

# Fiscal Year (FY) 2025 AmeriCorps Seniors RSVP Competition Frequently Asked Questions

Last Updated September 23, 2024

## Overview

This document supplements the FY 2025 AmeriCorps Seniors RSVP Competition Notice of Funding Opportunity and Application Instructions. These Frequently Asked Questions (FAQs) will be updated periodically. New or updated questions will be indicated within each section.

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# 1. Award Information

**1.1. Is a separate application needed to apply for multiple counties or geographic service areas?**

No. Applicants may apply to serve as many counties as they wish in one application if they are able to demonstrate sufficient local knowledge, presence, and administrative capacity to successfully sponsor each area.

**1.2. How will my application be scored if my organization applies for three counties and another organization applies for four counties but in our applications, we each propose to serve two of the same counties?**

All applications will be evaluated based on the overall application submitted and how it meets the notice requirements. Section E Application Review Information in the Notice provides information on how the application will be evaluated.

**1.3. How does my organization determine how much federal funding we should apply for?**

Applicants may request a maximum total federal share of \$75,000 plus up to \$350 per unduplicated volunteer.

Example: A program proposing to have 200 unduplicated volunteers could request a maximum federal share of \$145,000

$$\$75,000 + (200 \times \$350) = \$75,000 + \$70,000 = \$145,000$$

**1.4. Updated: Where can I find the amount of funding available for my geographic area? (Updated September 6, 2024)**

Applicants propose the budget they feel they need to support the program. There are no pre-established funding amounts for a particular geographic area. Budgets include:

- federal funding of up to \$75,000 plus \$350 per unduplicated volunteer
  - It is not required that applicants request the maximum amount based on their number of unduplicated volunteers—they may request a lower amount than that. For example, if a project proposes to have 150 volunteers, the most they can request in federal funding is \$127,500. The project may only request federal funding of \$100,000 but still plan to have 150

volunteers. (This is an example to illustrate the possibility and is not meant for duplication.)

- grantee share of at least 10% of total project costs for all applicants.

**1.5. Can an organization that wins this competition sub-contract to another organization to run AmeriCorps Seniors RSVP?**

No. Please see the RSVP program regulations requirement 45CFR§2553.22:

*What are the responsibilities of a sponsor?*

*A sponsor is responsible for fulfilling all project management requirements necessary to accomplish the purposes of the RSVP program as specified in the Act. A sponsor shall not delegate or contract these responsibilities to another entity. A sponsor shall comply with all regulations contained in this part, policies, and grant provisions prescribed by the Corporation.*

**1.6. What is the project period for the FY 2025 AmeriCorps Seniors RSVP Competition?**

AmeriCorps anticipates making three-year grant awards. AmeriCorps generally makes an initial award for the first year of the performance period based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon the availability of appropriations and satisfactory performance. The first 12-month project period for grants awarded under this competition begins April 1, 2025, and concludes March 31, 2026.

**1.7. UPDATED: What if my organization does not have a System for Award Management (SAM) account yet? (Updated September 6, 2024)**

All applicants must have an active SAM registration as of the submission deadline date. This should be set up before submitting your application; see Section D.3 in the Notice for more information.

**1.8. UPDATED: My SAM registration expires before the grant period begins. Will this be an issue? (Updated September 16, 2024)**

Yes. Active SAM registration is required at the time of the application submission deadline date and until the application process is complete. Please review sections D.3 and E.2.a of the Notice for more information.

**1.9. I am having difficulty with my SAM Registration, who do I contact for help?**

Contact the Federal Service Desk at [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp).

**1.10. UPDATED: Can an organization submit more than one application? (Updated August 20, 2024)**

Yes. However, AmeriCorps may not award grants for all of an applicant's submissions. If an organization is awarded multiple AmeriCorps Seniors RSVP grants, it will have to manage them as separate grants and will not be able to merge them into one.

## **2. Eligible Organizations**

**2.1. Can two or more organizations jointly apply for one grant?**

No. One organization must be identified as the sponsor organization. Other organizations can become volunteer stations but would not be considered the grantee. AmeriCorps Seniors does not allow sub-awards.

**2.2. UPDATED: We are in the process of becoming a new non-profit. Can we still apply? (Updated September 6, 2024)**

The applicant organization must be an established non-profit at the time the application is submitted, meaning the organization must be registered as a non-profit organization under State, territory, or Tribal law. If the organization does not have a 501(c) non-profit designation but has registered as a non-profit organization under State, territory, or Tribal law by the submission deadline in the Notice, it is eligible to apply.

**2.3. My organization would like to apply for a project that does not specifically address the funding priorities listed in Section A.2 of the Notice. Can we still apply?**

Yes. Applicants may propose projects that address any community needs. Please use your narratives and work plans to build a compelling, succinct case explaining how your project will address those community needs. Proposing programs that receive priority consideration does not guarantee funding. AmeriCorps may also award grants to organizations that do not receive priority consideration.

