

FY 2025 RSVP



Competition

AmeriCorps Seniors

Work Plans and Performance Measures Q&A

September 5, 2024



Agenda

- Work Plans and Funding Priorities
- Unduplicated Volunteers in Work Plans
- Focus Areas (including Other Community Priorities)
- General Work Plan Questions
- Other Q&A





Pre-Event Poll Questions

How confident do you feel in your current ability to create work plans for the RSVP Competition?

- 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?

- Yes
- No
- Unsure



FY 2025 RSVP



Competition

Work Plans and Funding Priorities

Work Plans and Performance Measures Q&A



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Number of Work Plans Needed for Each Funding Priority

If I'm selecting a funding priority, how many work plans must I designate for that funding priority?

To receive priority consideration, you must designate at least one work plan for each funding priority you select. Work plans designated for a priority must use the selection rules for that priority.

See [Appendix B](#) for the guidelines on how to designate a work plan for a funding priority and the selection rules for each priority.



Service that Falls Outside the Funding Priorities

We want to select the Supporting Behavioral Health Initiatives priority. Obesity and Food isn't listed as an objective in the selection rules for that priority. Does that mean we can't address community needs related to food security?

Applicants may include many community needs in their application. If you choose to address one or more optional FY 2025 RSVP Priorities, you do not have to focus the entire application on those priorities. You may have some community needs related to the priorities and some that are not.

You may create as many work plans under as many focus areas and objectives as necessary to meet community needs. If you choose one or more of the optional FY 2025 RSVP Priorities, there is no requirement that you must designate all your work plans for those priorities. You may have a combination of work plans that are and are not designated for the priorities.

Please see Section A.2 of the Notice for the requirements to receive priority consideration.



Funding Priority vs. Primary Focus Area

Does the funding priority replace our Primary Focus area in the work plan?

No. The funding priorities are not focus areas.

The funding priorities are optional. Applicants do not have to select a funding priority.

Each applicant is required to select a Primary Focus Area in the Performance Measure Module in eGrants (see [Appendix B](#) and the [Grant Application Instructions](#)). The Primary Focus Area represents the area in which the applicant aims to make the most impact. It is up to the applicant to determine under which focus area their project will make the most impact. It does not have to be related to the optional funding priority, if the applicant selected one.

All your work plans do not have to be under the Primary Focus Area. You may have work plans under other focus areas if you wish.



Funding Priorities vs Other Community Priorities

The Notice lists the new priorities, but it doesn't say anything about the old or current priorities. Does that mean Healthy Futures and Education are now considered other community needs and I can only have 20% of my volunteers working on those needs?

Selecting one of the competition priorities is optional. You do not have to include one of the FY 2025 RSVP Funding Priorities in your application. You may propose to address any needs that are relevant to the community you are serving.

Healthy Futures and Education are focus areas, not priorities. You may place any number of volunteers in work plans for the seven AmeriCorps focus areas (see [Appendix B](#)).

“Other Community Priorities” is a focus area that AmeriCorps uses to capture service when grantees cannot collect outcomes OR service that does not fit within the other seven AmeriCorps focus areas. If applicants choose to use Other Community Priorities work plans, they may place up to 20% of their unduplicated volunteers in those work plans.



Difference Between Funding Priorities and Focus Areas

Funding Priorities

- For this cycle of competition
- Set by AmeriCorps Seniors for AmeriCorps Seniors RSVP only
- Demonstrated through the whole application
- Not required

Focus Areas

- High level categories related to impact of national service
- For all AmeriCorps programs including AmeriCorps Seniors RSVP
- Connected to the work plans
- Required that:
 - each work plan is assigned a focus area
 - you designate a Primary Focus Area



Difference Between Funding Priorities and Focus Areas, continued

Optional Funding Priorities

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

Primary Focus Areas

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

Other Focus Areas

- Capacity Building
- Other Community Priorities



Unduplicated Volunteers in Work Plans

Work Plans and Performance Measures Q&A



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Total Unduplicated Volunteers

Is the total number of unduplicated volunteers we are proposing in outcome-based work plans, or is it the total number of unduplicated volunteers that we have in our database under other community priorities that are in service activities outside of our outcome-based work plans?

