State of Oregon

2022-23 AmeriCorps Planning Grant Opportunity

Request for Grant Applications (RFA)

Applications Due on:
April 11, 2022 at 11:59:59 PM Pacific Time

For questions, clarifications, or if you need this material in a different format, 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 Request for Applications ("RFA") for the OregonServes State Service Commission's ("OSC") 2022-23 AmeriCorps Planning Grant Opportunity. The opportunity is to provide financial support to organizations that will be developing an AmeriCorps program that will place AmeriCorps members in service solely within Oregon.

    OSC is an entity of the State of Oregon, housed within the Office of Workforce Investments ("OWI"), within HECC.

    The 2022-23 AmeriCorps Planning Grant Opportunity will be funded at OSC's discretion through AmeriCorps Formula Funds and/or American Rescue Plan funding dedicated to establishing new and expansion programs in OSC's AmeriCorps Grant Program portfolio. If awarded, OSC would provide specialized training and technical assistance to planning Subgrantees in order to help them better prepare to compete for an AmeriCorps Program Grant cycle.

    HECC is issuing this RFA pursuant to its authority under ORS 350.075 and ORS 660.500.

    HECC anticipates awarding Grant recipients up to $75,000 for a project period of 12 months, beginning August 1, 2022 through July 31, 2023.

    HECC has committed $375,000 in funds for this effort and anticipates awarding up to 5 Grant Agreements for up to $75,000.

    This is the first round of application requests of potentially more planning grant opportunities throughout this 3-year grant period.

    Funds will be distributed based on the State of Oregon's need as determined by HECC.

    Disclosure: Publication of this RFA does not obligate HECC to award any specific number of grants or to obligate any particular amount of funding.

    HECC reserves the right to reopen the RFA as necessary at any point or may solicit programs in the event that not enough applications were received and/or ineligible applications were submitted.

2. **DEFINITIONS**

    For the purposes of this RFA, capitalized words will refer to the following definitions.

    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 Request for Applications.
    - "**Application**" means a written response to this Request for Applications.
    - "**AmeriCorps**" is the federal agency connecting individuals and organizations to tackle the nation's most pressing challenges.
    - "**AmeriCorps Members**" – indicates full- or part-time terms 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.

3. **OVERVIEW**

OSC, the AmeriCorps State Service Commission, was created in 1994 as Oregon Volunteers, to provide Oregonians with a statewide entity to focus service and volunteer efforts, to enhance the ethic of service and voluntarism in the state and provide funds for state-based AmeriCorps programs. As a state commission, OSC's role is to promote and elevate service, volunteerism and civic engagement in Oregon communities.

OSC advances national and community service in Oregon by:

- Establishing and implementing a statewide vision for volunteerism, national service and civic engagement.

- Promoting initiatives for expansion of service opportunities and impacts.

- Introducing policy and supporting legislation that furthers the OSC's service goals.

- Acting as a central hub for the national service network in the state and administering funding to AmeriCorps State programs to make impactful contributions in local communities.

- Championing greater diversity, equity, and inclusion in Oregon's service and volunteer opportunities.

- Coordinating national and community service resources to ensure communities are equipped to prepare, respond, and recover from disaster.

- From youth to adult, promoting activities that instill a lifelong commitment to service, and lead to personal, educational, and career achievements.

As stated in the National and Community Service Act of 1990, state commissions must exist in order for a state to apply and accept national service grants. According to the Code of Federal Regulations §2550.2(l), a State Service Commission is a bipartisan or nonpartisan state entity, approved by the Corporation, consisting of 15–25 members (appointed by the chief executive officer of the state), that is responsible for developing a comprehensive national service plan, assembling applications for funding and approved national service positions, as well as administering national and community service programs in the state.

VISION:

Engaged individuals, empowered communities, and an equitable Oregon.

MISSION:

We advance volunteerism, service and civic engagement to enrich lives and strengthen Oregon communities.

4. **SCHEDULE**

The table below represents a tentative schedule of events for this RFA. All times are listed in Pacific Time. All dates listed are subject to change.