**2.4. Does a legal applicant need to have an address in the county that will be served?**

No. However, the legal applicant must have sufficient local presence to manage the proposed AmeriCorps Seniors grant directly. The operation of an AmeriCorps Seniors grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal applicant.

**2.5. Are state commissions eligible to apply?**

Yes. State commissions are eligible to apply due to a waiver of the prohibition under 45 CFR 2550.80(j).

**2.6. We previously relinquished an AmeriCorps Seniors RSVP grant. May we apply for a new grant in this competition?**

Yes, provided the organization meets the eligibility criteria listed in section C of the *Notice*.

### 3. Selection Criteria and Review

**3.1. How will applications be selected for funding?**

Applications will be selected for funding based on the strength of their responses to the questions outlined in the *Notice* and whether the proposed project meets the strategic considerations outlined in Section E.2.f. As stated in the *Notice*, a panel of external reviewers will review each application. The results of those reviews and information related to the strategic considerations will inform funding decisions.

**3.2. Section E.1.c.ii asks about staff positions. Is a full-time project director required for this competition or can there be a part-time project director?**

The AmeriCorps Seniors RSVP program requires a full-time project director. However, according to 45 CFR 2553.25(c), a sponsor may negotiate the employment of a part-time project director when it can be demonstrated that such an arrangement will not adversely affect the size, scope, and quality of project operations. Applicants should clearly define the paid staff positions and how these positions will ensure the accomplishment of program activities in their responses to Section E.1.c.ii.

### 4. eGrants

**4.1. When starting my application in eGrants, do I select “new” or “renewal?”**

ALL APPLICANTS should select “new.” This includes incumbent organizations that currently have an AmeriCorps Seniors RSVP award.

If you selected “new,” the application type on the left side of the screen will say “new.” Your application will not include any information from previous grant applications.

If you selected “renewal,” the application type on the left side of the screen will say “new grant/previous grantee.” Information from previously awarded grants will already be populated in the application. If you

mistakenly selected “renewal,” please delete the application and begin again with a “new” application.

**4.2. Our organization headquarters is located separately from where the AmeriCorps Seniors RSVP Program project office would be located. Which address should be listed as the project location address in eGrants?**

When creating the organization, enter the organization’s headquarters address (see the Grant Application Instructions). This address must match the address in your SAM registration exactly. When entering the project location (see the Grant Application Instructions), enter the project location address.

**4.3. How do I enter my Authorized Representative’s name in my application?**

The Authorized Representative for your organization must log in to eGrants with their own user account, click on the assurances and conditions, and submit the grant application. This is the only way their name will appear as the authorized representative for the grant application. The project director and authorized representative may not be the same person.

**4.4. We intend to hire someone new for the project director position if the grant is awarded. Who should we enter as the project director in eGrants if that person is not yet hired?**

You may enter another person who is currently at your organization, such as the person who would be the project director’s supervisor. The project director’s name can be updated later in eGrants if the grant is awarded. The project director and the authorized representative must not be the same person.

**4.5. In the Executive Summary, should the service activities and sample outcomes listed only come from the Primary Focus Area?**

You should list all significant service activities and outcomes in your Executive Summary, including those from the Primary Focus Area, any related to the AmeriCorps Seniors RSVP priorities (if selected), and other key components of your project.

**4.6. I cannot complete the validate function for the performance measures. When I go to validate, it says you must have a performance measure for all objectives. What am I doing wrong?**

It is likely that you have checked an objective on the first Performance Measure Module screen but have not entered a work plan for that objective. Please refer to the Grant Application Instructions for information on entering your work plans. If further assistance is needed, contact the AmeriCorps Hotline at 1-800-942-2677 or via webform.

- 4.7. We deleted some of our performance measures in eGrants. Now, when trying to validate the work plans, we receive the following: “Error: At least one performance measure must be created for all selected Objectives.” Please advise how we can proceed.**

This error message means that some of the objectives are checked on the objectives tab but do not have a corresponding performance measure created. Go to the objectives tab and uncheck the objectives you will not use. If you continue to encounter this error, contact the AmeriCorps Hotline for eGrants technical assistance: (800) 942-2677.

- 4.8. Is there a specific font or font size that should be used for the narrative?**

eGrants will format all fonts entered to a specific size. Font size cannot be altered in eGrants.

- 4.9. To estimate the length of my narratives, I am trying to set up my Microsoft Word document to correspond exactly with the spacing and font size that eGrants uses for the printable version of an application. What spacing and font does the eGrants system use?**

The eGrants system uses Georgia font, 11 point. The line spacing is 1.8, multiple. The header is 0.81” from the top, the footer is 0.24” from the bottom, the left indentation is 0.08”, and the right indentation is 0.12”.

