



State of Oregon

2025-2026 AmeriCorps Formula Funding Grant Opportunity

Request for Applications ("RFA") HECC #24-100

Cost Reimbursement Grant # (eGrants): 25AC271587

Fixed Cost Grant # (eGrants): 25ES271403

A Notification of Intent to Apply ("NOI") is required for all applicants.

NOI Due Date:

February 18th, 2025, 11:59PM Pacific Time

Final Application Due Date:

April 18th, 2025, 11:59PM Pacific Time

Important Notice to Applicants: This Request for Applications ("RFA") uses an abridged version of the AmeriCorps Notice of Funding Opportunity ("NOFO") tailored to Oregon's local statewide competition. The complete Federal AmeriCorps NOFO found here:

https://www.americorps.gov/sites/default/files/document/2025 ASNCompetitiveNOFO August19.508_0.pdf

For questions, clarifications, or if an alternative format is needed, please contact OregonServes at oregon.serves@hecc.oregon.gov.

1. INTRODUCTION

The State of Oregon, acting by and through its Higher Education Coordinating Commission, (“HECC”) is issuing this RFA for the OregonServes State Service Commission’s (“OSC”) 2025-26 AmeriCorps Formula Funding Grant Opportunity.

OSC is housed within HECC and administered through the Office of Workforce Investments (“OWI”). As the AmeriCorps State Service Commission in Oregon, OSC administers state AmeriCorps Program Grants. This 2025-26 AmeriCorps Formula Funding Grant Opportunity is funded through OSC’s AmeriCorps State Formula Funding Allocation and provides grant funding for two types of AmeriCorps program models: (i) Formula Cost-Reimbursement Grants and (ii) Formula Fixed Amount Grants.

HECC is issuing this RFA pursuant to its authority under ORS 350.075 and ORS 660.515.

2. DEFINITIONS

For the purposes of this RFA, capitalized words have the following meanings. Capitalized terms not specifically defined in this document are defined in OAR 125-246-0110.

- **“Applicant”** means an entity that submits an Application in response to this RFA.
- **“Application”** means a written response to this Request for Applications.
- **“AmeriCorps Member(s)” or “Member(s)”** means individuals enrolled with an AmeriCorps program, for a full- or part-time term of service. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more.
- **“Cost per MSY”** means cost per member service year, which is a calculation used by AmeriCorps to determine the maximum amount of federal dollars that can be requested as part of an Application. The calculation is the total share of federal awarded funds divided by the total member service years.
- **“Cost-Reimbursement Grants”** are grants that fund a portion of program operating costs and AmeriCorps member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members.
- **“Evidence-Based Program(s)”** means a program that has been rigorously evaluated and demonstrated positive results for at least one key desired program outcome. Rigorous evaluation means conducting at least one randomized controlled trial or quasi-experimental design evaluation of the same intervention described in the grant application.
- **“Evidence-Informed Program(s)”** means a program that uses the best available knowledge, research, and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the intervention described in the application. Applications may be Evidence-Informed if they have incorporated research from other Evidence-Based Programs into their program design and/or have collected performance measure data on the intervention described in their application.
- **“Fixed Amount Grants”** are grants that provides a fixed amount of funding per Member Service Year that is lower than the amount required to operate the program. Applicants use their own or other resources to cover the remaining costs. Fixed Amount Grants do not have

a match requirement. Applicants are not required to submit budgets or financial reports and are not required to track and maintain documentation of match.

