

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: FY 2024 AmeriCorps Seniors Q4 Senior Demonstration Program Continuations or Invited New Grants
Announcement Type: Final Announcement
Assistance Listing Number: 94.017

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps to award any specific number of grants or to commit any particular amount of funding.

Summary Statement: This funding opportunity is for current zero-dollar AmeriCorps Seniors Senior Demonstration Program grantees, and for select new applicants invited by AmeriCorps Seniors to apply. AmeriCorps Seniors Senior Demonstration Programs are distinct from Foster Grandparent, Senior Companion, and RSVP programs because they are comprised of a distinct programmatic difference that allows AmeriCorps Seniors to learn innovative programming that involves older adults.

Important Dates: Applications are due Monday, March 11, 2024, for continuation programs. New projects invited to apply must meet the deadline communicated at the time of invitation by AmeriCorps Seniors.

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A. PROGRAM DESCRIPTION

A.1. Purpose of AmeriCorps Seniors' Senior Demonstration Program Funding

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

The Senior Demonstration Authority, as written in the Domestic Volunteer Service Act of 1973 under Part E—Demonstration Programs, Section 231 Authority of the Director, authorizes the Director of AmeriCorps Seniors to make grants to or enter into contracts with public or nonprofit organizations for the purposes of demonstrating innovative activities involving older Americans as volunteers. The Director may support under this authority both volunteers receiving stipends and volunteers not receiving stipends.

A.2. Funding Priorities

AmeriCorps' [2022-2026 Strategic Plan](#) defines the agency's goals and objectives to advance its mission to improve lives and strengthen communities. AmeriCorps will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper:

- partner with communities to alleviate poverty and advance racial equity;
- enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers;
- unite Americans by bringing them together in service;
- effectively steward federal resources; and
- make AmeriCorps one of the best and most equitable places to work in the federal government.

AmeriCorps will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. The agency will prioritize investment in the most critical issues of our time – public health, climate and the environment, and education and economic opportunity – within AmeriCorps' Focus Areas (Appendix 1) and will increase its efforts to ensure AmeriCorps members, AmeriCorps Seniors volunteers, and community-based volunteers reflect the communities where they serve. We will target our investments toward communities where the need is greatest, particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

AmeriCorps Seniors is committed in this grant cycle to serving more communities that have faced historical inequities and the organizations that have supported those communities, such as programs and organizations that serve Black, Indigenous, and People of Color (BIPOC), and that actively address the impacts of structural and institutional inequities, advance racial equity, and increase opportunities in order to achieve sustainable change in communities.

To the extent possible, consider if the following priority areas will fit with your application:

- Programs focused on early learning and those that prepare AmeriCorps Seniors volunteers to enter early learning careers.
- Organizations that serve people with arrest and conviction records and provide meaningful reentry opportunities.
- Programs that support civic bridgebuilding projects (meaning projects that foster respect among diverse communities, strengthen relationships across lines of difference, forge a sense of common civic purpose, and seek to solve a community problem and diminish polarization) and provide training in civic bridgebuilding skills and techniques to AmeriCorps Seniors volunteers.
- Projects that propose to raise public awareness about the challenges and needs of family caregivers and the role that older adult volunteers can play in helping to overcome some of those challenges. Innovative service projects that can be executed by older adults will be given priority consideration. These projects can include those that:
 - Advance partnerships that promote greater engagement for older adult support for family caregivers.
 - Optimize well-being of family caregivers by strengthening services and supports, i.e., services to help caregivers manage their own health/emotions/physical stress, helping to find and secure other trustworthy/affordable services or supports, and those that prevent caregiver isolation.
 - Develop volunteer roles that integrate older adults as volunteers who serve as part of a care coordination for clients and ongoing support for family and other caregivers.
 - Develop interventions where elders can support caregivers in tribal communities.

- Spur innovations that engage older adults in intergenerational activities that help increase access to information and services for caregivers.

Senior Demonstration Program applicants should present a plan to recruit and support volunteers aged 55 and over to engage in community-driven interventions to address unmet community needs. Programs may use other AmeriCorps Seniors programming as the basis of program development but **must offer something different from these programs as a way for AmeriCorps Seniors to gather new program ideas**. This can include, but is not limited to, recruiting stipended volunteers with incomes between 200 and 400 percent of the federal poverty level, paying a higher hourly stipend or providing additional incentives to older adult volunteers, or recruiting volunteers aged 50 and over.

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

A.3. Performance Goals or Expected Outcomes

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

Applicants are required to select specific performance measures from [AmeriCorps Seniors RSVP Appendix B- National Performance Measures](#). Applicants must identify a Primary Focus Area. Work plans must include at least one service activity in the selected Primary Focus Area. The Primary Focus Area should represent the area in which the project aims to make the most impact.

