



2022-23 AMERICORPS STATE COMPETITIVE GRANT

Request for Applications



Application Due Date:

November 22nd, 2021, 11:59PM PST

For more information, contact: oregon.volunteers@hecc.oregon.gov or

Visit our website at: www.oregon.gov/highered/oregonvolunteers



OVERVIEW

State Entity: Oregon Volunteers

Federal Agency: AmeriCorps

Federal Funding Opportunity: 2022-23 AmeriCorps State Grants

Announcement Type: Request for Grant Applications

Federal Announcement: 2022-23 AmeriCorps NOFO, found here:

<https://www.americorps.gov/sites/default/files/document/FY%202022%20ASN%20Competitive%20NOFO.508.pdf>

CFDA Number: 94.006

Important Notice to Applicants: This Request for Applications (“RFA”) uses an abridged version of the AmeriCorps Notice of Funding Opportunity (“NOFO”) so that it is tailored to the sub-grantee level of Oregon’s local statewide competition.

The State of Oregon, acting by and through its Higher Education Coordinating Commission (“Agency”) on behalf of the Oregon Volunteers Commission for Voluntary Action and Service, is pleased to announce the Request for Applications for funding AmeriCorps programs designed to engage AmeriCorps members in service to meet critical community needs in Oregon.

Oregon Volunteers

The mission of the Oregon Volunteers Commission for Voluntary Action and Service (“OV” or “Commission”) is to promote and support AmeriCorps, volunteerism, and civic engagement to strengthen Oregon communities.

AmeriCorps

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, AmeriCorps has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Purpose of AmeriCorps Funding

AmeriCorps brings people together to tackle some of the country’s most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions or practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

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. To maximize the impact of investment in national service, AmeriCorps has the following 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.

2022 AMERICORPS FUNDING PRIORITIES

AmeriCorps seeks to prioritize the investment of national service resources in the areas or through the organizations listed below:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Programs that prioritize civic engagement and social cohesion.
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities.
 - *AmeriCorps Evidence Exchange Link:* <https://americorps.gov/about/our-impact/evidence-exchange>.
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental Stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Faith-based organizations.
- Economic Mobility Corps is a new joint initiative with the Community Development Financial Institutions Fund to place national service members at Certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas. See Attachment A in the FY 2022 ASN Competitive NOFO for more information.

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 consideration does not guarantee funding.

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.

Program Authority

AmeriCorps' legal authority to award these grants is found in the National and Community Service Act of 1990, as amended (42 U.S.C. § 12501 et seq.). To receive priority consideration by AmeriCorps applicants must show that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

Type of Award

AmeriCorps Operating Grants: AmeriCorps may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed-Amount grant is limited to certain applicants.

Professional Corps applicants are ineligible to apply for Cost Reimbursement grants. See the *C.1. Eligible Applicants* section and the Mandatory Supplemental Information for more information at <https://www.americorps.gov/sites/default/files/document/FY%202022%20ASN%20Competitive%20NOFO.508.pdf>

AmeriCorps will not provide both types of grants for the same project in one fiscal year. For full details on grant types, see the FY 2022 ASN Competitive NOFO, pg. 7, Table B.4.

Federal Award Information:

A. Estimated Available Funds

OV and AmeriCorps expect a highly competitive grant competition. AmeriCorps reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

B. Estimated Award Amount

Award amounts will vary, as determined by the scope of the projects.

Eligibility Information

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have a Dun and Bradstreet Universal Numbering System (“DUNS”) number and are registered in System for Award Management (“SAM”) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (2 C. F.R. §200.55)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

Types of Applicants

1. State and Territory Service Commissions (for Single-State Applicants):

Organizations that propose to operate in only one state must apply through the Governor appointed State or Territory Commissions. Each commission administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps. Single-State applicants must contact their Commissions to learn about their state or territory processes and deadlines. State deadlines may be significantly earlier than the AmeriCorps deadlines and may have additional requirements. The list of Commissions can be found on the AmeriCorps website. A Single-State application from a State or Territory with a Commission that is submitted directly to AmeriCorps by the applicant rather than the Commission will be considered noncompliant and will not be reviewed. See the Mandatory Supplemental Information for descriptions of National Direct and Single-State applicants.

