cover the cost of service for volunteers who have incomes within 200% of the poverty level. The agency renews grants for the Senior Companion Program annually.

A.2. Funding Priorities

Incumbent projects that currently receive an AmeriCorps Seniors Senior Companion Program grant are invited to submit applications for the AmeriCorps Seniors Senior Companion Program grant sponsored by their organization. Incumbents are invited to apply for grant renewal or continuation based on the determination that your project is continuing to meet the eligibility criteria as detailed in this document.

AmeriCorps Seniors funding priorities for this grant cycle are:
- to serving more communities that have faced historical inequities and the organizations that have support those communities, such as, programs and organizations that are led by Black, Indigenous, and People of Color (BIPOC) and that actively address the impacts of structural and institutional inequities, advance racial equity, and increase opportunities in order to achieve sustainable change in communities. Grant applicants are also encouraged to include work plans that advance justice and equity in areas such as Healthy Futures.

- AmeriCorps Seniors encourages applicants to focus on efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming in the healthy futures focus area to aid communities as they recover from the COVID-19 pandemic.
- AmeriCorps Senior prioritizes grant making in the Healthy Futures 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 address health needs within communities by focusing specifically on independent living (aging in place), and access to health care. Activities may include supporting the ability of homebound, older adults and individuals with disabilities to live independently.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

A.3. Performance Goals or Expected Outcomes

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

Applicants are required to use the specific performance measures outlined in this Notice. For more information, please refer to the National Performance Measures Instructions at http://americorps.gov/sites/default/files/document/FY22%20SCP%20Appendix%20B_0.pdf

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

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

This funding opportunity requires applicants to demonstrate cost-effective practices in achieving performance goals through the services described in the proposed work plans. Applications must include work plans that meet the following minimum requirements: For every $6,500 in annual base federal funding, at least one Volunteer Service Year's (VSY's) worth of service must be incorporated in work plans, and must produce:

National Performance Measure outcomes in the Healthy Futures focus area

Volunteer Service Year (VSY): VSY is a budget term which equals 1044 service hours. The standardized stipend cost per VSY is calculated by multiplying the number of hours served by the current cost per hour for the stipend (1044 hours x $3.00 per hour).

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. 5013.).

B. FEDERAL AWARD INFORMATION –
For all AmeriCorps Seniors Senior Companion Program continuation and renewal applications – see Sections B.1. – B.4.

B.1. Estimated Available Funds

AmeriCorps Seniors anticipates approximately $37 million for FY 2022 Senior Companion Program awards. The actual level of funding is subject to the availability of appropriations.

B.2. Estimated Award Amount

Award amounts will vary, as determined by the scope of the projects. AmeriCorps Seniors expects to make awards in the range of $0.00 to $1,100,000.

B.3. Period of Performance

Successful applicants will be issued awards by June 2022.

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

Continuation funding for years 2 and 3 is not guaranteed and may be dependent upon:
- Satisfactory performance that signals the grantee is on track to achieve its proposed performance measures at the end of the grant;
- Demonstrated capacity to manage the grant;
- Compliance with grant requirements, including terms and conditions, criminal history checks, reporting and securing the required non-federal share; and/or;
- Availability of Congressional appropriations.

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

B.4. Type of Award

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

The FY 2022 Senior Companion Program grants will be awarded on a cost reimbursement basis.

C. ELIGIBILITY INFORMATION –
For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications – see Sections C.1. – C.3.

C.1. Eligible Applicants

Through this Notice, only AmeriCorps Seniors Senior Companion Program grantees who currently receive federal funds for an AmeriCorps Seniors Senior Companion Program grant may apply for funding.

The following non-federal entities (all of which are defined in 2 CFR 200.69) are eligible to apply:

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- Indian tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States governments

In addition to Indian tribes as defined in 2 CFR 200.1, tribal organizations that are controlled, sanctioned, 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, the organization must provide copies of, 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 sanctioned by a federally recognized tribe, or multiple specific federally recognized tribes, it must submit a sanctioning resolution, adopted by the Tribal Council (or comparable tribal governing body) of each Indian tribe. The resolution(s) must identify the entity applying for an AmeriCorps Seniors award by name as a tribal organization that is sanctioned by the Indian tribe(s) for the purpose of applying for AmeriCorps Seniors funding (or federal grant funds generally).

Entities must have a valid SAM registration and SAM-generated 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 ten percent of their requested program budget. The applicant's match can be non-AmeriCorps Seniors 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 percent match requirement at the time of application submission. See Section D.6. Funding Restrictions for more information.

C.3. Other Eligibility Requirements

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

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability
- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability

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

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

D. Application and Submission Information –
For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications – see Sections D1. – D.7.