DESCRIPTION	DATE	TIME
Application Deadline (due in eGrants)	April 11, 2022	11:59:59 PM Pacific Time
Application Notification (approximate)	Summer 2022, successful applicants will be notified in June/July 2022	
Issuance of Grant Agreement (approximate)	August 1, 2022	

5. GRANT INFORMATION AND GUIDELINES

Successful Applicants must provide 24% of the total project costs in match. Match may be cash or in-kind. Section 121(e)(5) of NCSA (42 USC 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to Oregon Volunteers on an AmeriCorps Financial Report. Subgrantees must track and be prepared to report on that match separately each year and at closeout.

Successful Applicants will retain all grant records, including adequate documentation of each transaction, for a period of 6 years, as required by applicable law, after the expiration date indicated in the agreement.

OSC Funding Priorities
The following priority areas will receive preference in the OSC grant selection process:

- Student Success activities that may include education and youth development, addressing learning loss, and supporting social-emotional child development; activities that seek to dismantle the school-to-prison pipeline for under-resourced communities such as youth mentorship, improving family relationships with schools, and alternatives to traditional school discipline policies.

- Community Resiliency: Activities that develop the capacity of communities such as building volunteer capacity, developing a Disaster Corps to provide capacity and support for local communities in disaster preparedness, response and recovery, and improving partnerships and coalition-building among local organizations and agencies.

- COVID-19 Pandemic Recovery: Activities that center and serve communities who are disproportionately affected by COVID-19.

- Environmental Equity and Climate Corps: Activities such as wildfire mitigation, renewable energy and energy efficiency, sustainable food systems, conservation and habitat preservation; activities that promote climate resiliency; activities that provide capacity and support for local communities to develop and execute climate action plans and projects.

- Public Health Corps activities that help meet public health needs of local communities by providing needed capacity and support in state and local public health settings and advancing more equitable health outcomes for communities who are currently or historically underserved; provide pathways to good quality public health-related careers by providing exposure through onsite experience, training, and more, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

- Housing Affordability and Rent Initiatives: Activities that support community members with insecure housing such as conducting outreach to unhoused community members, delivery of services to unhoused individuals, and supporting affordable housing initiatives.

- Racial Equity: Activities that center and serve communities who are systemically underrepresented and under-resourced, including activities that aim to remove structural racial inequities, advance racial equity and increase opportunity in order to achieve sustainable change in communities.

- Rural Programming: Activities that increase capacity and meet urgent needs in rural communities.

- Systemic Economic Disadvantages: Activities that lift poverty such as supporting safety net programs, delivering financial literacy education, and providing tax preparation assistance.

- Workforce Impacts: Activities that support transitions into the workforce such as pre-apprenticeship programs, skill development, and connecting individuals with employers. Program models that elevate the skill-building and career development benefits of AmeriCorps through

certifications, credentialing, course for credit, and/or other additional benefits through partnerships with educational institutions.

In addition to the above priorities, OSC is particularly interested in programs that aim to:

- Expand AmeriCorps opportunities in Oregon by providing access to AmeriCorps members for small organizations, and rural communities through intermediary programs.

- Serve historically underserved and/or underrepresented communities within Oregon and recruit AmeriCorps members from the communities in which they serve.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes. Proposing programs that receive priority funding consideration, as described above, does not guarantee funding.

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. All planning grants must propose a program design that aligns with one of the six AmeriCorps identified focus areas:

Disaster Services: Grant activities will provide support to increase and improve disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to, climate change events. Activities will provide support to improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular, engaging disadvantaged communities in the planning process.

Economic Opportunity: Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education: Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.

Environmental Stewardship: Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature-based solutions.

Healthy Futures: Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as

possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

Veterans and Military Families: Grants will improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

Funding Overview
Applicants may apply for up to a maximum of $75,000 to support planning grant activities.

Eligibility Information

To be considered for this Planning Grant funding, an applicant must meet all criteria under this *Eligibility Information* section.