2. National Direct Applicants:

Multi-State: Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to AmeriCorps.

3. States and Territories without Commissions: Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to AmeriCorps because this State and these Territories do not have an established Commission.

4. Federally recognized Indian Tribes: Applicants that are Indian Tribes apply directly to AmeriCorps. In addition to Indian Tribes as defined in 2 CFR 200.1, tribal organizations that are controlled, sanctioned, or chartered by Federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes, the organization must provide copies of, or links to, documentation which demonstrates that the organization is controlled or chartered by a Federally recognized Indian Tribe. If an entity applies as an organization sanctioned by a Federally recognized tribe, or multiple specific Federally recognized tribes, it must submit a sanctioning resolution, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity applying for an AmeriCorps award by name as a tribal organization that is sanctioned by the Indian Tribe(s) for the purpose of applying for AmeriCorps funding (or Federal grant funds generally).

In addition to being eligible to apply under this Notice, federally recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the fall with an application deadline in the spring. AmeriCorps may request applicants apply under the Tribal competition, rather than under this Notice.

Organizations that propose to operate an AmeriCorps program serving more than one state, territory, or federally recognized Indian Tribes are not eligible to apply to OV and must apply directly to AmeriCorps. More information can be found at <https://www.americorps.gov/sites/default/files/document/FY%202022%20ASN%20Competitive%20NOFO.508.pdf>

Organizations that have been convicted of a Federal crime are automatically disqualified. Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding. 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) that engages in lobbying activities is not eligible to apply.

FUNDING RESTRICTIONS

Member Living Allowance & Education Award

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. 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. Exceptions noted below. 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:

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$16,502	\$33,004
Three Quarter-time	1,200	n/a	\$23,103
Half-time	900	n/a	\$16,502
Reduced Half-time	675	n/a	\$12,542
Quarter-time	450	n/a	\$8,581
Minimum time	300	n/a	\$6,931
Abbreviated time	100	n/a	\$1,980

Exceptions to the Living Allowance Requirements

- **Programs existing prior to September 21, 1993** are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.
- **EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.
- **Professional Corps Grantees** must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (Federal share).

Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the time of grant award.

Maximum Cost per Member Service Year

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 amount an applicant may request from AmeriCorps per MSY is determined on an annual basis.

Table: Maximum Cost per MSY

Type of Grant Program	Maximum Cost per MSY
Individual Competitive State/Territory Program (cost reimbursement)	\$21,600
Multi-state competitive (cost reimbursement)	\$21,600
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Full-cost competitive Fixed Amount Grant	\$21,600
Education Award Program (EAP) Fixed Amount Grant (competitive)	\$800 or \$1,000**
All non EAP formula grants***	\$28,800****

*AmeriCorps requires **Professional Corps** programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.

** Per 42 U.S.C. 12581a, the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

*** Except planning grants

****\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers.

AmeriCorps reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

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.

New applicants are eligible to apply for the Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full Cost Fixed Amount grants.

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. See Section *D.6. Funding Restrictions on the AmeriCorps NOFO* for more information.

A first-time successful applicant is required to match at 24 percent for the first three- year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 C.F.R. §2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Law requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations. To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf. Commissions and National Directs will submit requests directly to ACAlternateMatchRequests@cns.gov.

Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate, a 10 percent de minimis rate of modified total direct costs, or

may claim certain costs directly, as outlined in 2 CFR 200.413. States, local governments, and Indian Tribes may use previously approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and AmeriCorps's regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.

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

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

Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps. Approvals are acquired through an initial request to Oregon Volunteers. Contact Oregon Volunteers for more information about pre-award costs.

