

**FY 2025 RSVP**



**Competition**

AmeriCorps Seniors

# Priorities and Selection Criteria

August 2024



# Agenda

- Section A.2. Funding Priorities
- Section E. Application Review Information
- Recap
- Knowledge Check
- Important Reminder
- Questions and Answers





# Pre-Event Poll Questions

How confident do you feel in your current ability to address priorities and selection criteria of this Notice?

- 5 - Very Confident
- 4 - Confident
- 3 - Somewhat Confident
- 2 - Not Very Confident
- 1 - Not Confident at All

Have you utilized the training and technical assistance materials on [americorps.gov](https://americorps.gov)?

- Yes
- No
- Unsure



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## A.2. Funding Priorities

*Key Areas of Focus*



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# Funding Priority (1 of 6)

## *Supporting older adults and their caregivers*

- Helping older adults thrive in their communities.
- **Not limited to** caregiver respite, support groups, system navigation, care coordination, and resources for custodial grandparents.

### **Processing Questions:**

- What is the unmet need(s) of the older adult and/or their caregivers in your community?
- How does your agency plan to incorporate AmeriCorps Seniors volunteers to meet the need(s)?
- What research do you have to support the need, and do you have the resources to meet the need?



## Funding Priority (2 of 6)



### *Helping older adults re-enter the workforce*

- **Not limited to** job readiness support, mentoring, training, and removing barriers to employment.
- **Note:** AmeriCorps Seniors volunteers are not job seekers; instead, they will be providing services to other older adults who are job seekers.

#### **Processing Questions:**

- How many older adults in your community are looking to re-enter the workforce?
- Are there partners or space in your community that can provide stations for AmeriCorps Seniors volunteers to mentor, train beneficiaries obtaining employment?



## Funding Priority (3 of 6)



### *Preventing and mitigating fraud & scams*

- **Not limited** to digital navigators and other methods to prevent and mitigate financial fraud, abuse, and exploitation

#### **Processing Questions:**

- What service opportunities do you plan to implement for AmeriCorps Seniors volunteers to prevent and mitigate fraud and scams amongst older adults?
- Do you have partners who can support service projects in this area?



## Funding Priority (4 of 6)



### *Reducing the number of people who are unhoused*

- **Not limited** to developing or renovating affordable housing, support the unhoused, and addressing housing needs.

#### **Processing Questions:**

- Do you have experience or resources on how to work with individuals who are unhoused?
- Can you partner with other agencies that are meeting these needs?
- Do you know the demographics of the unhoused in your community and can you justify how AmeriCorps Seniors will be able to serve those in need?





## Funding Priority (5 of 6)

### *Supporting local climate change initiatives*

- **Not limited to** energy efficiency, waste management, and ecosystem restoration

#### **Processing Questions:**

- What does this look like in your community?
- What ways will AmeriCorps Seniors volunteers offer service?
- What kind of impact do you see happening?



## Funding Priority (6 of 6)



### *Supporting behavioral health initiatives*

- **Not limited to** reducing isolation, improving mental health, offering peer support, providing support, and using harm reduction methods

#### **Processing Questions:**

- Are you able to show the need of behavioral health programs in your communities through demographic information?
- Are you currently doing, or plan to develop a program that AmeriCorps Seniors volunteers can serve in to support these initiatives?

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# Is Choosing a Funding Priority Right for your Project?



## Think through:

- How your community need connects to the priority.
- The ways AmeriCorps Seniors volunteers will serve to meet the need for that priority.
- How the priority aligns with your agency's mission and vision.
- How you can demonstrate the priority through the whole application.



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# To Receive Priority Consideration



- Select the priority in the Program Information tab,
- Show that the priority is a significant part of the program design in the narratives,
- Include a high-quality program design, **and**
- Designate at least one work plan using an output/outcome pairing for the selected priority.

## Priority: Preventing and Mitigating Fraud and Scams

Activities that could fall under this priority include but are not limited to using digital navigators and other methods to prevent and mitigate financial fraud, abuse, and exploitation of older adults, particularly with the evolution of artificial intelligence and increase in the use of digital technology in fraud and scams.