- 4.10. When I view the printable version of my application in eGrants, part of the service activity description is cut off by a page break and is not included on the following page. Will reviewers be able to see the full description?**

Yes. We will ensure that during the review there is a process for reviewers to view the entire description.

- 4.11. Are tables allowed in the narratives section? If so, can the text within the tables be single-spaced?**

Tables are not permitted in the narrative section. eGrants only supports text.

- 4.12. Are footnotes or endnotes allowed in the application narrative?**

No. eGrants does not support the use of footnotes or endnotes.

- 4.13. NEW! I am incumbent applicant, do I need to submit a New Application or renewal/recompete application? (Added 8/20/24)**

All applicants should submit a New Application. Follow the [Grant Application Instructions](#) in section Instructions for Starting a Grant Application for your Organization (page 10) and follow the steps for New Applications.

If you are an incumbent grantee and you see a notification in eGrants asking whether you mean to start a new application instead of continuing or renewing, please select “No, I am sure I want to apply for a new grant.”

## 5. Budget

### 5.1. **There are two sections to enter the Source of Matching Funds, one in Budget Section I and another in Budget Section II. Do I have to complete both?**

It depends on which sections contain your non-AmeriCorps funds. If you include non-AmeriCorps funds (grantee share) in the budget for both Budget Section I and Budget Section II, then you would complete the Source of Matching Funds in both Budget Section I and Budget Section II. If you only have non-AmeriCorps funds in one of the budget sections, then you would only complete the Source of Matching Funds for the section where you budget your grantee share.

### 5.2. **UPDATED: Is there a formula for determining the non-federal share we should budget? (Updated September 6, 2024)**

Yes. The RSVP non-federal share requirement — 10% — is calculated as a percentage of the total budget. For example, if your total budget is \$100,000, the required non-federal share would be \$10,000, and the federal share would be \$90,000. See Appendix E in the *Notice* for a match calculator.

### 5.3. **UPDATED: There are two budget reports in eGrants (budget and budget narrative), and each shows a different percentage for my total grantee share column. Which percentage do I check to ensure I am meeting the non-federal share requirement for my application? (Updated September 6, 2024)**

The required non-federal share (match) should be checked using the Budget Narrative report. While both reports note the match numbers, the Budget report rounds the number, and the Budget Narrative is exact. For example, the required match is 10% and the Budget Narrative shows 9.9% while the Budget report shows 10% (due to rounding), the match is not met.

### 5.4. **Updated: Can federal funds from other sources be used towards the non-AmeriCorps match? (Updated August 20, 2024)**

In most cases, federal funds from other federal agencies are not allowed to be used as match on AmeriCorps Seniors grant awards. However, some



federal agencies may specifically designate that their federal funding may be used as match on another federal award, such as an AmeriCorps Seniors grant award. Per page 13 of the AmeriCorps Seniors Grant Application Instructions, the applicant is responsible for determining whether a federal agency may allow their funding to be used as match on an AmeriCorps Seniors award. All AmeriCorps Seniors grants must operate in accordance with the Uniform Administrative Requirements, Cost Principles, and Audits Requirements for [Federal Awards \(Uniform Guidance\)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1), found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.

**5.5. UPDATED: Will in-kind contributions be accepted as part of the required non-federal share? (Updated August 20, 2024)**

Yes. This is allowable per 45 CFR 2553.72(a)(2), the federal regulations for RSVP programs. They state that sponsors (aka grantees) are “responsible for identifying non-CNCS funds which may include in-kind contributions.”

**5.6. UPDATED: Where can I look to find acceptable methods for accepting cash contributions for my match? (Updated August 20, 2024)**

You can review the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* published by OMB and found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200> . Please refer to [2 CFR 200.306](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) for specific language.

**5.7. UPDATED: Where can I find a definition of allowable in-kind funding? (Updated August 20, 2024)**

As stated in the Uniform Guidance, [2 CFR 200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200), third-party in-kind contributions means the value of non-cash contributions (i.e., property or services) that – (a) benefit a federally assisted project or program; and (b) are contributed by non-Federal third parties, without charge, to a non-Federal entity under a federal award.

**5.8. Can an organization use the expenses associated with supporting volunteers over 55 that are not working under RSVP as match for an RSVP grant?**

No. Any non-AmeriCorps funding used to meet an RSVP grant’s match requirement must directly support the RSVP grant award. Funding, whether cash or in-kind, that supports a non-RSVP program in a sponsoring organization may not be used as match on an RSVP grant.

**5.9. UPDATED: If we budget indirect costs, do we have to submit our indirect cost rate agreement to AmeriCorps Seniors? (Updated August 20, 2024)**

If applicants budget any indirect costs, using a federally approved indirect cost rate or a de minimis rate, they must enter the details of the rate in eGrants, following the AmeriCorps [eGrants Indirect Cost Rate \(IDCR\) User Instructions](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

**5.10. UPDATED: We do not yet have an approved negotiated indirect cost rate agreement, but we hope to have one in the next few months. How should we handle this? (Updated August 20, 2024)**

Organizations who do not currently have a federally negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding may budget indirect costs using a *de minimis* rate or budget the costs as direct costs. If the application is awarded and the organization receives a federally approved indirect cost rate, the grantee must amend the budget to reflect the change. Organizations that have a federally approved indirect cost rate must use this method.