Your number of total unduplicated volunteers is the number of unduplicated volunteers you are proposing to be in service as part of your project. This is the number you expect to recruit and to serve during a one-year performance period, and it includes unduplicated volunteers placed in **all work plans**.

You use this number when calculating your maximum federal funding amount. It is also the number you include in the Executive Summary, which should match what is in the Funding/Demographics tab in eGrants and the total number across all your work plans.



Goal for the Number of Unduplicated Volunteers

Our goal for the number of unduplicated volunteers: is it based on what we can achieve by the end of Year 1 or Year 3?

Your number of total unduplicated volunteers is the number of unduplicated volunteers you are proposing to be in service as part of your project. This is the number you expect to recruit and to serve during a one-year performance period, and it includes unduplicated volunteers placed in all work plans.

If awarded, you will be evaluated each year on your progress toward reaching that number, and the “count” will reset on April 1 each year.

To allow for program start-up and growth, we recommend using the number you think you can achieve in Year 3. However, it is up to each applicant to determine the number that is appropriate for their project.



Including All Volunteers in the Application

We have more volunteers than our funding request requires. Do I include all our volunteers in the work plans, or only the amount required by the funding formula?

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.

The total number of unduplicated volunteers proposed for the project should be included throughout the application: in the Executive Summary, the narratives, the Funding/Demographics tab, applicable budget line items such as recognition, the work plans, etc.



Measuring Unduplicated Volunteers

How do I measure unduplicated volunteers? Is it based on the number of hours?

An unduplicated volunteer is an individual volunteer enrolled in the RSVP project. Each volunteer can only be counted as an unduplicated volunteer once, even if they are assigned to more than one work plan. The volunteer should be counted as an unduplicated volunteer in the work plan where they will make the most impact in terms of the focus area, the type of service, or the scope of service (such as the greatest number of hours served, intensity of services provided, etc.). It is up to the applicant to determine under which work plan each individual volunteer will be counted as an unduplicated volunteer.

FY 2025 RSVP



Competition

Volunteers Serving Under More Than One Grant



With multiple grants in a county, will each grantee be allowed to count the same individual volunteer if they serve under both grants?

If an individual volunteer is serving under two different AmeriCorps Seniors grants, they can be counted under each as long as they are doing different work. This is true regardless if the volunteer is serving under the same AmeriCorps Seniors program (i.e., under two RSVP grants) or if they are serving under different programs (i.e., under an RSVP grant and a Foster Grandparent Program grant).

For example, if a volunteer serves with an RSVP grantee maintaining parks and trails, and with a Foster Grandparent Program grantee tutoring school children, that volunteer counts under both. But if the volunteer is tutoring the same children at the same time under both the RSVP and the Foster Grandparent Program grant, they can't count for both (it's double counting the exact same service). Grantees are responsible for knowing what other projects are happening in their community. Detailed recordkeeping is especially important.



Volunteers Serving During More Than One Year

If the same volunteer participates during multiple years, do they count as an unduplicated volunteer only once, or can they count each year?

You will be evaluated each year on your progress toward reaching your unduplicated volunteer number for that grant year. The grant year runs from April 1 through March 31. The “count” resets each year on April 1.

For example, if a volunteer serves between April 1, 2025, and March 31, 2026, they count as an unduplicated volunteer for Year 1. If that same volunteer serves between April 1, 2026, and March 31, 2027, they count as an unduplicated volunteer for Year 2, as well.



20% Limit for Volunteers

Can you explain further about the 20% limit for volunteers outside of the funding priorities? I'm a little confused since I understood the funding priorities as optional?

Selecting one of the competition funding priorities is optional. You do not have to include one of the FY 2025 RSVP Funding Priorities in your application. You may propose to address any needs that are relevant to the community you are serving.

The 20% limit for unduplicated volunteers is related to the “Other Community Priorities” focus area. AmeriCorps uses this focus area to capture service when grantees cannot collect outcomes OR service that does not fit within the seven AmeriCorps focus areas.

If applicants choose to use Other Community Priorities work plans, they may place up to 20% of their unduplicated volunteers in those work plans.