- Applicants must propose AmeriCorps program designs that will operate solely within the State of Oregon.
- Applications must have a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at 866-705-5711 or by applying online: DUNS Request Service.
- All applicants must register with the System for Award Management ("SAM") and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. **Applicants must use their SAM-registered name and address on all grant applications to OSC**.
- The following Non-Federal Entities (as defined in 2 CFR §200.69) who have DUNS numbers and are registered in the System for Award Management (SAM) are eligible to apply:
  - Indian Tribes (2 CFR §200.54)
  - Institutions of Higher Education (2 CFR §200.54)
  - Local Governments (2 CFR §200.64)
  - Nonprofit Organizations (2 CFR §200.70)
  - States (2 CFR §200.90)
- The applicant organization will have, and submit at the time of application submission, a Single Audit or an Independent Financial Audit from 2019 or 2020 (not required of Colleges, Universities, or School Districts).
- Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this RFA.
- Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if AmeriCorps is aware that any corporation has any unpaid Federal tax liability which 1) has been assessed, 2) for which all judicial and administrative remedies have been exhausted or have lapsed, and 3) 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 RFA. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interest of the federal government.

- Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 USC 501(c)(4) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.

6. SUBMISSION REQUIREMENTS

All applicants are required to apply using eGrants, the AmeriCorps online application system. The eGrants system can only be accessed from the AmeriCorps website (https://egrants.cns.gov/). Applicants without an existing eGrants account will need to create one to apply.

Contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID, organization's name, and the funding opportunity to which your organization is applying.

Any submissions received after the Application Deadline stated in Section 4, Schedule may not be accepted.

In eGrants:
- At the bottom of the home page, click on **Start a New Application**.
- Select **AmeriCorps** for your program area
- Select the following NOFA: **FY 2022 AmeriCorps State and Territory Commission** (New and Continuations)
- The next page will prompt you to select the state in which you are applying, select **Oregon**
- Select the following Prime Application ID: 22AC245906
- When choosing a Program Name, choose a title such as: **"[YOUR PROGRAM NAME] – AmeriCorps Planning Grant**"

Via Email:
Applicants are required to submit the following additional documents by the application submission deadline. Additional Documents must be emailed to oregon.serves@hecc.oregon.gov with the following subject line: [Legal Applicant Name]- [Application ID number]. Emails should include the following information:
- The legal applicant name and its point of contact information
- The application ID number
- A list of documents that should be attached to the email
- Individually saved files that are clearly labeled.
- Files that include the legal applicant name and application ID number in the body of each document.

Documents to be submitted via email:
- Current indirect cost rate agreement, if applicable and used to claim administrative/indirect costs.
- Organizational Chart: The Organizational Chart must clearly show where the AmeriCorps program would be within the Organization.
  AND EITHER:
- Independent Financial Statement Audit from 2019 or 2020 (submit the most recently completed).
  - Not required for Colleges, Universities, or School Districts

OR
- Single Audit from 2019 or 2020 (submit the most recently completed) (if applicable)
  - Not required for Colleges, Universities, or School Districts.

Do not submit other items not requested in this RFA. OSC will not review or return them.

7. APPLICATION CRITERIA

Each applicant must describe a plan to develop a project that will deploy AmeriCorps members to support solutions addressing a systemic community problem. OSC urges applicants to submit high quality applications that carefully follow the guidance in this RFA. The quality of an application will be an important factor in determining whether an organization receives funding. Applications will only be considered for review if each section is complete

I. Applicant Info

Information entered in the Applicant Info, Application Info and Budget sections will populate the SF-424 Facesheet. Select "New" since this will be a new application type. Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

Enter information specific to the legal applicant organization and the proposed AmeriCorps program as follows:
- Areas affected by your proposed program. For city or county information, please follow each one with the two-letter capitalized state abbreviation OR.
- Requested project period start and end dates.
- State Application Identifier: Enter N/A
- The Application is Subject to Review by State Executive Order 12372 Process: This is prefilled as "No, this is not applicable."
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation to oregon.serves@hecc.oregon.gov
- Leave the box for "Program Initiative" blank.