**5.11. How do I know what volunteer insurance to include in the budget?**

For information about required volunteer insurance and other reimbursable expenses for AmeriCorps Seniors' RSVP grants, please review the cost reimbursement section of the Federal Regulations at [45 CFR §2553.43](#). You may also refer to [Appendix A.10 of the AmeriCorps Seniors RSVP Operations Handbook](#), which contains minimum insurance requirements. Volunteer insurance could be obtained through an organization such as CIMA:  
<https://www.cimaworld.com/nonprofits/protecting-volunteers/> or another volunteer insurance provider.

**5.12. Please clarify how the “Excess Amount” category is to be used in calculating the budget.**

The Excess column of the budget may be used to reflect the amount of non-AmeriCorps cash and in-kind contributions generated by a sponsor above the required match percentage. Applicants are not required to utilize the excess column but may do so if they choose. Please note that resources included in the Excess Amount are not considered part of the grant budget. They should not be included in the base on which you calculate indirect costs, nor should their source be included in the Source of Funds section.

**5.13. Should the source of Excess Funds be included in the budget section titled “Source of Funds”?**

No. The Source of Funds section is for the grantee share or non-AmeriCorps share of the budget.

**5.14. UPDATED: Question removed as duplicative to earlier question.**

**5.15. Where/how do I enter office space given at fair market value? (Updated August 20, 2024)**

Applicants should review the Grant Application Instructions Section I.I. Other Volunteer Support Costs for directions on entering other costs. Please refer to the Uniform Guidance 2 CFR 200, specifically 200.306 and 200.434 regarding the fair market value for office space.

**5.16. Are dues for membership in the AmeriCorps Seniors Associations and other professional associations allowable as a grant cost? If so, how much do these dues typically cost?**

Yes, under [2 CFR § 200.454](#), membership dues in professional associations are an allowable cost. AmeriCorps Seniors grantees can include membership dues for AmeriCorps Seniors and other professional associations in their grant budgets. They can be budgeted as AmeriCorps share and required grantee share, and as excess. Travel related to these associations can also be budgeted.

For a typical cost of these dues, contact the professional association that you intend to join.

**5.17. UPDATED: What is the length of time for the fiscal year or budget year for RSVP? (Updated August 20, 2024)**

RSVP has a 12-month project period beginning April 1.

**5.18. UPDATED: Can the purchase of a computer and AmeriCorps Seniors volunteer tracking software be included in the budget and paid for by CNCS funds? (Updated August 20, 2024)**

Yes. These supplies are allowable and the cost should be allocated as appropriate.

**5.19. UPDATED: Can AmeriCorps Seniors RSVP funds be used to hire a data manager? (Updated August 20, 2024)**

Yes. AmeriCorps Seniors RSVP grant funds may be used to help a sponsor provide appropriate staffing and resources to accomplish the project's purposes and carry out its project management responsibilities. Applicants should clearly define the paid staff positions and how these positions will

ensure the accomplishment of program activities in their responses to Section E.1.c.ii. Please note that all personnel expenses, including fringe benefits, must be allocated to reflect the actual time the individual is expected to devote to the project.

**5.12. What is the typical salary range for the program director?**

It varies by location, size, and complexity of the project.

**5.21. UPDATED: If the proposed project focuses on supporting evidence-based programs, can funds be used to cover costs associated with establishing that program (program software, materials, books, training, licensing, and certifications)? (Updated August 20, 2024)**

Yes. These costs are allowable and should be allocated as appropriate.

**5.22. UPDATED: Do you have a sample budget? I understand that the Freedom of Information Act (FOIA) allows you to request copies of funded grants. (Updated August 20, 2024)**

Because the AmeriCorps Seniors RSVP funding structure is different for FY 2025 Competition than it has been in prior years, requesting a copy of a previously funded grant may not be helpful. The RSVP [sample budget](#) and the recorded [Best Practices in Budget Development](#) webinar for the FY 2025 Competition may be helpful.

**5.23. NEW! If I don't adjust my match before the submission due date, may I adjust it during resolution? (Added September 6, 2024)**

Yes, if your application is selected for funding, you may adjust your budget to the 10% required match during resolution. Please note that there will be limited time during resolution to make these changes to your budget. To the extent possible, please make the change prior to submission.