Percent of Unduplicated Volunteers in Other Community Priorities Work Plans



- No more than 20% of total unduplicated volunteers can be placed in Other Community Priorities work plans

In our example:

115 unduplicated volunteers

14 in Other Community Priorities

12% of volunteers ✓

Work Plan	Unduplicated Volunteers
Mentoring	60
Systems Development	7
Housing Unit Repair	30
Trail Remediation	4
Tutoring (<i>Other Community Priorities</i>)	4
Referrals (<i>Other Community Priorities</i>)	10

14

115

Note: these examples are provided as an illustration and are not meant for replication.



Which Unduplicated Volunteers Go Into Other Community Priorities?

We will be requesting less federal funding than what is allowed for the number of volunteers we are including in the application. Do all the volunteers above what is needed for the funding formula go into Other Community Priorities?

The number of unduplicated volunteers that may be placed in Other Community Priorities is **NOT** based on the amount of funding requested. Rather, it is based on the total number of unduplicated volunteers. Applicants may place up to 20% of their total unduplicated volunteers into Other Community Priorities work plans.



Unduplicated Volunteers in Other Community Priorities Work Plans

Are the volunteers in Other Community Priorities also counted in the "unduplicated volunteer" count if that is their only volunteer role?

Each volunteer enrolled in your RSVP project counts as an unduplicated volunteer in exactly one work plan. If the Other Community Priorities work plan is where that volunteer makes the most impact, including if it's the only work plan they are assigned to, that individual volunteer counts as an unduplicated volunteer under that Other Community Priorities work plan.



Where to Place Additional Unduplicated Volunteers

If I can only have 10% of my total in "other community services" what do I do with the volunteers that are over the 10% but not working in "focus area work plans"? I have explored all the "focus areas work plans" to try to move the "other community services" activities to and they just don't fit in any that are currently available to use."

First, applicants may place up to **20%** of their total unduplicated volunteers in "Other Community Priorities" work plans.

Because this is a competition, AmeriCorps staff are not permitted to provide guidance on what applicants should put into their proposals. It is up to each applicant to determine what their application contains.

You may be interested in the "Using Narratives and Work Plans to Make Your Case" webinar, which includes considerations for when to use the Other Community Priorities work plans.



FY 2025 RSVP



Competition

Focus Areas (including Other Community Priorities)

Work Plans and Performance Measures Q&A



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Choosing a Focus Area

Can you tell me if {this activity} fits under {this Focus Area}?

Because this is a competition, AmeriCorps staff are not permitted to provide guidance on what applicants should put into their proposals. It is up to each applicant to determine what their application contains and to make their case for how the service the volunteers will perform will impact the community.

Please review [Appendix B](#), including the notes, definitions, and data collection, and the Using Your Narratives and Work Plans to Make Your Case webinar for considerations about your work plans.



Unable to Capture Outcome Data

I have trouble getting data from {a station} to answer the outcome how many report an increase in {outcome measure}. Can I use an Other Community Priorities work plan for this?

Yes. The Other Community Priorities focus area is designed to be used in instances where grantees are not able to capture outcomes. Please see [Appendix B](#) and the [Grant Application Instructions](#) for more information about what is required for these work plans.



Other Community Priorities and Service Activities

Do the Other Community Priorities that count toward unduplicated volunteers have to be connected to a focus area? Or can some of them be in a service activity that doesn't fit a focus area but has community impact?

If you choose to use Other Community Priorities work plans, you have to select a service activity category. You may select any service activity included in [Appendix B](#) under Disaster Services, Economic Opportunity, Education, Environmental Stewardship, or Healthy Futures. You may not select N/A or other service activities that aren't listed in Appendix B, even if they appear in eGrants.

It is up to the applicant to connect the service activity category to the community need and the service the volunteers will perform through their service activity description.



More than one Other Community Priorities Work Plan

If we have volunteers in Other Community Priorities performing different activities, can we have more than one Other Community Priorities work plan?

Yes. You may have more than one Other Community Priorities work plan if volunteers will be performing different service activities.

Remember, the total number of unduplicated volunteers placed in all your Other Community Priorities work plans may not exceed 20% of your total unduplicated volunteers.



General Work Plan Questions

Work Plans and Performance Measures Q&A





Counting Beneficiaries

We have a potential station that hosts RSVP volunteers and non-RSVP volunteers. For the output targets (i.e., number of people served), should I report beneficiaries that are served in total (because RSVP service allows for the station to serve more people) or only beneficiaries that are served by RSVP volunteers directly?