Applying for an AmeriCorps State Competitive grant includes meeting both AmeriCorps and Oregon Volunteers requirements as directed. Applicants are required to complete applications for funding in accordance with:

- **This Oregon Volunteers 2022-23 RFA.**
- **AmeriCorps NOFO for FY 2022 AmeriCorps State and National Grants, found here:**
<https://www.americorps.gov/sites/default/files/document/FY%202022%20ASN%20Competitive%20NOFO.508.pdf>
- **AmeriCorps 2022 Mandatory Supplemental Instructions found here:**
https://www.americorps.gov/sites/default/files/document/ASN_FY2022_MandatorySupplementalInformation_FINAL.508.pdf
- **AmeriCorps 2022 Application Instructions, found here:**
https://www.americorps.gov/sites/default/files/document/ASN_FY2022_ApplicationInstructions_FINAL.508.pdf
- **AmeriCorps 2022 Performance Measures Instructions, found here:**
https://www.americorps.gov/sites/default/files/document/ASN_FY2022_PerformanceMeasuresInstructions_FINAL.508.pdf
- **Diversity Questionnaire:**
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.americorps.gov%2Fsites%2Fdefault%2Ffiles%2Fdocument%2FDiversity_Questionnaire_DRAFT.508.xlsx&wdOrigin=BROWSELINK
- **Evaluation Plan Template:**
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.americorps.gov%2Fsites%2Fdefault%2Ffiles%2Fdocument%2F2021_09_03_Evaluation_Plan_Template_ASN_1.docx&wdOrigin=BROWSELINK
- **Operational and Financial Management Survey:**

https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Famericorps.gov%2Fsites%2Fdefault%2Ffiles%2Fdocument%2FOFMS-Control-Number-3045_0102_FY20%2520%25282%2529.docx&wdOrigin=BROWSELINK

For the full details of AmeriCorps application requirements, please visit and carefully read the documents linked above. These documents contain the requirements and instructions for, but not limited to: allowable activities, required narratives, budget, CPMSY living allowance, and match requirements, logic model, evaluation requirements, performance measures, required documents, application sections, the scoring criteria used in the AmeriCorps Competitive Grant Process, and other pertinent information.

Organizations that propose to operate an AmeriCorps program serving only Oregon may be eligible to apply if they meet the criteria specified below.

2022 OREGON VOLUNTEERS FUNDING PRIORITIES AND ELIGIBILITY

Oregon Volunteers promotes priority funding for programs that support thriving communities throughout the state. Within the AmeriCorps focus areas and funding priorities described above, Oregon Volunteers emphasizes the following:

1. To continue funding for successful, compliant programs that are demonstrating impact in communities within the six focus areas as described above under “AmeriCorps Focus Areas”.
2. To expand AmeriCorps opportunities in Oregon by providing access to AmeriCorps members for small organizations and rural communities through intermediary programs.
3. To provide funding for programs serving BIPOC communities, and other historically underserved and/or underrepresented communities within Oregon.

A. New AmeriCorps State Competitive Grant Applicants

Oregon Volunteers will accept new competitive applications from eligible organizations. OV reserves the right to determine if applicants will be considered for Competitive, Formula, or Planning Grant funds.

B. Recompeting AmeriCorps State Competitive Grant Applicants

Current OV-funded programs with a 3-year funding cycle that ends in the 2021-22 program year are considered to be in “recompete” status. These applicants may apply for a new 3-year award.

C. Unfunded AmeriCorps State Competitive Grant Applicants

Organizations proposing programs that operate only in Oregon and who apply to OV in the competitive funding cycle, but are not awarded competitive funding by AmeriCorps, may be invited by OV to apply for funding in the Oregon formula funding cycle, or for a planning grant.

D. New Planning Grant Applicants

For the 2022 grant cycle, Planning Grant funding opportunities will be announced through a separate Request for Applications. Full eligibility criteria and instructions for the 2022 Planning Grant application process will also be issued at a later date. 2022 Planning Grant funding opportunities will prioritize programming addressing systemic inequities and increased opportunities for communities identified as historically and currently underserved and underrepresented within Oregon.

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. AmeriCorps and OV urge applicants to submit high quality applications that carefully follow the guidance in this RFA and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

OREGON VOLUNTEERS PROGRAM REQUIREMENTS

Project and Award Period

The AmeriCorps program year in Oregon typically runs from August – July. Programs may request no-cost extensions to conclude their programs up to three months later than the program end date stipulated in the grant award. 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. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date AmeriCorps awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to becoming a member in the system of record and the beginning of the member enrollment period.