**5.24. NEW! We use a cost pool and not an indirect cost rate. For example, the Executive Director charges 1% to my program for her total costs (salary, fringe, travel, training, space, supplies, etc.) vs. just salary, and would be listed under project personnel expenses. The cost pool detail would be an attachment to the budget. Is the total budget number plus the detail as an attachment allowable? Note: This is how we do it for other federal funding applications. (Added September 16, 2024)**

Applicants may use a cost allocation plan (CAP) to budget for indirect costs, but they may not add an attachment to their eGrants application. Instead, applicants must provide details of the cost allocation plan in the budget narrative and note that they are using a CAP in the line-item

description. That line-item description should include the calculation details, how the applicant determined the calculation, and what expenses are included in it. If applicants need extra space to provide adequate justification, they can enter an additional "\$0" line item to provide the text.

**5.25 NEW! eGrants does not allow us to enter a de minimis rate of 15%, it only allows for 10%. How should I handle this? (Added September 16, 2024)**

Please see step #18 in the [eGrants Indirect Cost Rate \(IDCR\) User Instructions \(americorps.gov\)](https://www.americorps.gov), which states "New awards with an effective date of October 1, 2024, or later are eligible for the new de minimis rate of 15%. To record this rate in eGrants, select the 10% of MTDC as the "Rate Type" and "Other – 10%" as the "Rate Status" but record 15% in the "Rate Percent" field. This change only impacts new awards issued on or after October 1, 2024."

**5.26 NEW! There are 2 budget sections Budget Section 1 and Budget Section 2. When documenting match funding sources can you use match funds from Budget section 2 to cover match in budget section 1 and vice versa? (Added September 23, 2024)**

Match funds should be included in the appropriate line items. The Source of Funds field for each section should describe the match from that section only. If the same source is covering the grantee share of costs in both Section 1 and Section 2, that source should be identified in each section.

**5.27 NEW! I know you are supposed to look at your 90/10 match percent by the budget narrative report to get correct match percentage. No rounded numbers. When I do this my match is reporting CNCS 88.64% Grantee Share: 10.6%. We do have an excess of \$2000. How do I get the CNCS share to 90% when 88.64 and 10.6 does not equal 100%? (Added September 23, 2024)**

Because your budget includes excess funds, the CNCS and Grantee shares will not equal 100% in the budget narrative report. If you run the budget cover sheet report instead, it shows the budgeted match based on the Grantee Share only, excluding the Excess funds. When using this report, please be aware that it rounds values up (for example, the report shows match as 10.2%) and, as a result, it may appear that you are matching at a higher percentage than actual (actual match is 10.18%). You can confirm by calculating the match outside of eGrants. You may wish to refer to [Appendix E](#) for the match calculator that shows the

minimum dollar amount of match needed for the federal funding you are requesting.

**5.28 NEW! When I entered by budget, I used the "Excess" column to note fundraising staff. I understand that we should not include the "Excess" column in the applicant share calculation and should not include excess in the source of funds or in the Executive Summary. In the Funding/Demographics tab in eGrants, it displays a total applicant share that includes match + excess and asks that the funds are broken down by source. Should I remove all excess from the budget and just address the fundraising staff in my narratives? Or will the reviewers want to see the fundraising staff under the budgeted excess? (Added September 23, 2024)**

It is up to applicants to determine whether they include excess funds in their budget. Please refer to Section E.1 Selection Criteria in the Notice for information about what should be included in the Narratives and budget. Please also refer to the Grant Application Instructions for information about how to complete the application in eGrants. These resources can be found on the [Funding Opportunity webpage](#). As a reminder, any excess funds should not be included when calculating the percentage of grantee share.

## 6. Required Documents

**6.1. I have been emailing my required document(s) to [AdditionalDocuments@americorps.gov](mailto:AdditionalDocuments@americorps.gov), but the documents section of my application in eGrants still shows "not sent" next to each document. Why is this?**

Please refer to the "Required Supplemental Documents List" section of the Grant Application Instructions for information on the documents section of the application.

**6.2. UPDATED: I emailed my OFMS but eGrants shows "not sent." How do I proceed? (Updated August 20, 2024)**

The OFMS is to be submitted via online form rather than email. Please refer to section D.7.b. "Submission of Additional Documents" of the Notice for instructions on how to submit your OFMS. Please refer to the "Required Supplemental Documents List" section of the Grant Application Instructions for information on the documents section of the application.

- 6.3. UPDATED: Should information entered in the Aggregate Dollar Amount of Funding Form be for all funding for the entire organization, or only for the RSVP project? (Updated August 20, 2024)**

This form is no longer required.

- 6.4. UPDATED: When sending the attachments to [AdditionalDocuments@americorps.gov](mailto:AdditionalDocuments@americorps.gov), should I send each one separately or combine all of the documents into one document? (Updated August 20, 2024)**

When sending any additional required documents for your application, please ensure that each document is submitted as a separate attachment. You may submit multiple emails if necessary, but all required documents should be submitted as separate documents attached to the email. Please do not scan all documents into one PDF and send it as one attachment.