Work plans designated for this priority must use one of the output/outcome pairings and service activities noted below. Applicants may not select national performance measures or service activities for a priority-designated work plan that are not present on this list, even if those performance measures or service activities appear in eGrants.

| Focus Area           | Objective                    | Output                        | Outcome  | Service Activity  |
|----------------------|------------------------------|-------------------------------|----------|---|
| Capacity Building    | Capacity Building & Leverage | G3-3.4<br>G3-3.1A<br>G3-3.16A | G3-3.10A | <ul style="list-style-type: none"> <li>• Donations Management</li> <li>• Resource Development</li> <li>• Systems Development</li> <li>• Training</li> <li>• Volunteer Management</li> </ul> |
| Economic Opportunity | Financial Literacy           | O1A                           | O9       | <ul style="list-style-type: none"> <li>• Financial Fraud Prevention</li> </ul>  |
| Healthy Futures      | Aging in Place               | H4A                           | H9A      | <ul style="list-style-type: none"> <li>• Elder Justice: Fraud and Scam Prevention</li> </ul>  |

*Note: Proposing programs that receive priority consideration does not guarantee funding.*



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# E. Application Review Information

*Evaluation Criteria and Process*



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# Section E.1. Selection Criteria

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# E.1. Selection Criteria

| Categories/Subcategories               | %         |
|--|-----------|
| <b>Executive Summary</b>               | <b>5</b>  |
| <b>Program Design</b>                  | <b>40</b> |
| Strengthening Communities              | 30        |
| Recruitment and Development            | 10        |
| <b>Organizational Capability</b>       | <b>30</b> |
| Program Management                     | 10        |
| Organizational Capability              | 20        |
| <b>Other</b>                           | <b>10</b> |
| Cost- Effectiveness & Budget Adequacy  | 5         |
| Evaluation                             | 5         |
| <b>Work Plans/Performance Measures</b> | <b>10</b> |
| <b>Budget</b>                          | <b>5</b>  |





# E.1.a. Executive Summary

## Required Format

“The [**1. name of the organization**] proposes to have [**2. number of**] AmeriCorps Seniors Volunteers who will [**3. service activities the members will be doing**] in [**4. the locations the AmeriCorps Seniors volunteers will serve**]. The primary focus area of this project is [**5. fill in AmeriCorps Focus Area**]. At the end of the three-year grant, AmeriCorps Seniors volunteers will be responsible for [**6. fill in the anticipated outcome (s)**]. The AmeriCorps federal investment of \$ [**7. fill in the annual federal grant amount or the requested amount**] will be supplemented by \$ [**8. fill in the anticipated level of non-AmeriCorps resources**].”





# E.1.a. Executive Summary

## Category Worth 5%

- Must be in the format listed in Notice
- Address all 8 items
- Ensure information matches through the application:
  - Narratives
  - Budget
  - Work Plans



### How to hit the mark:

Before submitting, review the executive summary, budget, and work plan and make sure information matches.



# Narrative Recommendations

## *Things to remember when writing your narratives*

- Lead from your program strengths and be explicit.
- Address each item in Section E.1 clearly, succinctly, and in order.
- Use headings to organize information.
- Start each paragraph with key words from the criteria you are addressing:
  - The number of AmeriCorps Seniors volunteers is adequate to address our community needs because...
  - Our plan to support successful recruitment of volunteers is...
- Avoid simply stating that the criteria will be met. Explain how it will be met.
- Don't make assumptions for the reader.



# E.1.b.i. Strengthening Communities

## *Subcategory Worth 30%*

- Paint a clear picture of the community the volunteers will serve in.
- Describe your planned interventions to meet the needs.
- Clearly connect how you determined the number of volunteers to serve.
- Describe your agency plan to support and engage in diversity, equity, inclusion, and accessibility.
- If selecting to address one or more of the priorities, ensure that it is clear how the priority is evident in the community need and how volunteers will meet it.



### **How to hit the mark:**

Talk with your board and participants. State your sources of your data. Respond to the whole bullet and sub-bullets.



# E.1.b.ii Recruitment and Development

*Subcategory Worth 10%*

## Detail your plans for:

- Recruitment
- Training
- Retention and recognition

## Demonstrate how:

- Your experience in recruitment will lead to success
- AmeriCorps Seniors will serve to meet funding priorities, if applicable.



## How to hit the mark:

Review your current volunteer practices and outcomes. Meet with your staff and partners to assess your strengths and plans to improve if needed.



# E.1.c.i. Program Management

*Subcategory Worth 10%*

## Map out how you will support volunteer stations:

- Recruitment and partnership development
- Management style and plans to recruit
- Oversight to ensure stations meet the needs of the volunteers
- Oversight to ensure stations meet regulations and requirements



### How to hit the mark:

Read 45 CFR 2553.62. Discuss with your staff what policies and procedure you have in place and what you need to meet station requirements.