- **“Grant Recipient(s)”** means an Applicant that is selected to receive an award under this RFA and executes a Grant Agreement with OSC.
- **“Member Service Year”** or **“MSY”** is the basis AmeriCorps uses to determine the amount of funding a Grant Recipient will receive. One Member Service Year is equivalent to a full-time AmeriCorps position (at least 1,700 service hours). Applicants are not required to apply for a minimum number of MSYs.
- **“Performance Measure”** means a regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.
- **“Preliminary Evidence”** means the Applicant has submitted up to two outcome evaluation reports (non-experimental) that evaluated the same intervention described in the Application and yielded positive results on one or more key desired outcomes of interest as depicted in the Applicant’s logic model. The outcome evaluations may either have been conducted internally by the Applicant organization or by an entity external to the Applicant. The study design must include pre- and post-assessments without a statistically matched comparison group or a post-assessment comparison between intervention and comparison groups. In some cases, a retrospective pre-post assessment generated after the intervention from two viewpoints – BEFORE and AFTER the intervention(s), may be considered, but its use must be justified in the text of the evaluation report.
- **“Pre-Preliminary Evidence”** means the Applicant has not submitted an outcome or impact evaluation of the same intervention described in the Application, although the Applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence-Base Program section of the Application how their program design is an Evidence-Informed Program (see definition above). Applicants may also cite prior performance measure data, if applicable.

3. OVERVIEW

AMERICORPS

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic participation through service and volunteering. AmeriCorps is a network of local, state, and national service programs that connects Americans each year in intensive service to meet community needs in education, the environment, public safety, health, and homeland security. AmeriCorps Members serve with non-profits, public agencies, and community organizations.

OREGONSERVES COMMISSION

OSC’s mission is to “advance volunteerism, service, and civic engagement to enrich lives and strengthen Oregon communities.” The Commission’s vision is “Engaged individuals, empowered communities, and an equitable Oregon.”

4. SCHEDULE (APPLICATION & AWARD TIMELINE)

The table below represents a schedule of events for this RFA. All times are listed in Pacific Time. All dates listed are subject to change at OSC's sole discretion.

Timeline Activity

February 10, 2025 10-10:45AM, PST 2-3PM, PST	Informational Webinars for Applicants: https://forms.office.com/g/7vt8is1qRC Continuing or Recompete Applicants New Applicants
February 18, 2025 11:59PM, PST	Notice of Intent to Apply due.
April 18, 2025 11:59PM, PST	All Formula Applications Due in eGrants and Supplemental Documents emailed to OSC <i>Clarification Period: 4/21 – 5/02</i>
TBD by AmeriCorps 2PM, PST	OSC submits AmeriCorps State Formula Portfolio to AmeriCorps
Mid to late July 2025	Estimated Notification Period of Formula Award by AmeriCorps

5. FUNDING OVERVIEW

The intent of this RFA is to provide grants to eligible organizations seeking to operate an AmeriCorps program. The funding for this RFA is provided through the annual AmeriCorps State Formula Funding allocation to OSC, as the state service commission.

Funding is not guaranteed and is subject to the availability of funds. OSC reserves the right to prioritize funding recommendations for continuation Applicants. The actual level of funding available through the AmeriCorps State Formula Funding allocation will be subject to the availability of annual appropriations. Award amounts will vary, as determined by the scope of the projects.

Eligibility: Applicant Organizations

The following Non-Federal entities (as defined in 2 C.F.R. § 200.1) are eligible to receive an award:

- Institutions of higher education
- Local governments
- Nonprofit organizations
- Non-Federally Recognized Indian Tribes

Eligibility: Application Types

A. New AmeriCorps State Formula Grant Applications

New Applicants may apply for a new three-year award under this RFA (Cost Reimbursement only, new programs are not eligible for Fixed Amount Grants).

B. Continuation AmeriCorps State Formula Grant Applications

Organizations that have current AmeriCorps awards that do not end in the 2025-26 program year must submit a continuation Application to be eligible to receive funding for the following year.

C. Recompeting AmeriCorps State Formula Grant Applications

Current OSC-funded programs with a three-year funding cycle that ends in the 2025-26 program year are considered to be in “recompete” status. These Applicants may apply for a new three-year award under this RFA.

Project and Award Period

The AmeriCorps program year in Oregon runs from August – July. AmeriCorps Members are limited to serving a 12-month or shorter term within the program year. The grant award covers a three-year project period unless otherwise specified. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

Who Cannot Apply Under This RFA:

- Organizations that propose to operate an AmeriCorps program serving more than one state or territory.
- Federally recognized Indian Tribes (must apply directly to AmeriCorps).
- Organizations that have been convicted of a federal crime.
- Applications that propose to engage in activities that are prohibited under AmeriCorps’ statutes, regulations, or the terms and conditions.
- Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4).