Name each attachment to correspond with the descriptions found in section D.7.b of the Notice.

- 6.5. Is there a certain format that required documents must be in when e-mailed?**

Documents may be submitted in either Microsoft Word, Microsoft Excel, or .pdf formats.

## 7. Volunteers and Volunteer Stations

- 7.1. Is more than one volunteer station required?**

There is no required number of volunteer stations. AmeriCorps Seniors requires all projects to have at least one operating volunteer station. However, most AmeriCorps Seniors projects have many more than one station.

- 7.2. Can a volunteer station be included in more than one work plan if there is more than one service activity occurring at the station?**

Yes. Each work plan is developed based on the service activities selected for an output/outcome pair, not on one particular volunteer station. One volunteer station may have many service activities occurring there, and so may appear in multiple work plans.

- 7.3. Where can I find a list of station types for the station roster?**

The station roster is not a required document for this competition for new applicants.

If your application is selected for funding, the station roster must be submitted no later than six months from the award start date. Your application may be submitted in eGrants without the station roster section completed. At least one active volunteer station must be listed on the station roster for each county listed on the application.

If you are an existing grantee applying for the same service area as your existing grant, you will need to submit your current station roster. If you are an existing grantee applying for a different or additional service area that you do not currently serve, you do not need to submit a station roster with your application. You will need to update your station roster within six months of the grant being awarded.

**7.4 Does a station need to have a physical address in the county or just volunteer opportunities available in that county?**

In order for a volunteer station to successfully serve an area, it must have a physical location in that area. A volunteer station must develop volunteer assignments that impact the critical human and social needs of the community served. To do so, volunteer stations must be located within the project's service area as defined in the approved grant application. Please see Section 6 of the RSVP Operations Handbook for a description of characteristics of a volunteer station and 45 CFR 2553.12 and 45 CFR 2553.62 for program-specific regulations that explain the responsibilities of a volunteer station for more information.

**7.5. What types of organizations can be volunteer stations?**

A volunteer station can be a public agency, secular or faith-based non-profit organization, or proprietary healthcare organization that accepts responsibility for assigning and supervising AmeriCorps Seniors volunteers. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Private homes and informal groups do not qualify as volunteer stations.

**7.6. Can further comment be provided for volunteer station models with only a single volunteer station or a small number of volunteer stations?**

**Specifically, is it possible for an application with a single volunteer station or a small number of volunteer stations to receive an RSVP grant award?**

Volunteer station models depend on factors such as the number of volunteers required for the opportunity and whether the applicant satisfactorily addresses all selection criteria questions pertaining to volunteer station management and oversight. Therefore, it is possible that such an applicant would be granted an AmeriCorps Seniors RSVP grant



award. Applicant responses to selection criteria questions will be reviewed according to the process outlined in the Notice of Funding. Some of the selection criteria do address volunteer station management and oversight, but there is no specific selection criterion that addresses volunteer station numbers.

**7.7. Can my organization serve as both a sponsor and as a volunteer station?**

Yes. A sponsor can also serve as a volunteer station. There is no limitation on the number of AmeriCorps Seniors volunteers that may be placed in assignments that serve programs or special activities directly, provided that AmeriCorps agrees these activities are in accord with program objectives and will not hinder overall project operations. See 45 CFR 2553.61.

**7.8. Does ‘unduplicated volunteers’ mean that you have to have different volunteers every year?**

No. We actually encourage volunteer retention. Since work plans are completed annually, you may count one individual as an unduplicated volunteer in each year. Please keep in mind that you will be assessed on your plan and infrastructure to retain and recognize AmeriCorps Seniors volunteers (see Section E.1.b.ii Recruitment and Development in the Notice).

**7.9. What constitutes a volunteer “serving intensively on short-term assignments?” For example, is there a minimum number of short-term assignments required to justify counting a volunteer experience? Is there a benchmark for the number of hours per day or total assignment hours that is considered reasonable?**

There is no minimum number of hours or assignments. This will vary based on each particular volunteer assignment developed by the proposed project. If using an assignment to satisfy performance measure requirements, please be sure to reference the “key definitions” and guidance on “how to measure/collect data” in Appendix B.

**7.10 NEW! We’d like to expand an existing program of volunteer chaperones who accompany older adults and adult disabilities to medical appointments. How should we reflect the number of non-AmeriCorps Seniors RSVP volunteers within the application (narrative and budget)? Is there a minimum number of volunteers that will be considered? (Added September 16, 2024)**

AmeriCorps Seniors RSVP volunteers are individuals ages 55 and older who are enrolled in the RSVP program. Please refer to Chapter 8 of the [RSVP](#)

[Operations Handbook](#) for information on volunteer recruitment, selection, and enrollment. AmeriCorps Seniors RSVP volunteers do not need to be enrolled prior to the application being submitted.