## E.1.c.ii Organizational Capability

### *Subcategory Worth 20%*

#### **Show how your organization is set up to be successful:**

- History with federal or other grants
- Internal practices and policies
- Oversight to ensure you meet regulations and requirements
- Staffing structure and positions to support the program
- Support for diversity, equity, inclusion, and accessibility within the organization



#### **How to hit the mark:**

Review your organization staffing, policies, and procedures to make sure you have what you need to successfully implement this program and meet requirements.



## E.1.d.i. Cost-Effectiveness & Budget Adequacy

### *Other Narrative Worth 5%*

**Provide your plan** for securing non-federal support to meet the grantee share of total project costs.

- New Applicants: year 1: 10%; year 2: 20%; year 3 and beyond: 30%
- Incumbents and current RSVP grantees: 30%

**If you are requesting \$0** in federal funds, explain how you will support the program.



### **How to hit the mark:**

Meet with your financial team. Discuss your prospects and plans for meeting the match requirement through grants, donations, and in-kind support.



## E.1.d.ii. Evaluation

### *Other Narrative Worth 5%*

### **Paint the picture that will:**

- Describe your plan to collect and use performance data for your proposed program.
- Demonstrate how you will ensure that you will meet AmeriCorps reporting requirements.



### **How to hit the mark:**

Meet with staff to review any grant or agency reports you already complete and how you use data to make program adjustments. Discuss how current practices may need to be revised to comply with AmeriCorps reporting requirements.





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

*Category worth 10%*

## Each work plan should have:

- Description of Community Need
- Service activity and description
- Focus area, objective, and output/outcome pairing
- Output and outcome instrument description
- Number of unduplicated and total volunteers



### How to hit the mark:

Make sure the elements within each work plan logically connect to each other. The description of community need should be specific to that work plan.



# Work Plan Requirements

## Key notes

- There is no maximum cost per unduplicated volunteer.
  - Federal share of the budget cannot exceed \$75,000 plus \$350 per unduplicated volunteer.
- All unduplicated volunteers must be placed in a work plan.
- Cannot place more than 20% of total unduplicated volunteers in Other Community Priorities work plans.
- Other Community Priorities work plans must include a service activity.
- If applicable, designate at least one work plan for your selected funding priority as outlined in Appendix B



# Resources for Completing Work Plans



## Appendix B:

- Information on each Focus Area
- Selection Rules for outputs and outcomes
- Definitions and Data Collection

## Grant Application Instructions:

- How to enter the work plans
- Work Plan Development Template

### Selection Rules

| Objective          | Output  | Outcome  | Service Activity   |
|--------------------|---|--|--|
| Financial Literacy | O1A: Number of individuals served                 | O9: Number of individuals with improved financial knowledge<br>O19A: Dollar value of tax returns generated | <ul style="list-style-type: none"> <li>• Financial Fraud Prevention</li> <li>• Financial Literacy Education</li> <li>• Tax Preparation</li> </ul>    |
| Housing            | O1A: Number of individuals served                 | O11: Number of individuals transitioned into safe, healthy, affordable housing                             | <ul style="list-style-type: none"> <li>• Housing Placement/ Assistance</li> <li>• Housing Unit Development</li> <li>• Housing Unit Repair</li> </ul> |
|                    | O4: Number of housing units developed or repaired | O20: Number of safe, healthy, affordable housing units made available                                      | <ul style="list-style-type: none"> <li>• Housing Unit Development</li> <li>• Housing Unit Repair</li> </ul>  |
| Employment         | O1A: Number of individuals served                 | O10: Number of individuals who secure employment<br>O21: Number of individuals with improved job readiness | <ul style="list-style-type: none"> <li>• GED Education</li> <li>• Job Placement</li> <li>• Job Training</li> <li>• Other Adult Education</li> </ul>  |



# E.1.f. Budget Section 1 and Section 2

## Category Worth 5% (Part 1 of 2)

### Budget demonstrates:

- that costs are reasonable, allocable, allowable, and necessary and conform to the Uniform Guidance.
- budget does not exceed the formula \$75,000 plus up to \$350 per unduplicated volunteer.
- non-AmeriCorps share of total allowable costs must be a minimum of 10% for new applicants or 30% for incumbents.



# E.1.f. Budget Section 1 and Section 2

*Category Worth 5% (Part 2 of 2)*

## Required budget line items:

- Attend the AmeriCorps Seniors convening
- National Service Criminal History Checks
- Volunteer recognition
- Volunteer insurance



## How to hit the mark:

Meet with your financial team to review what you will need financially to operate the program. Make sure you account for the match requirement.