III. Narrative
Respond to each of the following in the order in which the item is presented. The eGrants narrative must not exceed 10 pages. Reviewers will consider the quality of the application's substantive and procedural responses to the following criteria below.

Need (approximately 1-2 pages, up to 5 points)
Describe the community need(s) the organization is hoping to address. Provide information about the scope/significance/cause of the problem in the community(ies) where your organization will focus its efforts. Use reputable/current/local data.

AmeriCorps Members as an Effective Tool (approximately 2-3 pages, up to 5 points)
Describe why your organization believes that AmeriCorps Members could potentially be an effective

tool for addressing the community need that is described in the Need Section. Additionally, please describe what activities you see AmeriCorps Members engaging in and how such interventions may lead to positive outcomes.

AmeriCorps Focus Areas/OSC Funding Priorities (less than a page, up to 8 points)
Note, if the planning grant application or proposed future AmeriCorps program aligns with any AmeriCorps Focus Areas or OSC Funding Priorities as outlined in this RFA, simply list the applicable focus areas or funding priorities for consideration, the rest of the application will speak to this in depth.

Organizational Background and Staffing (approximately 1-2 pages, up to 2 points)
Describe how the organization has the experience, staffing, and management structure necessary to plan and implement the proposed project. Additionally, describe how the organization is culturally responsive of staff, beneficiaries, and community.

Resource Development (approximately 1-2 pages, up to 3 points)
Describe the organization's experience in securing outside cash and in-kind contributions. Additionally, describe the resources that could potentially be utilized/secured to assist the organization in supporting a full AmeriCorps program.

Cost Effectiveness and Budget Adequacy (up to 25 points)
This criterion will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See Budget".

Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- o Budget is submitted with adequate information to assess how each line item is calculated.
- o Budget is in compliance with the budget instructions.
- o 24% Match is submitted with adequate information included in the "Source of Funds" section to support the amount written in the budget.
- o The submitted request is equal to or less than the maximum allowed for a planning grant, $75,000.
- Applicants must complete the budget and ensure the following information is in the budget screens:
  - o Current indirect cost rate if used to claim indirect/administrative costs.
  - o Identify the non-AmeriCorps funding and resources necessary to support the project.
  - o Indicate the amount of non-AmeriCorps resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are "secured" or "proposed".

Evaluation Summary or Plan (0 percent). Enter N/A.

Amendment Justification (0 percent). Enter N/A.

Clarification Information (0 percent). Enter N/A.

Continuation Changes (0 percent). Enter N/A.

Logic Model: Skip this section. No need to enter information. OSC does not use this section in grant-

making decisions for planning grant competitions.

IV. Performance Measures

Performance measures are NOT required for planning grants. However, eGrants will require you to complete this section for submission.

Home Page

To start the module, click the "Begin" button on the Home Page. As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may navigate sections of the module using the tab feature at the top of each page. Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module. To edit the interventions, objectives, Member Service Years ("MSYs"), and slot allocations, click "Edit objectives/MSYs/Slots".

Objectives Tab

An expandable list of AmeriCorps Focus Areas appears on this tab. When you select a Focus Area, a list of objectives from the AmeriCorps strategic plan appears. A list of common interventions appears under each objective.

In order for you to submit the application, you are required to select a Focus Area, an objective, and an intervention in eGrants. First click on a focus area. Then click on an objective and select an intervention. For all sections, select "other" from the list.

MSYs/Slots Tab

On this tab, you will enter information about the allocation of MSY. Planning Grant applicants must enter "1" when entering the total MSYs for your program. Otherwise, eGrants will continue to give you error messages and prevent submission. Next, enter "1" for the number of objectives selected on the previous tab. In the slots column, enter "1" for number of members that will be assigned to each objective.

Performance Measure Tab

Performance measures are not required for planning grants. However, you must create at least one aligned performance measure for eGrants to allow submission.
- Begin by selecting "other" as an objective.
- Enter "N/A" for the title for your performance measure.
- Enter "N/A" in the text box provided.
- For the intervention section, click "add user intervention" and enter "N/A" for the description of the intervention.
- Select "Add User Outcome" and enter "N/A" in the text box.
- Enter "1" for the number of MSYs and slots section.
- Click "next" to proceed to the data collection tab.