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

This funding opportunity requires applicants who are submitting an application to demonstrate cost-effective practices in achieving performance goals through the services described in the proposed work plans within the requirements outlined below.

New applications may propose a cost per volunteer that supports the recruitment, training, service, and retention of AmeriCorps Seniors volunteers. This may include a standard hourly stipend, but innovative approaches such as incentives or allowances may also be used. Applicants must provide justification for their cost per volunteer and explain the stipend, allowance, or other incentive structure, if applicable, in the application narratives.

A.4. Program Authority

Awards under this Notice are authorized by 199N of the National and Community Service Act of 1990, as amended, ([42 U.S.C. 12501 et seq.](#)) and section 231 of the Domestic Volunteer Service Act of 1973 ([42 U.S.C. 4950 et seq.](#)).

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

Continuation grants are \$0 federal share. Funding to support these programs are non-AmeriCorps federal funds.

Available funds for new AmeriCorps Seniors Senior Demonstration Program grants are subject to availability of annual appropriations.

B.2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects. AmeriCorps expects to make awards in the range of \$0 to a set amount based appropriation levels and available funds.

B.3. Period of Performance

Continuation's program and budget periods should be July 1, 2024, to June 30, 2025.

AmeriCorps anticipates making three-year grant awards. AmeriCorps generally makes an initial award for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

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

B.4. Type of Award

Award recipients will be assigned to an AmeriCorps portfolio manager, who will review recipient performance, provide training and technical assistance, and serve as the primary point of contact for the AmeriCorps Seniors grant.

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

Through this Notice, only AmeriCorps Seniors grantees who have an active zero-dollar AmeriCorps Seniors Senior Demonstration Program grant, including a no-cost grant (\$0),

may apply for continuation funding. Organizations invited by the AmeriCorps Seniors Director to submit a new application are also eligible for this Notice.

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#) or [42 U.S.C. 12511\(21\)](#)) are eligible for AmeriCorps funding:

- Indian Tribes
- institutions of higher education
- local governments
- nonprofit organizations
- state service commissions
- states and US Territories

In addition to Indian Tribes as defined in [2 CFR 200.1](#), tribal organizations that are controlled, authorized, or chartered by federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes [and the organization does not meet any of the other applicant eligibility types], the organization must provide copies or links to documentation which demonstrates the organization is controlled or chartered by a federally recognized Indian Tribe. If an entity applies as an organization authorized by a federally recognized Tribe, or multiple specific federally recognized tribes, it must submit a resolution or other authorization, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The authorization(s) must identify the entity applying for an AmeriCorps award by name as a tribal organization that is authorized by the Indian Tribe(s) for the purpose of applying for AmeriCorps funding (or federal grant funds generally).

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award. See Section [D.3. Unique Entity Identifier and System for Award Management \(SAM\)](#) for more information.

C.2. Cost Sharing or Match

Existing grantees who receive \$0 from AmeriCorps will not have a match requirement.

For new AmeriCorps Seniors Senior Demonstration Program applications, applicants are required to match funds equal to 10 percent of their total one-year program budget. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the 10 percent match requirement at the time of application submission. See Section [D.6. Funding Restrictions](#) for more information.

To calculate the minimum grantee share, multiply the total proposed budget by 0.10. This will give the minimum amount of grantee share. For example, if the total proposed budget is \$325,000:

$$\$325,000 * 0.10 = \$32,500$$

The grantee share is \$32,500, the federal share is \$292,500, and the total project budget is \$325,000.

Non-AmeriCorps federal funds are allowed as match if the federal agency that is the source of the funds approves its use as match. Applicants must maintain documentation of this approval.

For information about a match waiver, please see the [AmeriCorps Seniors Individual Match Waiver Request](#) or the [AmeriCorps Seniors and AmeriCorps State and National Match Waiver FAQs \(June 2022\)](#) located on the AmeriCorps website's [Manage Your Grant](#) web page.

C.3. Other Eligibility Requirements

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

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability:

- that has been assessed;
- for which all judicial and administrative remedies have been exhausted or have lapsed; and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability;

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

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

D. APPLICATION AND SUBMISSION INFORMATION

All AmeriCorps Seniors Senior Demonstration Program applications must provide requested information as outlined in this Notice.

For all applicants, this Notice should be read together with the AmeriCorps Seniors regulations, [AmeriCorps Seniors Grant Application Instructions](#), and the [AmeriCorps Seniors RSVP National Performance Measure Instructions](#).

While there are no regulations specific to the AmeriCorps Seniors Senior Demonstration Program, applicants may refer to:

- the [Foster Grandparent Program regulations](#) for programs with stipended volunteers working with children and youth on Education outcomes;
- the [Senior Companion Program regulations](#) for programs with stipended volunteers working with older adults and their caregivers on Healthy Futures outcomes;
- The [RSVP regulations](#) for programs with unstipended volunteers.