Only AmeriCorps Seniors RSVP volunteers should be included in the funding formula and as unduplicated volunteers in the work plans.

It is up to the applicant to determine how many AmeriCorps Seniors RSVP volunteers are necessary to address the community needs through the interventions proposed in the application. Per section E.1.b.i in the Notice, one of the criteria applicants will be assessed on is an explanation of why the number of AmeriCorps Seniors volunteers proposed is adequate for addressing the stated needs.

## 8. Geographic Service Area

### 8.1. **Can more than one organization have a program in a specific county?**

Yes. Each application will be evaluated, and opportunities will be awarded based on its strength. More than one AmeriCorps Seniors program can be in the same county, provided services are not duplicated. For example, an AmeriCorps Seniors RSVP and Foster Grandparent program, or two AmeriCorps Seniors RSVP programs, may be in the same service area if they are serving different populations through different stations. AmeriCorps Seniors will notify awarded applicants of accepted counties at the conclusion of the competition.

### 8.2 **NEW! Where can I find the list of counties that are open for competition? (Added August 20, 2024)**

As it states in the Notice, this Competition is open to all states and territories. Applicants define their service area in the application (see the Notice of Funding Opportunity and the Grant Application Instructions on the [Funding Opportunity page](#) for more information), and there are no pre-established geographic areas that applicants must adhere to.

### 8.3 **NEW! If I want to apply to serve multiple counties, do I need to submit one application per county, or can I include all the counties in one application? (Added August 20, 2024)**

Applicants should describe their geographic service area as indicated in the Notice of Funding Opportunity and the Grant Application Instructions. There is no limit as to how many counties are included in one application, and no pre-established list of counties or geographic service areas.

Applicants may choose to submit one application for multiple counties, or one application for each county. It is up to the applicant to decide.

Please see question 1.10 in this FAQ document for information about applicants submitting multiple applications. Applicants that are awarded more than one RSVP grant will have to manage those grants separately.

## 9. Performance Measures

*Please review Appendix B to assist you in determining which Performance Measures to select for a specific service activity.*

### 9.1. What is a work plan?

A work plan is a part of the grant application that describes how the sponsoring organization's volunteers will serve in their communities and achieve specific results.

### 9.2. What is an unduplicated volunteer?

An unduplicated volunteer is an individual volunteer enrolled in the AmeriCorps Seniors program. Each volunteer can be counted only once as an "unduplicated volunteer" across all of the proposed work plans, even if that volunteer serves in more than one work plan. If a volunteer's services fall into multiple work plans, that volunteer should be included in the "total volunteers" count of each work plan where his/her service is included. However, only one work plan should include that volunteer in its "unduplicated volunteers" count. The volunteer should be counted in the area where he/she will make the most impact--in terms of the type of service or scope of service, such as the greatest number of hours served.

### 9.3. How frequently will I report on performance measures? How much time per month does it involve?

You will be required to submit a full progress report annually on your progress toward your targets. As stated in the Notice, recipients must provide annual progress reports and bi-annual financial reports. The time involved varies per grantee based on their internal recordkeeping. On average, AmeriCorps Seniors grantees should expect a burden of about four hours per report.

**9.4. As AmeriCorps grants are for 3-year periods, do I need to achieve outcome targets annually or can I achieve the target at the end of the three-year period?**

Because AmeriCorps grants are based on an initial one-year award and continuation awards are not guaranteed, work plans are developed with annual, not cumulative, goals in mind. You will set an annual target and report on outputs and outcomes at the end of each year. However, you will not be expected to reach the full annual target until the end of the third year as it may take time to fully implement a new project or new work plan. For example, if your annual target is to serve 50 individuals, you might serve 32 in Year 1, another 40 in Year 2, and achieve the full 50 in Year 3.

**9.5. Are there any requirements for the percentage of volunteers placed in the Primary Focus Area?**

No. There are no requirements on the percentage of volunteers placed in the Primary Focus Area.

**9.6 How do we determine the Primary Focus Area?**

The Primary Focus Area should represent the area in which an applicant aims to make the most impact. Applicants must identify a Primary Focus Area and include at least one work plan in the selected Primary Focus Area.

**9.7. What is the difference between the Focus Areas and the funding priorities? Is it possible to focus volunteer efforts across these areas, in addition to the primary focus area?**

The Focus Areas are Capacity Building, Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families. These Focus Areas are used across all national service programs, not just AmeriCorps Seniors and RSVP.

The funding priorities for AmeriCorps Seniors RSVP are: supporting older adults and their caregivers, helping older adults re-enter the workforce, preventing and mitigating fraud and scams targeting older adults, reducing the number of people who are unhoused, supporting local climate change initiatives, and supporting behavioral health initiatives. These funding priorities are not requirements for your application. These are areas that AmeriCorps Seniors has particular interest in supporting for AmeriCorps Seniors RSVP. All of these funding priorities fall under the umbrella of at least one of the Focus Areas. See Appendix B for more information on how the funding priorities and Focus Areas intersect.