6. PROGRAM REQUIREMENTS

Each Applicant must propose a project that will deploy AmeriCorps members effectively to solve a community problem. Applicants should submit high quality Applications that carefully follow the guidance in this RFA and in the [AmeriCorps Application Instructions](#).

Applications should demonstrate that they meet the following threshold requirements for the grant for which they are applying:

- If 300-hour minimum-time and 450-hour quarter-time positions are included in the program design, preference is given to those completed over the summer or a short time period rather than over a school or calendar year.
- If the proposed service activities require specialized AmeriCorps member qualifications and/or training (for example, tutoring programs: [45 C.F.R. §2522.910-.940](#)), the Applicant must describe how the program will meet these requirements.
- Programs must have a well-defined partnership with at least three independent entities, including at least one public and one private (nonprofit or for-profit). OSC prefers partners to have an ongoing

role in planning, operating, and sustaining the program (e.g., match contribution, training, assessment, quarterly meetings, etc.) to ensure the success of the program.

- All Applicants must propose program designs that are either evidence-based or evidence-informed. As specified in the NOFO, Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.
- Applicant's program design must have a minimum of 5 AmeriCorps members. Continuing or recompetitve Applicants are expected to have a minimum of 10 AmeriCorps members.

Performance Measures

All Applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an Applicant-determined measure. See the [Performance Measure Instructions](#) for details about performance measure requirements and selection rules.

Required Training Events

Professional development is an integral part of the AmeriCorps experience. In support of grantee program staff and AmeriCorps members, OSC provides multiple training and technical assistance events throughout each program year. Applicants should include travel costs and/or registration fees for the trainings below in their application budget.

- **Annual Grantee Orientation** An annual in-person event held near the start of the program year. This event brings grantee staff together to share best practices, network, and receive essential training on grant and program management. This event is mandatory for primary program and fiscal staff from each grantee program. Additional representatives from the grantee organization are invited to attend, space permitting.
- **Annual Oregon AmeriCorps Kick-Off Event** An annual event, held near the beginning of the service year, to celebrate incoming AmeriCorps members and prepare them for their term of service. OSC may host this event as a virtual series, in-person event, or hybrid format depending on statewide conditions and other factors. Programs should budget for this event to be held in-person.
- **America's Service Commission ("ASC") Annual Training Conference** An annual conference hosted by the national association for state commissions, America's Service Commission. Location and dates vary annually. Programs are required to register and send a minimum of one staff member.
- **Life After AmeriCorps Event** An annual event and training for grantee program staff and members focused on post-service topics, such as: leveraging the AmeriCorps experience, using the Segal Education Award, next steps to continuing education or employment opportunities. OSC may host this event as a virtual series, in-person event, or hybrid format depending on statewide conditions and other factors. Programs should budget for a portion of this event to be in-person.

In addition to the above, OSC provides access to additional trainings through the national association, America's Service Commissions. These trainings are optional and cover a variety of pertinent topics. The cost of attending optional training is not an allowable expense under this RFA.

Orientation and End-Of-Service Term Events

Programs must conduct both a swearing-in and year-end-service ceremony for all cohorts/classes of members.

National Service Criminal History Checks

Grant Recipients will be required to complete National Service Criminal History Checks ("NSCHC") on all individuals in covered positions. See [AmeriCorps Criminal History Checks webpage](#) for more information.

Applicants' budgets should include costs of all background checks required to meet required federal and state requirements. If the Applicant does not include the cost of background checks in its budget, the Application must contain an explanation for this omission.

Member Living Allowance

A living allowance is not considered a salary or a wage. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount Grant Applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Fixed Amount grant Applicants should indicate that amount in the Application.