D.1. Address to Request an Application Package

All information associated with this funding opportunity is available through the AmeriCorps Seniors [Senior Demonstration Program grantee web page](#) under Grantee Resources. Select "Submit continuation and renewal" as the action type and click "Apply." Applicants can also send an email to AmeriCorpsSeniors@americorps.gov for a printed copy of the Notice and Guidance.

D.2. Content and Form of Application Submission

D.2.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
 - Executive Summary: This is a brief description of the proposed program. Executive Summaries **must** match the language templates as provided in the Notice. Executive Summaries of all compliant applications are made available to the public following grant awards.
 - Strengthening Communities
 - Recruitment and Development
 - Program Management
 - Organization Capability

- Other
- Work Plans/Performance Measures
- Standard Form 424A Budget
- Authorization, Assurances, and Certifications

If you are submitting a continuation application: Do not delete existing content in the narratives. Because eGrants is our system of record, it is critical that previous information stays and that you update only where specific items are identified in Section E.1.

D.2.b. Page Limits

Continuation applications may not exceed 20 double-spaced pages as according to the pages printed out from eGrants. New applications may not exceed 20 double-spaced pages as according to the pages printed out from eGrants. The application sections that count toward the page limit are the:

- SF-424 Face Sheet
- Executive Summary
- Strengthening Communities, Recruitment and Development, Program Management, Organizational Capability, and Other narratives.

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

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

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

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

All applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a

grant, it must maintain an active SAM registration throughout the life of the award. See the [SAM Quick Guide for Grantees](#).

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match the applicant's SAM-registered information exactly.**

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI.

Applications must include an Employer Identification Number. The UEI and Employer Identification Number must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

Applications are due not later than **Monday, March 11, 2024, by 5:00 p.m. Eastern Time.**

AmeriCorps will not consider applications submitted after the deadline, except as noted in Section [D.4.c. Late Applications](#). AmeriCorps reserves the right to extend the submission deadline. AmeriCorps will post a notification in the event of an extended deadline on AmeriCorps' website.

D.4.b. Additional Documents Deadline

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

D.4.c. Late Applications

All applications received after the submission deadline published in this Notice, of **Monday, March 11, 2024, at 5:00 pm Eastern Time**, are presumed to be non-compliant. To overcome this presumption, the applicant must:

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - the timing and specific cause(s) of the delay
 - the ticket number if a request for assistance was submitted to the AmeriCorps Hotline
 - any information provided to the applicant by the AmeriCorps Hotline
 - any other documentation or evidence that supports the justification
- ensure that AmeriCorps receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to AmeriCorpsSeniors@americorps.gov no later than 24 hours after the application deadline as stated in the Notice.

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

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

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

D.5. Intergovernmental Review

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

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

Continuation awards under this Notice are not subject to cost share or matching requirements as these are zero-dollar grants.

The amount of funding AmeriCorps provides to new awards will be limited to 90 percent of the total allowable costs for the funded activity, as determined under [2 CFR Part 200, Subpart E-Cost Principles](#).

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

D.6.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate or a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.413](#). States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all Federal awards. Applicants that have a federally negotiated indirect cost or de minimis rate must enter that information in the Organization section in eGrants.

The instructions for how to enter the organization's indirect cost rate are located here: [eGrants Indirect Cost Rate User Instructions](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to IndirectCostRate@cns.gov. The applicant may also obtain instructions and additional information by contacting the email address above.

D.6.c. Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps.

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the

application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

NEW/UPDATED: The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. The authorized representative and the project director may not be the same person and may not have the same email address. Please ensure different names are entered in your eGrants program information. Applications will be returned for corrections if the authorized representative and the project director have the same contact information.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 if they have a problem when they create an account, prepare, or submit the application. [AmeriCorps Hotline hours](#) are also posted on the website.

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

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

AmeriCorps
ATTN: Office of AmeriCorps Seniors, SDP Application
250 E Street, SW, Suite 300
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications. AmeriCorps does not accept applications submitted via fax or email.**

D.7.b. Submission of Additional Documents

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

1. All new applicants, regardless of funding level, are required to submit an [Operational and Financial Management Survey \(OFMS\)](#). Please submit the OFMS using the [link to the online form](#), where you will be required to submit your response electronically. Forms submitted as a Word document, PDF, or any other document format may not be accepted.

2. Tribal organization eligibility documentation (See Section [C.1 Eligible Applicants](#)), if applicable.

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

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email by filename, labeling each document type according to the above numbered list
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)"
- Prime applicants should send separate emails with each subapplicant's materials, referencing the subapplicant's Application ID

Failure to submit the required additional documents, following the email instructions in this section, by the deadline may have a negative effect on the assessment of your application.