# Resources for Completing Your Budget



## Grant Application Instructions:

- Budget Worksheet checklist
- Sample Budget Line Items

## [Best Practices in Budget Development Webinar](#)

### Budget Worksheet (eGrants Budget Section)

Below is a checklist to help make certain you submit an accurate budget narrative that meets AmeriCorps requirements.

| In Compliance? | Section I. Volunteer Support Expenses  |
|----------------|--|
| Yes ___ No ___ | Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project?  |
| Yes ___ No ___ | The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, are the benefits listed separately? |

### Sample Budget Line Items

When preparing your budget narrative, please include sufficient detail within the line-item descriptions, making sure the detail calculations equal the budgeted amount, to allow AmeriCorps staff to evaluate that costs are reasonable, allowable, allocable, and necessary.

#### Section I. C. Project Staff Travel

##### 2. Long Distance Travel



This line-item description for long distance travel provides sufficient detail.

| Purpose-Destination-Other Travel-Trans. Amount-<br>Meals/Lodging   |
|--|
| PD travel to CNCS-sponsored Convening: Per diem - \$70/day x 4 days; Lodging - \$300/night x 3 nights; Round trip airfare - \$350; Local transportation - \$50. Meals/lodging: \$1,180; Trans: \$400; Other: \$0 |





# Section E.2. Review and Selection Process

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## E.2. Review and Selection Process

### *E.2.a. Initial Application Compliance and Eligibility Review*

**An application is compliant if the applicant:**

- is an eligible organization
- submitted an application by the submission deadline
- has an active SAM registration



#### **How to hit the mark:**

Review section C.1. Eligible Applicant, try to submit the application 10 days before the deadline, and double check your SAM registration expiration date does not impact your application.





## E.2. Review and Selection Process

### E.2.d. Pre-Award Risk Assessment

1. Due Diligence
2. [Operational and Financial Management Survey \(OFMS\)](#)
3. Past Performance
4. Other Programmatic Risk

#### How to hit the mark:



Read the full section and meet with your leadership about any possible concerns. Complete the AmeriCorps Due Diligence Review Process and Compliance training available on the Manage Your Grant web page. Complete the OFMS early.



## E.2. Review and Selection Process

### E.2.f. Selection for Funding

#### Meaningful representation of:

- geographic diversity, rural, urban, and Tribal communities
- communities with high or extreme poverty,
- small and medium programs
- faith-based organizations
- focus areas
- innovative community strategies for identified funding priorities



#### How to hit the mark:

If you meet one or more of the above, make sure you clearly state and describe how in your application. It takes more than checking the box.

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# Resources for Section E.2. Review and Selection Process



## [Funding Opportunity Page](#): AmeriCorps Pre-Award Requirements and Other Resources

- [Operational and Financial Management Survey \(OFMS\)](#)
- [Due Diligence Review Process and Compliance](#)
- [SAM Registration](#)
- [Terms and Conditions](#)



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# Recap

*Key Takeaways and Next Steps*



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# Bridging Priorities throughout Application

## Funding Priority:

1. Supporting older adults & their caregivers
2. Helping older adults re-enter the workforce
3. Preventing and mitigating fraud & scams
4. Reducing the number of people who are unhoused
5. Supporting local climate change initiatives
6. Supporting behavioral health initiatives

## How to bridge the connection through application:

- Strengthening Communities
- Recruitment and Development
- Program Management
- Program Information/Funding Priorities check box
- Work Plans/Performance Measures



# Describe Diversity, equity, inclusion, and accessibility

## Application should demonstrate an effort to support DEIA in:

- the community served,
- volunteers who will serve, and
- agency and staffing.

## Where to connect in the application:

- Strengthening Communities
- Recruitment and Development
- Organizational Capability



# Connecting Selection for Funding items

*Where to make sure your representation is clear and consistent*

## **Program Information/Program Characteristics, Narratives and Work Plans**

- rural communities
- urban communities
- Tribal communities \* also the Organization Characteristics
- communities with high or extreme poverty

## **Organization Characteristics, Narratives and Work Plans**

- faith-based organizations

## **Executive Summary and Work Plans**

- focus areas

## **Program Information/Funding Priorities, Narratives, and Work Plans**

- innovative community strategies for identified funding priorities



# Consistent Unduplicated Volunteers Number

**Make sure the number of unduplicated volunteers you are proposing is consistent throughout the application:**

- Executive Summary
- Narratives
- Budget (recognition line item especially)
- Work Plans