Minimum and Maximum Living Allowance

Except as noted below, AmeriCorps programs must establish a Living Allowance for members that falls within these minimum and maximum amounts:

SERVICE TERM	MINIMUM # OF HOURS	MINIMUM LIVING ALLOWANCE	MAXIMUM TOTAL LIVING ALLOWANCE
Full-time	1,700	\$20,400	\$40,800
Three Quarter time	1,200	\$14,280	\$28,560
Half-time	900	\$10,200	\$20,400
Reduced Half time	675	\$7,752	\$15,504
Quarter-time	450	\$5,304	\$10,608

Minimum time	300	\$4,284	\$8,568
Abbreviated time	100	\$1,244	\$2,448

Exception to Minimum and Maximum of Living Allowance Requirements

Programs existing prior to September 21, 1993, are not required to offer a Living Allowance. If an Applicant existing prior to September 21, 1993, nevertheless, chooses to offer a Living Allowance to its Members, the Applicant must comply with the Minimum Total Living Allowance stated above, but is not bound by the Maximum Total Living Allowance stated above.

Maximum Cost Per Member Service Year Explanation

The maximum Cost Per MSY is \$25,200 for all Application types. The AmeriCorps “Cost Per MSY” is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a Member may earn. The maximum cost per MSY is determined on an annual basis.

MATCH AND COST REQUIREMENTS

Fixed Amount Grants: There is no match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program; therefore, organizations should raise the additional revenue required to operate the program.

Cost Reimbursement Grants: Applicants are required to match funds based on the chart below. 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 match requirement at the time of Application submission.

AmeriCorps Funding Year	1, 2, 3	4,5,6	7,8, 9	10+
Grantee Share Requirements	24%	26%	28%	30%

For more information on **Alternative Match, Match Waivers, and Indirect Costs**, please see the AmeriCorps State and National [Notice of Funding Opportunity](#).

7. FOCUS AREAS AND FUNDING PRIORITIES

For the AmeriCorps funding priorities please see the AmeriCorps State and National [2025 Notice of Funding Opportunity](#).

OSC also seeks to prioritize funding for programs that will address the top priorities of the Oregon Governor's Office. For more details on interventions to support these priorities, visit: <https://www.oregon.gov/gov/Pages/priorities.aspx>

8. APPLICATION PROCESS

1. Informational Webinar

- I. All Applicants must attend the informational webinar hosted by OSC. Click the link below to register.

- a. Continuation Applicant **Informational Webinar Registration Link:**
<https://events.gcc.teams.microsoft.com/event/1d6d06d4-dbe9-4799-b6e2-8ca9690ceff3@aa3f6932-fa7c-47b4-a0ce-a598cad161cf>
- b. New Applicant Informational Webinar Registration Link:
<https://events.gcc.teams.microsoft.com/event/1e6d4082-5b97-41bd-b47a-0e708bc019cd@aa3f6932-fa7c-47b4-a0ce-a598cad161cf>

2. Notice of Intent to Apply

- I. All Applicants must submit a Notice of Intent to Apply to OSC **by February 18, 2025 by 11:59pm Pacific Time.**
 - a. **Continuation/Recompete Programs:** Notice of Intent to Apply must be completed using this link: <https://forms.office.com/g/vAs5Kz6xpV>
 - b. **New Programs:** Notice of Intent to Apply and a Grant Readiness Assessment must be completed using this link: <https://forms.office.com/g/c90JUTsx5D>

3. Application Package Submission

- a. Online application via eGrants: <https://egrants.cns.gov/espan/main/login.jsp>
- b. Submission of required supplemental documents sent via email to OregonServes at oregon.serves@hecc.oregon.gov.

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

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the Application. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>.

UEI and 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. Use the [SAM Quick Guide for Grantees for more information](#).

SAM registration must be renewed annually. OSC and 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 OSC and AmeriCorps. **The Applicant's legal name and physical address in eGrants must match exactly the Applicant's SAM-registered information.**

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 (EIN). The UEI and EIN 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.