Do not submit any items that are not requested in this Notice. AmeriCorps will not review or return them.

E. APPLICATION REVIEW INFORMATION

Please note below applicable sections for Continuation applicants. Organizations that currently receive an AmeriCorps Seniors' zero-dollar Senior Demonstration Program grant must submit a continuation application if the proposed project is continuing to meet the eligibility criteria as detailed in this document.

E.1. CONTINUATION APPLICATIONS

Please pay attention to new information for your FY 2024 continuation application. These items are important and may be repeated several times in this document.

NEW: In FY 2024, all organizations who submit a continuation application are required to review and update the executive summary. Be sure to enter proposed changes or edits in the Other Narrative section (do not make any changes to the rest of the narratives or delete

previously entered information) and work plans for the remainder of the grant's three-year cycle.

NEW: Define Geographical Service Area: Ensure your service area as identified on the SF-424 Face Sheet of the application accurately reflects the community or communities currently served. This information is entered into the "Areas affected by the project" box in the Application Info tab in eGrants.

You should list county(ies) only with the city(ies), town(s), parish(es), or other jurisdictions being served in parentheses. Please note if you will serve a portion of a jurisdiction.

- If you serve the whole county, you may list just the county name. For example, Mason County, Lewis County, and Fleming County.
- If your project is serving 5 or fewer cities, towns, etc. in one county, you should list the county name with the cities, towns, etc. in parentheses. For example, Mason County (Maysville, Somo, Orangeburg, Rectorville), Lewis County (Tollesboro, Epworth, Ribolt), and Fleming County (Flemingsburg, Mt. Carmel).
- If your project is serving a large metropolitan area or 6 or more cities, towns, etc. in one county, you can list the county and the metro area or the general region of the county you are serving. For example, Cuyahoga County (Cleveland Metro area) or Lincoln County (western side of the county)

E.1.a. Executive Summary

Please ensure the Executive Summary is in the correct format as noted below. Do not deviate from the template below. If the executive summary does not match the template below, applicants will be instructed to correct prior to award.

"The [Name of the organization] proposes to have [Number of unduplicated] AmeriCorps Seniors volunteers who will [specific service activities] in [the locations the AmeriCorps Seniors volunteers will serve]. The primary focus area of this project is [fill in primary focus area]. [(If applicable) Other priorities include [List priority areas to be addressed.] AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. The AmeriCorps investment of \$ [fill in the annual AmeriCorps grant amount] will be supplemented by \$ [fill in the anticipated level of non-AmeriCorps resources]."

An example of a compliant Executive Summary for a zero-dollar continuation is:

XYZ Organization proposes to have 30 AmeriCorps Seniors volunteers who will provide companionship, support, and resources to older adults and their caregivers in the Cleveland metropolitan area. The primary focus area of this project is Healthy Futures. Other priorities include creating intergenerational programming to support family caregivers and providing meaningful reentry opportunities for people with

arrest and conviction records. AmeriCorps Seniors volunteers will be responsible for increasing social support and improving capacity for independent living among older adults and increasing social support for caregivers. The AmeriCorps investment of \$0 will be supplemented by \$250,000 in non-AmeriCorps resources.

E.1.b. Program Design and E.1.c. Organization Capability

Do not make any adjustments to the following sections: Strengthening Communities, Recruitment and Development, Program Management, Organizational Capability. If you have updates for any of these sections, please see section E.1.d Other Narrative for instructions.

E.1.d. Other

NEW for FY 2024 - Programmatic Updates: If making adjustments to your application that would normally impact other narratives, including, but not limited to, number of volunteers, recruitment, policies, and/or staffing changes, briefly summarize these changes in the Other Narrative. You may use headings or titles to help organize information. **Do not** delete existing information in the Other Narrative section.

All Continuation Grantees must ensure there are responses to the following questions, even if these questions were answered in the previous narrative sections.

NEW for FY 2024 - DEIA and Recruitment Question: Provide or update responses to the following questions on Diversity, Equity, Inclusion, and Accessibility (DEIA) and Recruitment in the **Other Narrative** section of eGrants. Do not revise previous DEIA and recruitment responses in previous sections of the application.

- Describe your organization’s DEIA goals and demonstrate what progress has been made toward achieving them?
- In what ways could your organization utilize training, technical assistance, and other resources related to DEIA?
- Describe any challenges your organization is experiencing with recruitment and/or retention of volunteers. Include any relevant information with regard to influencing factors (e.g., Covid-19, inflation, school protocols), and how AmeriCorps can assist your project in meeting those challenges.

NEW for FY 2024 - Fraud, Waste and Abuse Plan: Provide responses to the following questions on fraud, waste, and abuse in the **Other Narrative** section of eGrants. Do not revise previous fraud, waste, and abuse responses in the previous sections of the application.