Your project can have multiple work plans in more than one Focus Area. You may even have work plans in every Focus Area, plus work plans for Other Community Priorities. Keep in mind, applicants may not place more than 20% of their total unduplicated volunteers in Other Community Priorities work plans.

**9.8. NEW! If I choose to use an Other Community Priorities work plan, I have to select a service activity category from one of the other focus areas. If my service activity didn't fit in a focus area, then it won't fit in Other Community Priorities using those service activities, either. How do I use the Other Community Priorities work plans for service that doesn't fit under a focus area but has community importance? (Added September 16, 2024).**

As it states in [Appendix B](#), applicants should choose the service activity for their Other Community Priorities work plan that most closely aligns with what the volunteers will be doing. Applicants may not select the service activity of N/A, even though it appears in eGrants.

Applicants should choose the category that most closely aligns with what the volunteers will be doing, regardless of what focus area that category was originally listed under. The service activity categories are broad and there is no set definition to allow applicants the flexibility to define it in a way that best fits their project. It is up to the applicant to define the service activity description to show how the service the volunteers will perform connects to the community need.

Applicants may also wish to review the "Using Narratives and Work Plans to Make Your Case" webinar, which discusses considerations for using Other Community Priorities work plans. The recording and slide deck from this webinar are available on the [Funding Opportunity page](#).

**9.9. NEW! I tried to enter my outcome target but got an error that eGrants will not accept a seven-digit number. How should I proceed? (Added September 23, 2024)**

Due to system limitations in eGrants, the outcome target field is limited to six digits. Please enter the highest six-digit value possible, and you may wish to note the actual target in your description of community need. We plan to replace eGrants with a new system in calendar year 2025. If your application is selected for funding, we will work with you in the new system to revise your targets in the work plans.

**9.10. NEW! I tried to enter a second Other Community Priorities work plan, but eGrants will not allow me to. How should I proceed? (Added September 23, 2024)**

eGrants cannot create multiple Other Community Priority work plans at this time. If you have more than one category of service activity for Other Community Priorities work plans, please create one work plan combining the Other Community Priorities activities as appropriate for your project. We plan to replace eGrants with a new system in calendar year 2025. If your application is selected for funding, we will work with you in the new system to revise your work plans appropriately.

## 10. Other

**10.1. Is there a contact person that I can send questions to about this competition?**

All questions for this competition must be sent to [RSVPCompetition@americorps.gov](mailto:RSVPCompetition@americorps.gov). Although there is not a contact person for one-on-one technical assistance, frequently asked questions submitted to this inbox will receive responses through this FAQ document.

**10.2. If an organization submits an application for this competition, is it obligated to remain in the competition until its completion, or can it withdraw its application at any time during the competition?**

The organization can withdraw the application. If the organization does need to withdraw, please send an email as soon as possible to [RSVPCompetition@americorps.gov](mailto:RSVPCompetition@americorps.gov) at any time after grant application submission.

**10.3. Updated 8/20/24. Question removed as no longer applicable.**

**10.4. Our organization is currently a grantee and is operating as a temporary sponsor for a wholly relinquished service area. Do we need to apply for this opportunity?**

Yes. If your organization was granted permission by AmeriCorps to serve a wholly relinquished service area as a temporary sponsor, you need to apply during this opportunity if you wish to continue services in that area.

If you were approved to expand your project to temporarily add one or two counties to your existing project, you will not need to apply during this opportunity. If you have any questions about whether you are a temporary sponsor or have a temporary expansion, please email [RSVPCompetition@americorps.gov](mailto:RSVPCompetition@americorps.gov).

**10.5. Can the organization’s Board of Directors count as the Advisory Council?**

Yes. However, according to 45 CFR 2553.24, the sponsor shall secure community participation in local project operation by establishing an Advisory Council or similar organization structure with a membership that includes people that are: (1) knowledgeable about human and social needs of the community, (2) competent in the field of community service and volunteerism, (3) capable of helping the sponsor meet its administrative and program responsibilities including fund-raising, publicity and programming for impact, (4) with an interest in and knowledge of the capability of older adults, and (5) of a diverse composition that reflects the demographics of the service area.

If the sponsor has a board that meets the purposes and requirements of all applicable RSVP program regulations (see 45 CFR Part 2553), it is permissible for some or all of the members of that board to also serve on the AmeriCorps Seniors RSVP advisory council, as long as the advisory council is established and operated as an entity separate from the sponsor; in other words, the advisory council must not be a part of the sponsor.

**10.6. NEW! What changes were made in the Amended Notice of Funding Opportunity? (Added September 6, 2024)**

The Notice of Funding Opportunity was amended to change the match requirement to 10% for all applicants and to change the submission deadline to Wednesday, September 25, 2024, 5:00 pm Eastern Time.