AmeriCorps Application

Applications are completed in eGrants. Applications consist of the following components:

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget Funding/Demographics
- IX. Review
- X. Authorize, and Submit

For full instructions, please see the [AmeriCorps Application Instructions](#). The instructions will outline each section in detail, provide examples, and have information on page limits.

Required Documents

AmeriCorps and OSC required supplemental documents should be sent to OSC, via email at oregon.serves@hecc.oregon.gov. These documents may include:

- Federal debt delinquency information
- Organizational Chart (Program Structure) – include details of titles, programs, FTE, supervision level, service sites and member placements (# of members)
- Audit or audited financial statement
 - *New & Continuing Applicants – Most recent audit/audited statements will be accepted but programs must be able to provide an audit dated within the previous two years at recompetes. If no audit has ever been completed at time of application, most recent year unaudited financial statements will be accepted but statement above still applies for recompetes year.*
- Operational and Financial Management Survey
- Member Enrollment Plan Workbook
- Labor Organization Certification Form
- Application Certification Sheet

Please see the Application Checklist below for details specific document submission required for New, Recompete, and Continuation Applicants. All additional required documents will include the Applicant organization name and Application ID number and are due by the Application deadline to

oregon.serves@hecc.oregon.gov. Email subject lines should include the Applicant organization name and Application ID number. The body of the message should only include a listing of attached document(s).

Note: Your application ID number can be found in eGrants. In the left sidebar of your Application page, the Grant Application ID is listed under Grant Application Info.

9. SELECTION CRITERIA

OSC will assess the quality of applications by using the selection criteria described in the 2025/2026 Federal AmeriCorps [Notice of Funding Opportunity](#) and this RFA. Reviewers will also assess programs using supplemental materials provided, available financial information, past program performance, and compliance as assessed through program check-ins, progress reports, and risk assessments (as outlined below).

For complete details regarding requirements for each category/subcategory used for assessment, see Section E: [Application Review Information](#) of the 2025-2026 Federal AmeriCorps Notice of Funding Opportunity.

10. APPLICATION REVIEW

A. Initial Compliance & Eligibility Review

Reviewers will review all Applications submitted to OSC to determine compliance with eligibility, deadline, and completeness requirements. To be considered compliant, an Applicant must timely submit the following competed materials:

- A Notice of Intent to Apply to OSC by the deadline and be an eligible organization.
- An application and all required additional documents.
- An application that is responsive, in that it contains all required elements and additional documents and follows the instructions provided in this RFA and the AmeriCorps 2025 NOFO and Supplemental Materials.

B. Grant Review Committee

The Grant Review Committee will include reviewers with relevant knowledge and expertise to assess and provide input on the eligible Applications. The review process is intended to produce a diverse set of high-quality programs that represent the priorities and strategic considerations described in this RFA. The Grant Review Committee will determine a consensus rank order for the applications using the selection criteria outlined in Section 9 above. The rank order will be used in conjunction with the other review criteria as outlined below in the funding selection process. OSC retains ultimate authority over which Applications to submit to AmeriCorps for final funding decisions.

OSC staff will provide feedback to Applicants on their submitted applications and supplemental documents after the review process concludes. A copy of the scoring sheet used by the Grant Review Committee is available by request.

OSC and AmeriCorps reserves the right to prioritize funding existing awards over making new awards. OSC and 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.

C. Risk Assessment Evaluation

OSC staff will evaluate the risks posed by each Applicant, including conducting due diligence to ensure an Applicant's ability to manage federal funds. Results from this evaluation will inform OSC's decisions on submitting Applications to AmeriCorps for further review. If AmeriCorps determines an award will be made to an Applicant with assessed risks, special conditions corresponding to the degree of assessed risk may be applied to the award. Additionally, if OSC or AmeriCorps concludes the reasons for Applicants having poor risk assessment are not likely to be mitigated, those Applications may not be selected for funding.