- Describe the extent to which the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to

both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

- Describe the extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, this can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- Finally, describe or update us on the extent to which the organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations, including those related to prohibited activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

NEW for FY 2024 - Demonstration Elements: Provide responses to the following questions on elements in your demonstration program that are different from other AmeriCorps Seniors programs (Foster Grandparent, RSVP, and Senior Companion Programs) in the **Other Narrative** section of eGrants. Do not revise previous responses to these questions in other sections of the application.

- Describe the elements of your demonstration program that are different from *other* AmeriCorps Seniors programs, including but not limited to:
 - If you provide an hourly stipend of greater than \$4, or have an alternative incentive structure, please describe the amount of stipend or incentive, how/when the incentives are earned and paid, and other information related to the stipend or alternative incentives. How did you establish the stipend amount and what impact has it had on the program's recruitment and retention of volunteers?
 - If you pay an hourly stipend, include the number of Volunteer Service Years (VSYs) your volunteers will achieve. One VSY is equal to 1,044 hours of service per year.
 - If you pay a stipend or provide alternative incentives to volunteers who are between 200 and 400 percent of the federal poverty level, please include the number of volunteers you have below 200 percent and the number between 200 and 400 percent of the federal poverty level. What did the program consider as it established the percentage of federal poverty rate?
 - If you recruit volunteers ages 50 and older, please include the number of volunteers you have ages 50 to 54 and the number ages 55 and older.

- How have these demonstration elements affected your ability to recruit and retain AmeriCorps Seniors volunteers and to better meet your community needs?
- Please share anything else regarding your program design (such as successes, challenges, information about the community you have learned, etc.).

E.1.e. Work Plan/Performance Measures

Information will automatically populate from your previously awarded application into your continuation application. Grantees should take this opportunity to revise work plans to accurately reflect the number of active volunteers in your program who are working toward a National Performance Measure. They should also align the work plans to current community needs.

E.1.f. Budget Section 1 and 2

NEW: All AmeriCorps Seniors grantees must budget for one staff person, primarily the Project Director, to attend the AmeriCorps Seniors annual convening or, in the event an in-person convening does not occur, funds to attend another training event. This year AmeriCorps Seniors will add \$2,500 in a one-time augmentation to zero-dollar AmeriCorps Seniors Senior Demonstration Program grants to cover expenses for program staff to attend the national convening. The \$2,500 can be included as federal share in the budget. This amount *should not be* included in the amount of AmeriCorps funds in the Executive Summary.

All applicants must include a line item in the long-distance travel section of the budget for training of the Project Director, which may include any training events approved by AmeriCorps Seniors. Applicants may budget for an additional staff member to attend the training events if funds permit. Long-distance travel funds may be re-budgeted later if not fully spent, depending on actual training activities.

E.2. NEW APPLICATIONS

New applications will be accepted only from organizations invited by AmeriCorps Seniors. Applicants should not begin a new application under this Notice without being directly instructed to do so by AmeriCorps Seniors.

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

See Section [D.2.a Application Content](#).

E.2.a. Executive Summary (0 percent, but evaluated on meeting instructions)

Please fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template below.** If applicant does not follow the template below, the application will be returned for correction before an award can be made.

"The [Name of the organization] proposes to have [Number of unduplicated] AmeriCorps Seniors volunteers who will [specific service activities] in [the locations the AmeriCorps Seniors volunteers will serve]. The primary focus area of this project is [list primary focus area]. [(If applicable) Other priorities include [List priority areas to be addressed.] AmeriCorps Seniors volunteers will be responsible for [fill in the anticipated outcome (s)]. The AmeriCorps investment of \$ [fill in the annual AmeriCorps grant amount or the requested amount] will be supplemented by \$ [fill in the anticipated level of non-AmeriCorps resources]."

An example of a compliant executive summary is:

Lincoln County Department of Juvenile Justice proposes to have 18 AmeriCorps Seniors volunteers tutor and mentor youth in the Lincoln County Juvenile Correction Facility. The primary focus area of this project is Education. Other priorities include helping youth with job readiness and connect to and navigate community resources after reentry. AmeriCorps Seniors volunteers will be responsible for 36 youth improving social and emotional skills, earning a high school diploma on-time, and improving job readiness. The AmeriCorps investment of \$162,000 will be supplemented by \$18,000 private-sector funds.

E.2.b. Program Design (30 percent)

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

E.2.b.i. Strengthening Communities - narrative section of eGrants (19 percent)

Make sure your application:

- Explains how the proposed interventions respond to the identified community need(s).
- Describes the community need; includes data on the community need, and any relevant details and sources.
- Provides details on the proposed communities to be served by the project, including race, gender, income, and other demographics relevant to the community to be served.