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# Knowledge Check

*Test Your Understanding*



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# Knowledge Check

**What is the best way to get consideration of one or more Funding Priorities?**

- A. Check the box in the Program Information/ Funding Priorities
- B. Answering the budgets in the Selection Criteria
- C. State that you would like priority
- D. A and B**

**How will you make sure you get the most percentages from Section E.1. Selection Criteria?**

- A. Meet with staff and stakeholders
- B. Review the application to make sure all items are address
- C. Priorities, DEIA, and unduplicated volunteers are clear and consistent.
- D. All of the above**

**Which of the following is not a selection for funding consideration?**

- A. rural communities
- B. Tribal communities
- C. large for-profits**
- D. focus areas
- E. communities with high or extreme poverty



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# Important Reminders

*Things to Remember*



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Seniors



# Funding Opportunity Page

- Notice of Funding Opportunity and Appendices
- Grant Application Instructions
- Training and Technical Assistance Webinars
- FAQs and Other Resources for Applicants

## Fiscal Year (FY) 2025 AmeriCorps Seniors RSVP Opportunity

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### About RSVP

Established in 1971 and now one of the largest senior volunteer programs in the nation, AmeriCorps Seniors RSVP engages people ages 55 and older in a diverse range of volunteer activities. AmeriCorps Seniors RSVP volunteers tutor children, help prepare simple taxes, assist victims of natural disasters, provide nutrition/food support, facilitate opioid and substance abuse education workshops, and serve in their communities in many other ways. AmeriCorps Seniors RSVP volunteers choose how, where, and how often they want to serve, with commitments ranging from a few hours to a maximum of 40 hours per week. While serving, AmeriCorps Seniors RSVP volunteers improve their own lives by staying active and civically engaged. To read the statute that regulates the AmeriCorps Seniors RSVP program, view the [Uniform Guidance § CFR 800](#) and [RSVP Federal Regulations](#).

### Application Deadline

Applications are due by 6:00 p.m. Eastern Time on Thursday, September 18, 2024. Successful applicants will be issued awards by end of March 2025.

For more information, visit the [Funding Opportunity Page](#).

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# Important Dates



Applications are due no later than **Wednesday, September 18, 2024, by 5:00 PM ET**

Successful applicants will be issued awards by **March 2025**



Successful applicants will be notified by **January 2025**

*\* See Section D.4.c for the Late Application process*





# Training and Technical Assistance

## Upcoming Training Opportunities

- [Best Practices in Budget Development:](#)  
Aug 7, 2 PM ET
- [Using Narratives and Work Plans to Make Your Case:](#) Aug 8, 2 PM ET

[Pre-submit a question](#) for the Q&A webinars.





# Key Contacts

Who to Contact and When

| Question/Issue  | Send an email to...  |
|---|--|
| To receive a printed copy of the Notice, Grant Application Instructions, and Appendix B | <a href="mailto:RSVPCompetition@americorps.gov">RSVPCompetition@americorps.gov</a>         |
| Late application request  | <a href="mailto:LateApplications@americorps.gov">LateApplications@americorps.gov</a>       |
| Request a federally negotiated indirect cost rate from AmeriCorps                       | <a href="mailto:IndirectCostRate@americorps.gov">IndirectCostRate@americorps.gov</a>       |
| Submit the Operational and Financial Management Survey (OFMS)                           | <a href="#">Submit online</a> ; forms submitted by email will not be accepted              |
| Submit Tribal organization eligibility documentation                                    | <a href="mailto:AdditionalDocuments@americorps.gov">AdditionalDocuments@americorps.gov</a> |
| General questions about the competition or AmeriCorps Seniors                           | <a href="mailto:RSVPCompetition@americorps.gov">RSVPCompetition@americorps.gov</a>         |

Please note: Incumbent grantees **should not** contact their portfolio manager for questions about the RSVP Competition.