Data Collection Tab
- Expand each output and outcome and enter "N/A" in each text box.

- Enter "1" for your output or outcome.
- After entering "N/A" for the outputs and outcomes section, click "Mark Complete." You will return to the Performance Measure tab.

Summary Tab

The summary tab shows all of the information you have entered in the module. Click "Validate Performance Measures" to validate this module prior to submitting your application.

V. Program Information

Complete to the best of your ability. EGrants has a few default questions that must be completed for submission; under Priority mark "no NOFO priority area" and under Grant Characteristics mark "none." If other default questions arise, complete to the best of your ability. OSC does not use this section in grant-making decisions for planning grant competitions.

VI. Documents

In addition to the application submitted in eGrants, you are required to provide your federally-approved indirect cost agreement (if applicable and as indicated in the RFA) via e-mail to oregon.serves@hecc.oregon.gov, as part of your complete application.

- **Evaluation:** Select "Not Applicable"
- **Federally Approved Indirect Cost Agreement:** Applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to OSC at the same time they submit their application.
- **Labor Union Concurrence:** Select "Not Applicable"
- **Other Documents:** Select "Sent"

I. Funding/Demographics

Enter 0 or N/A for all fields.

II. Budget

The proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criteria. As detailed budget information is entered, eGrants will automatically populate a budget summary and budget narrative report. eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error message. All errors must be resolved before the budget can be submitted.

As you prepare your budget:
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.

- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Grants Guidance. Please refer to the Uniform Grants Guidance (UGG) (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements. The UGG can be found online at http://www.ecfr.gov/.

Section I. Program Operating Costs

A. Personnel Expenses
Under "Position/Title Description", list each staff position separately and provide salary and percentage of effort as percentage of Full-Time Employee devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either AmeriCorps or Subgrantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community services performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff.
- OSC **requires** that new programs include the cost for a staff person who will be the Primary Program contact for a future AmeriCorps State grant. This person may be a Program Manager, Program Director, etc. The expectation is that this person would spend at least 75% of their time on the Planning Grant and 100% of their time on a future AmeriCorps state grant.

B. Personnel Fringe Benefits
Under "Purpose/Description" identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include Federal Insurance Contributions Act (FICA), Worker's Compensation, Retirement, State Unemployment Tax (SUTA), Health and Life Insurance, and employer-paid retirement plan contribution. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. Staff Travel
Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses, multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.
- It is optional for Subgrantees to include funds in this line item for travel for staff and site staff to attend AmeriCorps-sponsored meetings. There is potentially one opportunity per year, held

at various locations. You can find more information at
https://www.nationalservicetraining.org/.

- OSC **requires** all applicants to include funds to send Primary Program and Primary Fiscal staff members to attend planning grant training and technical assistance meetings up to four times per cycle. These events are typically held in Salem, OR. The required budget component above should be entered as "Commission Sponsored Meetings" and should be itemized to include at least transportation and meals.

C. Member Travel
Do not enter costs in this line.

D. Equipment
Do not enter costs in this line.

E. Supplies
Include the amount of funds to purchase consumable supplies and materials. You must individually list any single item costing $1,000 or more.

F. Contractual and Consultant Services
Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Section G., below. There is not a maximum daily rate. OSC strongly recommends that applicants consider utilizing consultants during the planning process to assist with areas such as developing or reviewing internal controls, data collection systems, etc.

G. 1) Staff Training
Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

G. 2) Member Training
Do not enter costs in this line.

H. Evaluation
Do not enter costs in this line.

I. Other Operating Costs
Allowable costs in this budget category should include when applicable:
- Three-part National Service Criminal History Checks (NSCHCs) (including FBI fingerprint checks) for all employees or other individuals who receive a salary, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff or explain how your program will be covering the cost.

o   Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

o   Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organizations indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

o   Gifts and/or food in an entertainment/event setting are not allowable costs as either AmeriCorps or Subgrantee share.