- Outlines the project and interventions that address the stated community need. Include information about the target population and the roles of the volunteers.
 - Demonstrates how the project activities and goals align with one or more of the priority areas listed in section A.2.
- Provides rationale for engaging AmeriCorps Seniors volunteers to deliver the intervention(s) and how they will make a significant contribution to address the stated need(s).
- Describes how the proposed intervention differs from AmeriCorps Seniors programming in the Foster Grandparent, RSVP, and Senior Companion programs.
- Lists your organization’s definitions of diversity, equity, inclusion, and accessibility and clearly describe how these values will be embedded in program implementation.

E.2.b.ii. Recruitment and Development - narrative section of eGrants (11 percent)

Ensure your proposed project demonstrates the organization’s ability to effectively recruit and manage volunteers by responding to the following:

- Describe the plan to recruit AmeriCorps Seniors volunteers. Highlight strategies to recruit diverse volunteers from the communities the program will serve. Including but not limited to:
 - BIPOC (Black, Indigenous, and Other People of Color) communities
 - Volunteers from LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Questioning) communities
 - Individuals with varying degrees of English language proficiency
 - Individuals with disabilities
 - Veterans and military family members as volunteers
- Describe how the demonstration elements being proposed related to recruitment and retention of volunteers, including, but not limited to, age or income of volunteers and stipends or incentives, and how these differ from other AmeriCorps Seniors programs.
- Detail plans to ensure volunteers receive training needed to comply with regulations and succeed in the service activities described in the Performance Measures.
 - Include trainings related to selected priority areas.

- Describe a plan to retain and recognize volunteers. Include:
 - strategies to foster an inclusive service culture where all identities, backgrounds, talents, and capabilities are welcome.
 - plans to keep volunteers engaged in their service activity over the course of grant funding.

E.2.c. Organizational Capability (30 percent)

E.2.c.i Program Management - narrative section of eGrants (8 percent)

Reviewers will consider the extent to which applications:

- Describe plans to develop volunteer stations to provide meaningful service opportunities that address stated community needs. Include strategies to recruit external partners if applicable.
- Describe your volunteer station management plan, including how you will ensure volunteer stations are:
 - providing guidance and training to volunteer station supervisors and volunteers.
 - meeting program regulations, priorities, and expectations.
 - providing training and assistance to volunteer station staff that fosters the creation of safe, inclusive spaces for volunteers of all identities, backgrounds, talents, and capabilities.
- Describe the stipend, allowance, or other incentive structure that the program will use for volunteers. Include the amount, frequency, and other details to explain how much volunteers will earn and when.
 - If you will pay an hourly stipend, include the number of Volunteer Service Years (VSYs) your volunteers will achieve. One VSY is equal to 1,044 hours of service per year.

E.2.c.ii Organizational Capability - narrative section of eGrants (22 percent)

Reviewers will consider the extent to which applications:

- Provide applicant’s experience developing and implementing internal policies and operating procedures; include governance and risk management, such as accounting, personnel management, and purchasing. Prioritize any history with managing federal grants in your response.

- Describe the organizational infrastructure to ensure sound programmatic and fiscal oversight including:
 - Staffing, training, and data and financial management software.
 - Compliance with internal organizational policies as well as program regulations, priorities, and expectations (statutes, the Code of Federal Regulations, and related policies.)
- Describe the extent to which the organization has sufficient policies, procedures, controls, and staff training in place to:
 - prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement.
 - This can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
 - report, without delay, any suspected criminal activity, waste, fraud, and abuse to both the AmeriCorps Office of Inspector General and AmeriCorps.
 - prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited activities and criminal history checks at the grantee and service site locations.
- Outline a plan to develop and implement a policy to comply with National Service Criminal History Check regulations.
- List titles and position descriptions for all staff assigned to this project and explain how these positions will ensure the accomplishment of program objectives. Include names of any staff who may already be employed by your organization and plans to recruit staff for any open positions.
- Describe the applicant's experience with and plans to support diversity, equity, inclusion, and accessibility within their organization.
 - Include DEIA efforts and policies related to project staff, the board of directors, and addressing community needs.

E.2.d. Other (11 percent)

Please use headings or titles to help organize the information.

E.2.d.i. Cost-Effectiveness and Budget Adequacy -enter your response in Other section of eGrants (4 percent)

- Provide a justification for your cost per volunteer. Include the number of volunteers, amount of federal funding requested, and why this cost per volunteer is necessary to support the volunteers and achieve program goals.
- Detail plans to secure non-federal support to ensure program sustainability. Include dedicated staff, grant proposal processes, development of in-kind support, fundraising efforts, and other relevant plans.