# Issues with eGrants

Call the AmeriCorps Hotline at 800-942-2677

- Make note of your ticket number
- If assistance is needed on an application within 10 days of the submission deadline, choose option #3

Submit a question to the support team via the [web form](#)

Hotline hours:

- Monday – Friday, 8:00 a.m. – 8:00 p.m. Eastern Time
- Closed on federal holidays





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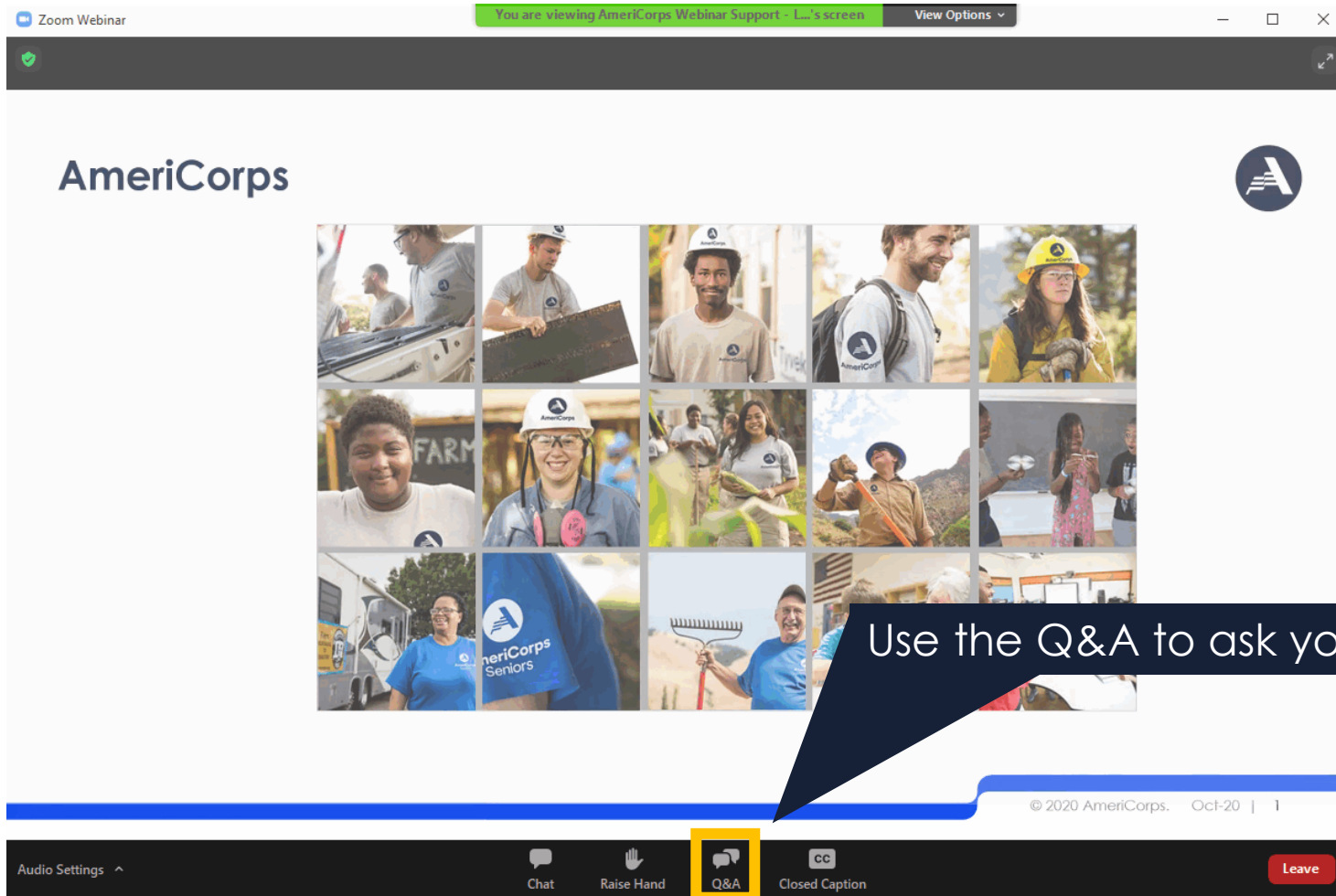
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# Question & Answer

*Interactive Discussion*



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Seniors



# Questions?

Please enter your questions into the Q&A box.

Use the Q&A to ask your questions.



# Post-Event Poll Questions

How confident do you feel in applying the skills and knowledge gained from the “Priorities and Selection Criteria” training session?

- 5- Very Confident
- 4- Confident
- 3- Somewhat Confident
- 2- Not Very Confident
- 1- Not Confident at All

Do you intend to apply for an AmeriCorps Seniors RSVP grant?

- Yes, this year (FY2025)
- Yes, but in the future
- Possibly
- Probably not
- No, definitely not





# AmeriCorps Seniors

FY 2025 AmeriCorps Seniors RSVP Competition

[RSVPCompetition@americorps.gov](mailto:RSVPCompetition@americorps.gov)

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