Per the “Notes” sections in [Appendix B](#), “These activities must be carried out by AmeriCorps Seniors volunteers or by volunteers directly recruited and/or supported by AmeriCorps Seniors volunteers.” You may also wish to refer to the “Definitions and Data Collection” sections for definitions of beneficiaries.

Applicants should make their case for how AmeriCorps Seniors RSVP volunteers will be directly supporting other volunteers when they set up their work plans.



Tracking Beneficiaries

With HIPPA and other privacy regulations, how can we track clients if we do not run the program internally?

It is up to you to work with your stations to get the data you need to track outputs and outcomes. For example, stations may provide high-level data and total counts rather than information on individual clients. Each work plan should have an instrument description that tells how you will get the data you need to report on outputs and outcomes.



Tracking Duplicate Beneficiaries

What if a person receives food from the pantry that is staffed by RSVP volunteers and that person also has their taxes done by RSVP volunteers. Are you asking us to make sure this person is only counted as a beneficiary in one work plan or the other? Or are you asking how we ensure they are only counted once within each work plan?

Both. An individual beneficiary should only be counted in one work plan, even if they receive multiple services under different work plans. In addition, a beneficiary receiving multiple instances of a single service should only be counted once in the output and outcome in a work plan.

It is up to you to work with your stations to get the data you need to track outputs and outcomes and to avoid double counting beneficiaries.



Stations vs Beneficiaries

If Organization A has volunteers serving there under a Capacity Building work plan and under a Healthy Futures work plan, does the service being performed count under each work plan as appropriate? Or is anything related to Organization A only counted under one work plan?

Per [Appendix B](#), each beneficiary can be included in only one work plan. The beneficiary is the person or entity receiving services from AmeriCorps Seniors volunteers. Depending on the service activity, the beneficiary could be a student, an older adult, a family, an organization, a house, a mile of trail or river, etc.

Volunteers serve at stations, which is where the service is being performed. You may have volunteers at a single station who are serving individuals, parks or trails, housing units, or other beneficiaries under multiple work plans.

Please see Appendix B for the definitions of a “beneficiary” for the outputs and outcomes. As noted in Appendix B, the only time an organization is a beneficiary is when they are counted in the outputs and outcomes in a Capacity Building work plan.



Combining Work Plans That Have the Same Measures

If you have multiple service activities, but they have the same output/outcome data, do you still write a separate work plan for each service activity?

Per the [Grant Application Instructions](#), you create a work plan for each service activity your volunteers will perform.

Remember that each beneficiary and each unduplicated volunteer can count under only one work plan. If the same beneficiaries will receive services and the same volunteers will serve under these work plans that have the same output and outcome, you may choose to only have one work plan to make it easier to track the beneficiaries and unduplicated volunteers and avoid double counting. Choose the service activity that best fits where the most impact will be made.



FY 2025 RSVP



Competition

Important Reminders

Things to Remember



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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

[← BACK](#)

Table of Contents

[Application Deadline](#)

[Competition Documents](#)

[Funding Priorities](#)

[Training and Technical Assistance Resources](#)

- [Frequently Asked Questions](#)
- [Training and Technical Assistance Schedule](#)
- [Training and Technical Assistance Recordings](#)

[AmeriCorps Pre-Award Requirements and Other Resources](#)

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](#).



Important Dates

UPDATED: Applications are due no later than **Wednesday, September 25, 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*

FY 2025 RSVP



Competition

Training and Technical Assistance



Upcoming Training Opportunity

- [FY 2025 RSVP Competition: Budget Development Q&A: Sep. 9, 1:00 – 2:30 pm. ET](#)





Key Contacts

Where to Contact and When

Need to...	Send an email to...
Receive a printed copy of the Notice, Grant Application Instructions, and Appendix B?	RSVPCompetition@americorps.gov
Submit a late application request?	LateApplications@americorps.gov
Request a federally negotiated indirect cost rate from AmeriCorps	IndirectCostRate@americorps.gov
Submit the Operational and Financial Management Survey (OFMS)	Submit online ; forms submitted by email will not be accepted
Submit Tribal organization eligibility documentation	AdditionalDocuments@americorps.gov
Ask general questions about the competition or AmeriCorps Seniors	RSVPCompetition@americorps.gov