E.2.d.ii. Evaluation - enter your response in Other section of eGrants (7 percent)

Evaluation is a tool for improvement and increases your program's ability to serve people more efficiently and effectively. To ensure there is a quality evaluation plan:

- Describe the applicant's data collection system and how it is sufficient to collect high quality performance measurement data. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system during the proposed planning period.
- Explain how the applicant will use data to track and measure the outputs and outcomes and to make data-informed decisions about the project.

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

E.2.e. Work Plan/Performance Measures (18 percent)

Each work plan should include:

- Description of the community need being addressed by the individual work plan.
- Description of the service activities that address the community need.
- Description of the intended outcome of the service activity.
- Number of unduplicated volunteers assigned to the work plan.

Note: Unduplicated Volunteers in the AmeriCorps Seniors programs: Each AmeriCorps Seniors volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact - in terms of the goals, the type of service, or the scope of service (such as the greatest number of hours served).

Each work plan must logically connect the following four major elements to each other and be aligned with National Performance Measures:

- The community need(s) identified
- The service activities that will be carried out by AmeriCorps Seniors volunteers, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., high school students at risk of dropping out, third graders at a certain reading proficiency level)
- The instrument description and data collection plans
- The selected output and outcome, including targets that are appropriate for the total number of volunteers assigned to the work plan

Work plans may include some combination of National Performance Measures and other community priorities. See Section A.3 for information about volunteer requirements for work plans. See [Appendix B: RSVP National Performance Measure Instructions](#) and the [Grant Application Instructions](#) for assistance in completing the Work Plan section of eGrants. For more information about AmeriCorps' National Performance Measures, please review [AmeriCorps National Performance Measurement Core Curriculum](#).

E.2.f. Budget Section 1 and Section 2 (11 percent)

Budgets will be evaluated based on the following items:

- The budget demonstrates that costs are reasonable, allocable, allowable, and necessary and conform to the Uniform Guidance.
 - the budget is complete with all costs itemized.
 - the extent to which match has been secured or the quality of the plan to raise match.
 - the extent to which match will deepen the impact of the proposed project.
 - the quality of the financial management system.
 - budget includes costs associated with National Service Criminal History Checks, volunteer insurance, and volunteer recognition.

- The non-AmeriCorps share must be a minimum of 10% of total project costs. If needed, you may request a match waiver.
- All AmeriCorps Seniors grantees must budget for one staff person, primarily the Project Director, to attend the AmeriCorps Seniors annual convening.
 - Grantees may budget for an additional staff member to attend the event if funds permit.
 - The recommended amount for budgeting purposes is \$2,000. Long distance travel funds may be re-budgeted later in the year depending on actual training activities.

See [Grant Application Instructions](#) for guidance on completing the Budget Section 1 and Section 2 of eGrants. See Fiscal Year 2024 AmeriCorps Seniors FGP/SCP sample budget narrative.

E. 3. Review and Selection Process

AmeriCorps will engage staff reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by AmeriCorps reviewers may be different from what the applicant self-determined upon submission of its application. The stages of the review and selection process follow:

E.3.a Initial Application Compliance and Eligibility Review

AmeriCorps will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

E.3.b. Application Review

Internal Review

AmeriCorps Staff Reviewers will assess the applications based on the Program Design, Organizational Capability, and Cost-Effectiveness, and Budget Adequacy Selection Criteria (E.1). Staff Reviewers will also consider the priorities and strategic considerations detailed in this Notice. AmeriCorps will recruit and select Staff Reviewers on the basis of demonstrated expertise in AmeriCorps Seniors programming and/or the Focus Areas, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

E.3.c. Applicant Clarification

AmeriCorps may ask an applicant for clarifying information. AmeriCorps staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

E.3.d. Pre-Award Risk Assessment

AmeriCorps staff will assess the risks to the program posed by each applicant to determine an applicant's ability to manage Federal funds. This evaluation is in addition to those about the applicant's eligibility and the quality of its application on the basis of the Selection Criteria (E.1). Results from this assessment will inform funding decisions. If AmeriCorps determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Applicants may not be selected for funding if AmeriCorps determines that the applicant's risks cannot be mitigated.

In assessing risks, AmeriCorps may consider the following criteria:

1. Due Diligence, including:
 - Federal debt delinquency
 - suspension and debarment
 - information available through Office of Management and Budget (OMB)-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - U.S. Treasury Bureau of Fiscal Services
 - System for Award Management (SAM)

- "Do Not Pay"
 - reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
 - IRS Tax Form 990
 - Oversight.gov
 - Public Litigation Records
2. Operational and Financial Management, including:
- financial stability
 - [Operational and Financial Management Survey \(OFMS\)](#)
3. Past Performance, including:
- an applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - timeliness of compliance with applicable reporting requirements
 - accuracy of data reported
 - validity of performance measure data reported
 - conformance to the terms and conditions of previous Federal awards
 - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
 - timely closeout of other awards
 - meeting matching requirements
 - the extent to which any previously awarded amounts will be expended prior to future awards
 - National Service Criminal History Check (NSCHC) compliance. See section F.2.d. National Criminal History Check Requirements and the [NSCHC webpage](#) for more information
4. Other Programmatic Risks, including:

- publicly available information, including from the applicant organization's website
- amount of funding requested by the organization
- Other elements considered relevant per Program Office, such as prohibited activities

Applicants will find information to help them understand pre-award due diligence checks in the [AmeriCorps Due Diligence Review Process and Compliance](#) training available on the [Manage Your Grant](#) website. This content will help applicants obtain due diligence compliance and remain compliant throughout the grant life.