Orientation and End-of-Service Term Events

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

Days of Service

OV strives to create a strong platform for promoting volunteerism and civic engagement through service. To convey to AmeriCorps members, and community volunteers, that they are participants in a larger service movement that extends beyond their local community, programs are required to participate in National Day of Service events.

Programs are expected to participate in at least two service projects per program year. At least one of those service projects must coincide with Martin Luther King Jr. Day of Service or Cesar Chavez Day. One of the following may be chosen, if not participating in both: September 11th, National Day of Service and Remembrance; Make a Difference Day; Global Youth Service Day; Earth Day, or AmeriCorps Week.

Threshold Requirements

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

OV strongly encourages applicants to create and maintain the most intensive and personally meaningful term of service for members in their program designs. AmeriCorps is designed to enable members to commit a significant amount of time per week in service.

- 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 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.
- A funded program must have a well-defined partnership with at least three independent entities, including at least one public and one private (nonprofit or for-profit). OV 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.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by the agency, AmeriCorps, must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- All applicants must propose program designs that are either evidence-based or evidence-informed. 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 10 AmeriCorps members.
- Grantee shall follow all federal, state, and local COVID-19 guidance requirements.

Data Collection:

All applicants will be required to use the OnCorps System for timekeeping and reporting if awarded 2022-23 grant funding. Access and training to utilize the OnCorps System will be provided free of charge by Oregon Volunteers.

Reporting:

All applicants will be required to submit required reports, including progress reports and program evaluation information by stated deadlines.

Meetings and Trainings:

Professional development is an integral part of the AmeriCorps experience. In support of grantee program staff and AmeriCorps members, Oregon Volunteers hosts, or provides access to, multiple training and technical assistance events through the program year.

Some events are required for Oregon Volunteers grantees, while others are optional attendance. Meetings and events may be hosted virtually or in-person; in person events are typically scheduled to occur in Salem, Oregon. Applicants should include travel costs and/or registration fees (*as applicable*) in their application budget.

- **AmeriCorps Kick Off Event** (*required*): An annual virtual event, held near the beginning of the service year, to celebrate incoming AmeriCorps members and prepare them for their term of service.
- **Life-After AmeriCorps Event** (*required*): 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. OV may host this event as a virtual series, in-person event, or other format depending on statewide conditions and other factors.
- **Program Director Meetings** (*required*): Staff of AmeriCorps State programs must participate in monthly 1-hour informational calls, and / or longer training events as scheduled by the Commission.
- **Pacific-Northwest Regional Training Conference** (*required*): An annual regional conference hosted by the national association for state commissions, America's Service Commissions. Location and dates vary annually. Programs are required to send a minimum of one staff member.

National Service Criminal History Checks

The National Service Criminal History Check ("NSCHC") is a specific screening procedure established by law to protect the beneficiaries of national service. OV and AmeriCorps encourages grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. The law requires AmeriCorps programs to conduct and document NSCHC on all "covered positions." A "covered position" is one in which an individual serving or employed receives a living allowance, stipend, education award, or salary, through either the federal share or grantee share of a national service program. This includes staff that receive all or part of their salary through an AmeriCorps grant. 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. An individual is also ineligible if they refuse to consent to a criminal history check or makes a false statement in connection with a criminal history check.

The cost of conducting NSCHCs is an allowable expense under the award. **OV requires applicants to utilize the two vendors (Fieldprint and Truescreen)** that AmeriCorps has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs. Unless AmeriCorps has provided a grant recipient with a written exemption or written approval of an alternative search procedure, recipients **must perform** the following checks.

Programs must complete the following checks for all covered positions:

1. A nationwide name-based search of the National Sex Offender Public Website ("NSOPW"); and
2. A name- or finger-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work (Oregon); and
3. A fingerprint-based FBI criminal history check.

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

Note: As stated above, Oregon Volunteers policy requires that subgrantees complete all three checks for all individuals in covered positions, regardless of whether or not the individuals have recurring access to vulnerable populations. This requirement is more stringent than the AmeriCorps policy.