Section II. Member Costs

Do not enter costs into Section II.

Section III: Administrative/Indirect Costs

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Omni Circulars.

For organizations that do not have an established state or federal indirect cost rate, **administrative costs include**:

- Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases where they are specifically approved in writing by AmeriCorps as project costs.
- Costs for internal evaluation, including the organization's overall management improvement costs (except for independent evaluations and internal evaluations of a program or project).
- Costs for general liability insurance that protects the organization(s) responsible for operating a program or project, other than insurance costs solely attributable to the project.
- Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in AmeriCorps regulations [45 CFR 2541.220(b)].

Administrative costs do not include the following allowable expenses directly related to a project (including their operations and objectives), such as:

- Costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
- Costs for independent evaluations and any internal evaluations to the extent that the evaluations cover only the funded program or project.

- Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct program or project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support program or project activities; and staff who review, disseminate and implement AmeriCorps guidance and policies directly relating to a project.
- Space, facility and communications costs for program or project operations and other costs that primarily support program or project operations, and are specifically allocable thereto, excluding those costs that are already covered by an organization's indirect costs rate.
- Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by AmeriCorps as directly attributable to a program or project.

Options for Calculating Administrative/Indirect Costs

Applicants can choose to use one of three methods to calculate allowable administrative costs – (1) an AmeriCorps fixed percentage rate method or (2) a state or federally approved indirect cost rate method, or (3) a de minimis method. Regardless of the option chosen, the AmeriCorps share of administrative costs is limited to 5% of the total AmeriCorps funds **actually expended** under this grant. Do not create additional lines in this category.

Applicants using a state or federally approved indirect cost rate are required to enter information about the rate into eGrants. Use the [IDCR eGrants Instructions](#) for guidance on how to enter this information.

OSC retains a portion of the AmeriCorps share of administrative costs for use in administering its subgrantees. This amount must not exceed a two-fifths share of the maximum 5% AmeriCorps share (i.e., allocating 1% as set aside for administering subgrants and the remaining 4% for other administrative costs of the subgrantee). Both the OSC and subgrantee portions of the AmeriCorps share of administrative costs should be requested in the subgrantee's budget.

Source of Funds

AmeriCorps Planning Grants are required to include match/cost share at 24% of total program costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

AmeriCorps legislation permits the use of non- AmeriCorps federal funds as match for the subgrantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that subgrantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Subgrantees that use federal funds as match will be required to report the sources and amounts on the AmeriCorps Federal Financial Report.

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description

of the match. Identify each match source separately. Applicants are **required** to identify if each source of match is "secured" or "proposed". Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) **for your entire match**. Define all acronyms the first time they are used. The total amount of Source of Match **must equal exactly** the total Subgrantee Share amount from the budget narrative as well as the total amount reported in the Executive Summary.

III. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system **must have their own eGrants account**. Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting *"Don't have an eGrants account? Create an account."*

8. REVIEW AND SELECTION PROCESS

Criteria: The assessment of applications involves a wide range of factors and considerations. OSC staff will apply their experience and expertise in evaluating applications. The review and selection process will produce a diversified set of high-quality programs that represent the priorities and selection factors described in this RFA.

Eligibility Review: OSC staff will review all submitted applications to determine compliance with eligibility, deadline, and completeness requirements. Applicants will be notified of initial intake eligibility within 72 hours of submission of an application.

Review: OSC staff will assess the entire application. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for

additional information in a timely manner may result in the removal of an application from consideration.

Prioritization: Upon selection of finalists, OSC will give special consideration to ensure geographic, demographic, and programmatic diversity across the AmeriCorps Oregon portfolio, and those that meet the stated priority areas in the 2022-2023 AmeriCorps Oregon Request for Applications. Applicants proposing programs that receive priority consideration are not guaranteed funding.