E.3.e. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds the \$250,000, AmeriCorps is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (See [41 U.S.C. 2313](#)). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

AmeriCorps may consider comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this Notice.

E.3.f. Selection for Funding

The review and selection process are designed to:

- identify how well eligible applications are aligned with the application selection criteria (E.1)
- build a diversified portfolio based on the following strategic considerations:
 - AmeriCorps Funding Priorities (See Section *A.2. Funding Priorities*)
 - meaningful representation of
 - geographic diversity

- rural communities
 - small and medium programs
 - single and multi-state programs
 - faith-based organizations
 - focus areas
 - evidence levels
 - innovative community strategies for identified funding priorities
- AmeriCorps Seniors Director’s discretion to advance strategic goals

In selecting applicants to receive awards under this Notice, the AmeriCorps Seniors Director will endeavor to include a diverse portfolio of applications based on staff recommendations, alignment with selection criteria, and strategic considerations.

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

AmeriCorps reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria (E.1 or E.2) that will be used to assess applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by mid-May 2024 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin activities. The Notice of Grant Award signed by the Office of Grant Administration Grant Award Specialist is the authorizing document. An awardee may not expend Federal funds until the start of the Period of Performance identified on the Notice of Grant Award.

F.2. Administrative and National Policy Requirements

F.2.a. Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200](#) and [2205](#).

F.2.b. Requests for Monitoring or Payment Integrity Information

AmeriCorps will request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement-only status, or other remedies may be applied as appropriate.

F.2.c. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY24 AmeriCorps General Terms and Conditions, and the FY24 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs are available on the [Senior Demonstration Program Grantees](#) web page.

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

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant.

- Award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers who receive a stipend or alternative incentive, and all staff funded under, or whose salary is reflected as match on, the award. Limited exceptions are described in 45 CFR § 2540.201.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. See [NSCHC regulations and guidance](#).
- AmeriCorps also strongly encourages award recipients to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.

- The cost of conducting NSCHC is an allowable expense under the award and individuals subject to the NSCHC must not be required to cover the cost.
- Failure to fully comply with all NSCHC requirements will result in significant disallowed costs.

Recipients must complete the following criminal history checks:

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

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

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

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder, as defined in 18 U.S.C. 1111.

See [45 CFR 2540.200- 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

F.2.e. Official Guidance

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

F.3. Use of Material

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

F.4. Reporting

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

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

In addition, at the end of the award period, a grantee must submit final financial and progress reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 120 days after the end of the period of performance.

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

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices in place that provide assurance that they are reporting high-quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- data measures what it intends to measure
- data reported is complete
- grantee collects data in a consistent manner
- grantee takes steps to correct data errors
- grantee actively reviews data for accuracy prior to submission.

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

G. FEDERAL AWARDING AGENCY CONTACTS

This information pertains to all AmeriCorps Seniors Senior Demonstration Program new, renewal, and continuation applications.

For more information, call or email the assigned Regional Office. New applicants email AmeriCorpsSeniors@AmeriCorps.gov

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>. Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

H. OTHER INFORMATION

H.1. Technical Assistance

This information pertains to all AmeriCorps Seniors Senior Demonstration Program continuation applications.

AmeriCorps Seniors will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps Seniors strongly encourages all applicants to participate in these sessions.

I. IMPORTANT NOTICES

This information pertains to all AmeriCorps Seniors Senior Demonstration Program new, renewal, and continuation applications.

Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps Seniors informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are currently valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#).) The collection is approved under OMB Control Number 3045-0035, Senior Corps Grant Application, expiration date: 11/30/2024.

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended.

- Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality of information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance.
- Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.

APPENDIX I

AmeriCorps Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress's intent and to maximize the impact of investment in national service, and to achieve the goals laid out in the [Strategic Plan \(2022-2026\)](#), AmeriCorps has the following Focus Areas:

Disaster Services

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

Economic Opportunity

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

Education

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

Environmental Stewardship

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

Healthy Futures

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

Veterans and Military Families

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

Capacity Building

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

Appendix 2

[Appendix 2- List of continuations to apply.](#)