In evaluating risks, OSC and AmeriCorps may consider the following criteria for all Applicants:

1. Due Diligence

- Federal debt delinquency
- Suspension and debarment
- Information available through any 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 Grants Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- Oversight.gov
- Public Litigation Records

2. Operational and Financial Management:

- Financial stability

3. Past Performance:

- Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - Timely compliance with applicable reporting requirements and closeout
 - Accuracy of data and validity of performance measure data reported

- Conformity to the terms and conditions of previous Federal awards
- Ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
- Meeting matching fund requirements
- Extent to which any previously awarded amounts will be expended prior to future awards
- Meeting National Service Criminal History Check (NSCHC) compliance.

4. Other Programmatic Risks, Financial, Organizational, Compliance, and Fraud:

- Publicly available information, including from the applicant organization's website
- Amount of funding requested by the organization
- Other elements, such as keyword searches for prohibited activities

D. Application Clarification

OSC and AmeriCorps may ask an applicant 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 the consideration and award process.

Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$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 and 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.

OSC and AmeriCorps will consider any 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 RFA.

11. General RFA Terms

- Submission of an Application does not constitute an Agreement between HECC and Applicant, nor does it secure or imply that Applicant will be selected.
- Issuance of grant funds is contingent upon successful negotiation and execution of a grant agreement with HECC on behalf of OSC.

- All costs associated with Applicant's submission of an Application are the sole responsibility of the Applicant and shall not be borne by OSC or the State of Oregon.
- Grant Recipients may be required to maintain appropriate levels of insurance, including, but not limited to: Workers Compensation, General Liability, and Automobile Liability insurance.
- By submitting an Application, Applicant accepts all the terms and conditions of this RFA, and any terms and conditions imposed by AmeriCorps and OSC including, but not limited to, execution of applicable funding agreements (and ancillary documents, if any, required by OSC) satisfactory to OSC. No funds will be released prior to all program conditions being met and funding agreements executed.
- OSC reserves the right to adjust or make changes to the review process in unforeseen challenges or exigent circumstances make it impossible, impractical, or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess Applications submitted to OSC in response to this RFA.
- OSC reserves all rights including, but not limited to the right, at its sole discretion:

(1) to amend the RFA prior to the closing date.

(2) to amend the deadline for submitting Applications.

(3) to determine whether an Application does or does not substantially comply with the requirements of this RFA.

(4) to waive any minor irregularity, informality, or nonconformance with this RFA as determined by OSC in its sole discretion.

(5) to obtain from and/or provide to other public agencies, upon request, references, regarding the Applicant's performance.

(6) at any time prior to applicable funding agreement and ancillary documents (collectively, the "Agreement") execution:

(a) to reject any Application that fails to substantially comply with all prescribed RFA procedures and requirements

(b) to reject all Applications received and cancel this RFA upon a finding by OSC that there is good cause and that such cancellation would be in the best interests of the State; and

(c) to reject any Application of an Applicant who refuses to execute the Agreement as determined to be satisfactory to OSC and HECC in its sole discretion.

(7) to make funding awards outside of this RFA process as it deems necessary.

(8) seek clarification on or further information about any or all Applications.

- This RFA and one copy of each original response received, together with copies of all documents pertaining to the award of an Agreement, shall be kept by OSC and made a part of a file or records, which shall be open to public inspection.
- The successful Applicant will be required to assume responsibility for all services outlined and finalized in the Agreement, whether the contractor, a representative or subcontractor produces

them. OSC and HECC considers the awardee responsible for any and all contractual matters, including performance of work and the stated deliverables.

- **PUBLIC RECORDS:** All information and records submitted in response to this RFA are subject to the Public Records Law, ORS 192.311 to 192.478. If Applicant believes that any information or records it submits to HECC may be a trade secret under ORS 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, Applicant must identify such information with particularity and include the following statement: "This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192.311 through 192.478, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478." If Applicant fails to identify with particularity the portions of such information that Applicant believes are exempt from disclosure, Applicant is deemed to waive any future claim of non-disclosure of that information.