This Notice should be read together with the AmeriCorps Seniors Senior Companion Program regulations, 45 CFR §§ Part – 2552, AmeriCorps Seniors Senior Companion Program Grant Application Instructions, Appendix A: List of Funding Opportunities, and the AmeriCorps Seniors Senior Companion Program Performance Measures. These documents are available online at https://americorps.gov/grantees-sponsors/scp.

D.1. Address to Request an Application Package
All information associated with this funding opportunity is available through the AmeriCorps Seniors Funding Opportunities webpages. Applicants should refer to AmeriCorps Seniors Funding Opportunities for more information and instructions on how to fully respond to this Notice. Applicants can also send an email to the assigned Regional Office for a printed copy of the Notice and Guidance. AmeriCorps also offers live text chat at https://americorps.gov/contact

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:
  - Executive Summary: This is a brief description of the proposed program. Executive Summaries **must** match the language templates as provided in application instructions. Executive Summaries of all compliant applications are made available to the public following grant awards.
  - Program Design
  - Organizational Capability
  - Other - Evaluation Plan
  - Cost-Effectiveness & Budget Adequacy
- Standard Form 424A Budget
- Performance Measures
- Authorization, Assurances, and Certifications (https://egrants.cns.gov/cnsmisc/ECERTS.HTM, and https://egrants.cns.gov/cnsmisc/EASSUR.HTM)

D.2.b. Page Limits
Applications may not exceed **15** double-spaced pages as the pages print out from eGrants. The application sections that count towards the page limit are the:
- SF-424 Face Sheet
- Executive Summary
- Program Design, Organizational Capability, Cost-Effectiveness & Budget Adequacy, and Other - Evaluation Plan narratives.

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

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

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

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

All applicants **must** register with the System for Award Management (SAM) at https://www.sam.gov/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.[1]

SAM registration must be renewed annually. AmeriCorps Seniors 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 Seniors.**

AmeriCorps Seniors will not make awards to entities that do not have a valid SAM registration, a SAM-generated Unique Entity Identifier (UEI), and a valid DUNS number. If an applicant has not fully complied with these requirements by the time AmeriCorps Seniors is ready to make a Federal award, AmeriCorps Seniors 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.

Applications must include an Employer Identification Number.

Applications must include a DUNS number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the DUNS Request Service[2]. AmeriCorps Seniors recommends registering at least 30 days before the application due date.

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

Applications are due Thursday, March 10, 2022 by 5:00 p.m. Eastern Time.

AmeriCorps Seniors will not consider applications received after the deadline, except as noted in Section *D.4.c. Late Applications*. AmeriCorps Seniors reserves the right to extend the submission deadline.

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[1] SAM Quick Reference Guide for Grantees:
https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf
[2] DUNS Request Service: https://fedgov.dnb.com/webform

AmeriCorps Seniors will post a notification in the event of an extended deadline on AmeriCorps Seniors' website.

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

D.4.b. Additional Documents Deadline

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

D.4.c. Late Applications

All applications received after the submission deadline published in this Notice of Thursday, March 10, 2022 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 Seniors receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to AmeriCorpsSeniors@cns.gov no later than 24 hours after the application deadline of Thursday, March 10, 2022 at 5:00 pm Eastern Time, as stated in the Notice.

Communication with AmeriCorps Seniors 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 National Service Hotline to submit the application.

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

D.5. Intergovernmental Review

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

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

Awards under this Notice are subject to cost share or matching requirements. The amount of AmeriCorps Seniors funding provided will be limited to at least 10 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, 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: 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 the Office of Grants Administration.

D.6.d. Budget Guidance

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

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission in eGrants

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

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

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

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hours are posted at https://questions.americorps.gov/app/ask.

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

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

> AmeriCorps
> ATTN: Office of Grant Administration (OGA)/ FY 2022 AmeriCorps Seniors' Senior SCP Q4 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 Seniors does not accept applications submitted via fax or email.**

D.7.b. Submission of Additional Documents

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

- All applicants who are submitting a Year 1 application are required to submit an Operational and Financial Management Survey (OFMS)[3]. Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.
- Diversity Questionarie – this is required for all renewals and continuations and must be submitted via this Survey Monkey

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

Additional documents must be emailed to AmeriCorpsSeniors@cns.gov with the following subject line: *"Legal Applicant Name" – "Application ID Number."* Emails should include:

- The legal applicant's name and its point of contact information
- The application ID number
- A list of documents that are attached to the email
- Individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. To ensure that all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)."

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[3] OFMS: https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045_0102_FY21.docx

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

E. Application Review Information –

For all AmeriCorps Seniors' Senior Companion Program Renewal Year 1 applications - see Sections E.1 – E.2.

Continuation applications are not required to update any part of E.1.a-j. unless required by Portfolio Manager to ensure application reflects the actual service of AmeriCorps Seniors' Senior Companion Program volunteers. All continuation applications must comply with all elements under Section E.2.

E.1. Review Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly.