Risk Assessment Evaluation: OSC staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If OSC determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risk, OSC may consider the following:
- Financial stability;
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable Office of Management and Budget's ("OMB") guidance;
- History of performance as reflected in the applicant's record in managing previous OSC awards (if applicable), including:
  - Timeliness of compliance with applicable reporting requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information, such as System for Award Management (SAM.gov)
- Reports and findings from single audits performed under 2 CFR 200 Subpart F (Single Audit) and findings of any other available audits;
- IRS Tax Form 990;
- An applicant organization's annual report;
- Publicly available information including information from an applicant organization's website; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.

Selection for Funding: With a goal of a diversified portfolio based on the RFA priorities and strategic considerations, the staff will provide a recommended portfolio for consideration by OSC.

Feedback to Applicants: Each applicant will receive the results of the review pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to clarification questions, if any.

9. FEDERAL AWARD ADMINISTRATION INFORMATION

A. AmeriCorps Regulations

The Notice of Grant Award incorporates the approved application as part of the binding commitments under the grant award, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. The full regulations are available online at www.ecfr.gov. In addition to being thoroughly familiar with the regulations, applicants should read application guidelines carefully as well as the regulations published in the Federal Register on July 8, 2005 (45 C.F.R. §§ 2520-2550). As with all federally funded programs, it is the responsibility of each AmeriCorps recipient to ensure appropriate stewardship of federal funds entrusted to them.

It is important to make sure that all staff, sites, and partners are familiar with the federal rules and regulations. The 2020-21 (FY2021) Terms and Conditions can be found here:
- General Terms and Conditions
- Specific Terms and Conditions for AmeriCorps State

B. Federal Award Notices

OSC anticipates announcing the results of the Planning Grant competition by notifying applicants by July 1, 2022. Applicants will be notified of funding decisions via email. Notification will be sent to the individual listed in the eGrants Application FaceSheet as the person with whom communication regarding this application may be shared. This notification is not an authorization to begin grant activities. The Notice of Grant Award is the authorizing document for beginning grant activities. Unsuccessful applicants will also receive notification that their application was not approved for funding.

An awardee may not expend federal funds until the start of the Budget Period identified on the Notice of Grant Award.

C. Point of Contact

OSC requires that all recipients designate appropriate staff members to serve as the primary and secondary program and fiscal staff contacts. The primary contacts will have the primary responsibility to manage the AmeriCorps program from both a programmatic and fiscal perspective. These people will serve as the primary contacts between the organization and OSC throughout the duration of the AmeriCorps program. Grant funds can be utilized for personnel expenses. Timely responsiveness throughout the project period is tracked as a grant performance criterion.

D. Requests for Improper Payment Information

AmeriCorps may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payment Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, OSC and AmeriCorps may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

E. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff) receiving a salary through a cost reimbursement AmeriCorps award. An individual is ineligible to serve in a position that receives such AmeriCorps funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

F. Use of Materials

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to subgrantees and non-subgrantees, AmeriCorps 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(b)).

G. Reporting

Recipients are required to submit a variety of reports which 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 end of year progress reports and semi-annual financial reports. Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

H. Records Retention

All financial records, supporting documentation, statistical records, evaluation and performance data, member information, and personnel records must be retained for six years after the close of the Oregon AmeriCorps grant from AmeriCorps under which your organization's application is funded.

10. CONTACT INFORMATION

All communication relating to this RFA must be directed to email: Oregon.serves@hecc.oregon.gov

Inquiries will be responded to within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the deadline as OSC is not obligated to respond to questions that are received 48 hours prior to the Application Due Date.

11. SUCCESSFUL APPLICANT REQUIREMENTS

A. Taxpayer Identification Number

A successful applicant shall provide its Taxpayer Identification Number on a completed W-9 form (which can be found here: https://www.irs.gov/pub/irs-pdf/fw9.pdf). A successful applicant must provide its 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 Applicant 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

If selected for award, Applicant shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant Agreement. The selected Applicant shall 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.

12. PUBLIC RECORDS

All information and records submitted to HECC are subject to disclosure under 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 chapter 192.[insert], 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.

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:

1. 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.

2. 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

3. 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 HECC in writing.

4. 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 beenprepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.

5. 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.

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

Authorized Signature

Date

(Printed Name and Title)