12. RFA QUESTIONS AND RESPONSIBILITY

All inquiries relating to the RFA process, administration, deadline, or award, or to the substantive technical portions of the RFA, must be submitted via email to oregon.serves@hecc.oregon.gov.

When appropriate, revisions, substitutions, or clarifications shall be issued as addenda to this RFA. Changes/modifications to the RFA requirements shall ONLY be recognized if in the form of written addenda issued by OSC. OSC shall post any addenda on the OSC website at www.oregon.gov/highered/oregonvolunteers.

Neither OSC nor HECC will be held responsible for any error or omissions from downloading the RFA. The official RFA document is the one held at OSC. Those Applications that are substantially incomplete or fail to meet the substantive requirements of the RFA will be deemed by OSC and/or AmeriCorps to be "nonresponsive" and will be rejected. Applications considered complete, or "responsive," will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFA. If the Application is unclear or has an omission, OSC may in its discretion waive an omission or the Applicant may be asked to provide the missing information or provide written clarification to assist in determining the issue of the Application's responsiveness or to render the Application "responsive" and eligible for further review.

13. Governing Law and Regulations

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, to or from any claim or from the jurisdiction of any court.

FALSE CLAIMS ACT

Applicant understands that any statement or representation it makes, in response to this RFA, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" (as defined by the [Oregon False Claims Act, ORS 180.750\(1\)](#)), made under Contract being a "false claim" ([ORS 180.750\(2\)](#)) subject to the [Oregon False](#)

[Claims Act, ORS 180.750 to 180.785](#), and to any liabilities or penalties associated with the making of a false claim under that Act.

14. GRANT RECIPIENT REQUIREMENTS

A. Taxpayer Identification Number

Grant Recipients must provide their Taxpayer Identification Number on a completed W-9 form (which can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). Grant Recipients must provide their backup withholding status on the W-9 form if either of the following applies:

- When requested by HECC (normally in an intent to award notice), or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

HECC will not make any payment until HECC has a properly completed W-9.

B. Business Registry

Grant Recipients shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. Grant Recipients must submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site: <http://www.filinginoregon.com/index.htm>.

C. Tax Laws

Grant Recipients must not be in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, [ORS 305.620](#) and [ORS chapters 316, 317 and 318](#).

Grant Recipients must comply with the Pay Equity law, [ORS 652.220](#), if applicable, during the term of any grant agreement it enters into as a result of this RFA.

Grant Recipients must certify that they:

- do not, and will not during the term of any grant agreement it enters into as a result of this RFA, discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin.
- do not, and will not during the term of any grant agreement it enters into as a result of this RFA, discriminate against any business certified under [ORS 200.055](#) as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business, when awarding subcontracts.
- have a written policy and practice, that meets the requirements described in [ORS 279A.112](#), of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. HECC may not enter into a contract with an anticipated contract price of \$150,000 or more with an Applicant that does not certify it has such a policy and

practice. See <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx> for additional information and sample policy template.

APPLICATION PACKAGE CHECKLIST

This document is for applicant use only; it does not need to be submitted to OregonServes.

Item	Recommended or Required	Required for what type of applicant	How to send/access	Deadline
OSC informational session	Required	All Applicants	Registration Link: https://events.gcc.teams.microsoft.com/event/1e6d4082-5b97-41bd-b47a-0e708bc019cd@aa3f6932-fa7c-47b4-a0ce-a598cad161cf https://events.gcc.teams.microsoft.com/event/1d6d06d4-dbe9-4799-b6e2-8ca9690ceff3@aa3f6932-fa7c-47b4-a0ce-a598cad161cf	New: February 10th, 2025 @ 2PM Continuation: February 10th, 2025 @ 10AM
Notice of Intent to Apply to OSC	Required	New Applicants Continuing & Recompete Applicants	Via Microsoft form at Link: https://forms.office.com/g/c90JUTsx5D Link: https://forms.office.com/g/vAs5Kz6xpV	February 18 th , 2025 11:59PM
eGrants Account Set-up	Required	All Applicants	Via eGrants https://egrants.cns.gov/espan/main/login.jsp	As early as possible in the process
Register or Renew UEI @ SAM.gov	Required	All Applicants	Via SAM.Gov	As early as possible in the process
Submit grant application	Required	All Applicants	Via eGrants	April 18 th , 2025 11:59PM
Operational and Financial Management Survey	Required	New Applicants	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM
Submit organizational chart	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM

Most recent Audit, audited financial statement, OR unaudited financial statement	Required	New & Continuing Applicants	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM
Audit or Audited Financial Statements completed within previous 2 years		Recompete Applicants		
Application Certification Form (Attachment A)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM
Labor Organization Certification Form (Attachment B)	Required	See criteria on form	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM
Member Enrollment Plan Workbook	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM
Federal Debt Delinquency Information	Required, if applicable	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM
Evaluation Briefs, Reports, or Studies	Optional	Continuing & Recompete Applicants	Via email to oregon.serves@hecc.oregon.gov	April 18 th , 2025 11:59PM



ATTACHMENT A: Application Certification Sheet

Legal Name of Applicant: _____

Address: _____ City, State, Zip: _____

State of Incorporation: _____ Entity Type: _____

Contact Name: _____ Telephone: _____ Email: _____

Any individual signing below hereby certifies they are an authorized representative of Applicant and that:

- 12.** I have knowledge regarding Applicant's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Application is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.

Applicant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subgrants, Applicant does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business. If applicable, Applicant has, or will have prior to grant agreement execution, a written policy and practice, that meets the requirements described in ORS 279A.112, of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. HECC may not enter into an agreement with an anticipated grant price of \$150,000 or more with an Applicant that does not certify it has such a policy and practice. See <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx> for additional information and sample policy template.

- 13.** Applicant and Applicant's employees, agents, and subcontractors are not included on:

- A.** the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>, or
- B.** the government-wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/SAM>

- 14.** Applicant certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Applicant, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFA. If any changes occur with respect to Applicant's status regarding conflict of interest, Applicant shall promptly notify the State in writing.
- 15.** Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFA) and this Application Certification Sheet are truthful and accurate and have been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.
- 16.** Applicant understands that any statement or representation it makes, in response to this RFA, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could

result in a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

- 17.** Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

Authorized Signature

Date

(Printed Name and Title)



ATTACHMENT B: Labor Organization Certification Form

Applicants must submit this form to OregonServes by the application deadline. Responses must comply with the instructions provided with the federal Notice of Funding Opportunity.

Legal Applicant Organization:

Program Name:

Definitions

Program Applicant: For the purposes of this section, “program applicant” includes any applicant to AmeriCorps or a State Commission, as well as any entity applying for assistance or approved national service positions through a Corporation grantee or subgrantee. In this case, the program applicant is the legal organization that administers the AmeriCorps State program.

Service Sponsor: According to SEC. 101(25) [42 USC 12511(25)], the term “service sponsor” means an organization, or other entity, that has been selected to provide a placement for a participant. These are also typically called host sites, and they are distinct from the program applicant organization.

Instructions: Carefully consider the three options below and check all boxes that apply. An applicant must check at least one box. The form must be signed by an authorized applicant representative and include any required supporting documentation.

☐ If a program applicant—

- a) Proposes to serve as the placement site for AmeriCorps members; and
- b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- c) Those employees are represented by a local labor organization.

Then the program applicant must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership. The concurrence must be signed by or originate from the duly authorized representatives of the labor organization. **You must attach the written concurrence of the local labor organization to this form.**

☐ If a program applicant—

- a) Proposes to place AmeriCorps members at Service Sponsor sites operated by third party agencies where they will be engaged in the same or substantially similar work as employees represented by a local labor organization,

Then the applicant **must submit a written description of how it will ensure that:**

- i. AmeriCorps members will not be placed in positions that were recently occupied by paid staff.

- ii. No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

☐ If neither of the two options above are applicable, please explain why neither applies:

_____	_____
Signature	Date

_____	_____
Print Name	Title