Categories/Subcategories
Executive Summary
Program Design
• **Strengthening Communities**
• **Description of Diversity, Equity, Inclusion, and Accessibility**
• **Notice Priority**
• **Work Plan**
• **Recruitment and Development of Volunteers**
Organizational Capability
• **Program Management**
• **Organizational Capability**
Cost-Effectiveness and Budget Adequacy
Other- Evaluation Plan

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 [Name of the organization] proposes to have [Number of] AmeriCorps Seniors volunteers who will [service activities the members will be doing] in [the locations the AmeriCorps Seniors volunteers will serve]. The primary focus area of this project is [fill in AmeriCorps Focus Area]. At the end of the three-year grant, AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. The AmeriCorps federal investment of $ [fill in the annual federal grant amount or the requested amount] will be supplemented by $ [fill in the anticipated level of non-federal resources]."

E.1.b. Program Design

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

The **Strengthening Communities** narrative shall address:
- The proposed interventions are responsive to the identified community problem(s).
- The applicant's proposed interventions are clearly articulated including the design, dosage, target population, and roles of AmeriCorps Seniors volunteers. The applicant's intervention is likely to lead to the outcomes identified in the applicant's work plans.
- The expected outcomes articulated in the Strengthening Communities narrative and Performance Measures represent meaningful progress in addressing the community problems identified by the applicant.
- The rationale for utilizing AmeriCorps Seniors volunteers to deliver the intervention(s), addressing the community need is reasonable.
- How the service of AmeriCorps Seniors volunteers will produce significant contributions to existing efforts to address the stated problem.
- For incumbent organizations, if the anticipated outcomes (Performance Measures) were not met in the previous three-year grant cycle and those same outcomes are included in this application, include what actions will be taken to meet those outcomes under this new award.

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

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

E.1.d. Work Plan

(Series of Performance Measures) are to include:
- Description of the community problem being addressed by the individual performance measure.
- Description of the service activities that address the community problem.
- Description of the intended outcome of the service activity.
- Each Performance Measure logically connects the four major elements to each other and are aligned with National Performance Measures.
    1. The community need(s) identified
    2. The service activities that will be carried out by AmeriCorps Seniors volunteers
    3. The instrument description and data collection plans
    4. Work plans include target numbers that lead to outcomes or outputs, and are appropriate for the total number of volunteers assigned to the Performance Measure
- The service activities that are defined in each Performance Measure must include the intervention the AmeriCorps Seniors volunteers will implement or deliver, including:
    - The duration of the intervention (e.g., the total number of weeks, sessions or months of

the intervention)
- o The dosage of the intervention (e.g., the number of hours per session or sessions per week)
- o The target population for the intervention (e.g., disconnected seniors/youth, third graders at a certain reading proficiency level)
- o The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators
- o Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur because of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

E.1.f. Recruitment and Development of Volunteers

Reviewers will assess the extent to which the proposed project demonstrates a plan and the organization's infrastructure to provide for effective volunteer recruitment and management through the following criteria:
- Describe how the proposed recruitment strategy is a strategic response to the demographics in the community served.
- Demonstrate a plan and infrastructure to ensure volunteers received training needed to succeed in the service activities described in the Performance Measures.
- Describe the demographics of the community served and plans to recruit AmeriCorps Seniors volunteers from geographic or demographic communities in which the program operates. This could include but not limited to the following:
  - a. Volunteers from BIPOC (Black, Indigenous, and Other People of Color) communities
  - b. Volunteers from LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Questioning) communities
  - c. Individuals with varying degrees of English language proficiency
  - d. Individuals with disabilities
  - e. Veterans and military family members as volunteers
- Demonstrate a plan and adequate infrastructure to retain and recognize volunteers. This includes:
  - a. An explanation of how the applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcome retain and recognize volunteers.
  - b. A description of how engaged volunteers will remain active over the course of grant funding.
- Demonstrated a plan for developing and growing a culture of inclusion at volunteer stations to ensure volunteer station supervisors who are involved in the recruitment of volunteers are invested in address community disparities and the root causes of biases in recruitment efforts.

Organizational Capability:

E.1.g. Program Management

Reviewers will consider the extent to which the applicant demonstrates:
- Narratives describe the plans and infrastructure to ensure management of volunteer stations are in compliance with the program regulations

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- Demonstrated plan to address culture of volunteer stations to be safe inclusive spaces for diverse volunteers.
- Narratives demonstrate plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities, including
    a. Sufficient guidance and support of AmeriCorps Seniors volunteers for provide effective service.
    b. Adequate training and preparation of station supervisors to follow AmeriCorps Seniors program regulations, priorities, and expectations.