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



Issues with eGrants

Who to Contact and When

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



FY 2025 RSVP



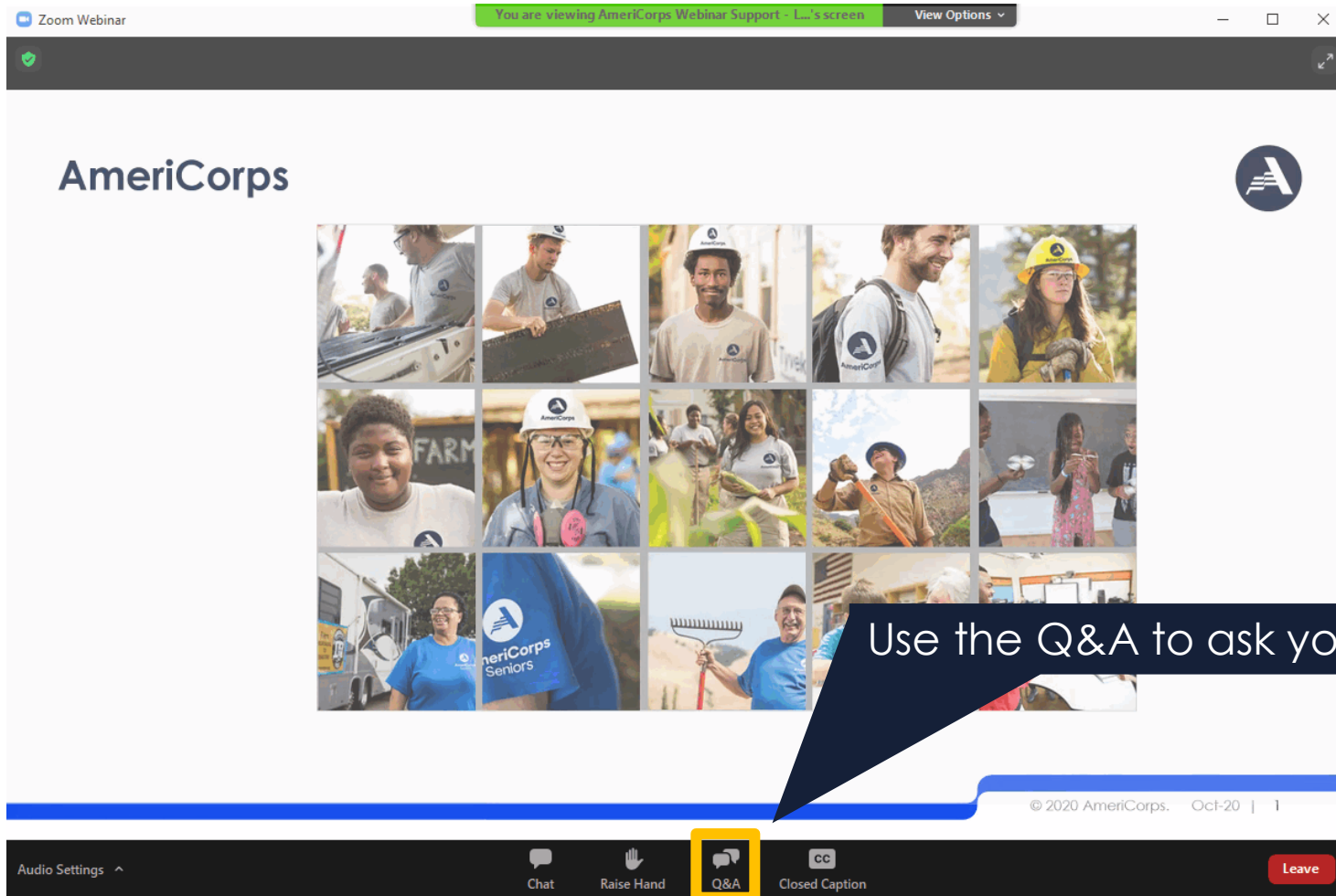
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Question & Answer

What questions do you still have?



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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 Work Plan and Performance Measure Q&A 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



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RSVPCompetition@americorps.gov

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