E.1.h. Organizational Capability
- Describe the organizations commitment to equity when addressing critical communities needs reflected in the organizations mission and vision, as well as the applications Performance Measures.
- Describe the plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following:
    a. Compliance with program requirements (statutes, regulations, and applicable OMB circulars); Accountability, and Efficient and effective use of available resources.
    b. Plans to engage non-federal funding sources for sustainability of programming.
- Narratives clearly define paid staff positions, including identification of 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 agencies 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.
- Narratives 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.

E.1.i. Cost-Effectiveness and Budget Adequacy:
Reviewers will consider the extent to which the proposal logically connects:
- Have a reasonable cost per volunteer in proposed work plan that lead to National Performance Measure requirements (See Appendix B and section A.3 of the Notice).
- Have plans and infrastructure to secure the non-federal support for program sustainability-including dedicated staff, grant proposal processes and other plans.

E.1.j. Other-Evaluation Plan
Evaluation is a tool for improving a program and increasing its ability to serve people more efficiently and effectively. To ensure the applicant has a quality evaluation plan, describe the following:
- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system during the propose planning period.
- A description of how the applicant will use performance data.

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

E.2. Review and Selection Process

AmeriCorps Seniors will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process are 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
- Submitted an application that complies with the following program-specific requirements:
  - required additional documents
  - an application for the entire geographic service area as described in Appendix A; as only the areas listed in Appendix A are eligible for funding.

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, Cost-Effectiveness and Budget Adequacy, and Other – Evaluation Plan 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.

Post-Review Quality Control
After the initial review process is complete, AmeriCorps Seniors staff will review the initial results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment. This additional level of review will be used to ensure fairness and provide assurances that an application was not disadvantaged in the original review.

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.

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E.2.d. Pre-Award Risk Assessment

AmeriCorps Seniors staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage federal funds. This evaluation is in addition to assessments of the applicant's eligibility and the quality of its application based on the Selection Criteria. Results from this evaluation 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 evaluating risks, AmeriCorps Seniors may consider the following criteria:
Due Diligence:
- Federal debt delinquency
- Suspension and debarment
- Information available through 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

Past Performance:
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
- Meeting matching requirements
- The extent to which any previously awarded amounts will be expended prior to future awards
- Criminal history check compliance. Note that AmeriCorps Seniors is best able to determine compliance with criminal history check requirements for grant recipients using the AmeriCorps Seniors - approved contracted vendors

Other Programmatic Risks:
- Publicly available information, including information from the applicant organization's website

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- 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 any 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:
  - AmeriCorps Seniors Funding Priorities (See Section *A.2. Funding Priorities*)
  - Meaningful representation of
    - Geographic diversity
    - Rural communities
    - Small and medium programs
    - Focus Area

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

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

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

F. Federal Award Administration Information –
For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications – see Sections F.1. – F.4.

F.1. Federal Award Notices

AmeriCorps Seniors will make awards contingent on the availability of congressional appropriations. 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 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 Seniors may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. 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 2022 AmeriCorps General Terms and Conditions, and the AmeriCorps Seniors 2022 Program-Specific Terms and Conditions for the particular program. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available at http://www.americorps.gov/grantees-sponsors/scp. Filter to Terms and Conditions.

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

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.[4]
- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.[5]
- 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.

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[4] NSCHC regulations and guidance: https://americorps.gov/grantees-sponsors/history-check
[5] Two pre-approved NSCHC vendors: https://americorps.gov/grantees-sponsors/history-check.

An NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

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

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

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

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

F.2e. Official Guidance

All AmeriCorps Seniors active guidance is available on the agency's Guidance webpage: <u>https://americorps.gov/grantees-sponsors/history-check</u>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

F.3. Use of Material

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

F.4. Reporting

Recipients are required to submit a variety of reports which 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 Project Progress Reports (PPR) lite and PPR annual and semi-annual financial and narrative progress reports through eGrants, AmeriCorps' web-based grants management system. All recipients must submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

In addition, at the end of the award period, recipients 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 project period.

Award recipients will be required to report at https://www.FSRS.gov on all subawards over $30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable 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):
- The data measures what it intends to measure
- The data reported is complete
- The recipient collects data in a consistent manner
- The recipient takes steps to correct data errors
- The recipient actively reviews data for accuracy prior to submission.

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

For further guidance and training resources see: Evaluation Resources | AmeriCorps.

G. Federal Awarding Agency Contacts –
For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications.
For more information, call or email the assigned Regional Office. AmeriCorps also offers live text chat at Contact us | AmeriCorps.

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at https://questions.americorps.gov/app/ask. Potential applicants can also use this link: eGrants Questions. 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 –
For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications.
Technical Assistance
AmeriCorps Seniors will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps Seniors strongly encourages all applicants to participate in these sessions.

I. Important Notices
For all AmeriCorps Seniors Senior Companion Program renewal and continuation applications.
Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms.

AmeriCorps Seniors informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See 5 C.F.R. 1320.5(b)(2)(i).) The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

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.