Applicants' budgets should account for costs of all background checks required to meet required federal and state requirements (*as applicable*). If the applicant does not include the cost of background checks in its budget, the application must contain an explanation for this omission.

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

APPLICATION PROCESS

Reminder: This RFA is for the AmeriCorps State Competitive Applications that will compete nationally to serve only in Oregon.

In addition to requirements stated in the AmeriCorps NOFO, from which this RFA is abridged, applicants and applications are required to adhere to the following requirements which occur prior to the application deadline:

Mandatory Information Session(s): RFA Review and Requirements

OV will provide two virtual 2022 Competitive Grant Application Process Information Sessions. Each interested applicant organization should have at least one staff member attend one information session. Attending the information session is the first required step to submitting an application.

To register for an information session, complete and submit the registration form [at this link](#), or copy/paste the following in your browser:

<https://forms.office.com/Pages/ResponsePage.aspx?id=WpKJ1BCnIE2enPfNeKq8MHxaDmxds0dNo2mH-0M57z1UOEILN1BTQVVFMUwxRDgyWEtMVjNGWjIITy4u>.

Information Session Dates and Times:

Thursday, October 28th, 2-3:30pm

Saturday, October 30th, 11-12:30pm

Reach out to Oregon Volunteers via email to discuss meeting accommodations.

Notice of Intent to Apply

All applicants must submit a Notice of Intent to Apply to OV by **November 5th, 2021 at 11:59pm**. Submissions must be sent via email to oregon.volunteers@hecc.oregon.gov.

- All applicants must submit a Concept Paper as described below as their Notice of Intent to Apply.
- New applicants must also submit a Grant Readiness Assessment (Attachment B)
The Concept Paper can be a maximum of 3 pages in business letter format. The concept paper should address the areas listed below:

Concept Paper Components

- **Brief Program Description:** The applicant will provide information on how they will design their AmeriCorps Program to fulfill a need in the community.

- **AmeriCorps Focus Areas:** The applicant will address which AmeriCorps focus areas and/or priority their program will serve.
 - Disaster Services
 - Economic Opportunity
 - Education
 - Environmental Stewardships
 - Healthy Futures
 - Veterans & Military Families
- **Number of AmeriCorps Members:** The applicant will address the number of Member Service Years (MSY) needed and the total amount of funds they are requesting for an AmeriCorps Program.
- **Organizational Capability:** The applicant will address their organization's ability to manage AmeriCorps grant funds. New applicants without AmeriCorps grant management experience will address their organization's history with managing grant funds.

Grant Readiness Assessment

The Grant Readiness Assessment consists of several questions to help organizations determine if they are prepared to apply for or implement an AmeriCorps grant. The assessment is included as (Attachment B). The Concept Paper and Grant Readiness Assessment must be submitted as the Notice of Intent to Apply for New Applicants.

Submission of Application in eGrants

All applicants shall apply and submit their applications through the federal eGrants System (eGrants).

Application Deadline

All Competitive application materials must be completed and submitted in eGrants by **11:59 PM** (PST) on **November 22, 2021**. Additionally, all required additional documents, requested by both OV and AmeriCorps, must be submitted to oregon.volunteers@hecc.oregon.gov by the same deadline.

Submission Instructions: eGrants System

New and Recompeting Applicants

To apply, follow the instructions in the AmeriCorps 2022 Application Instructions. Applicants should apply into the Oregon Volunteers FY22 Competitive Application Prime Grant ID # 22AC240231.

AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

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>.

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

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.volunteers@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 OV. Agency shall provide copies of any addenda to all known RFA applicants via email as well as by posting on the OV website at www.oregon.gov/highered/oregonvolunteers.

Agency will not be held responsible for any error or omissions from downloading the RFA. The official solicitation document is the one held at the Agency. Those applications that are substantially incomplete or fail to meet the substantive requirements of the RFA will be deemed by OV 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, OV may in its discretion waive an omission or the applicant may be asked to provide the missing information or provide written clarification to assist OV and/or AmeriCorps in determining the issue of the application's responsiveness or to render the application "responsive" and eligible for further review.

REQUIRED DOCUMENTS FOR OV

- AmeriCorps and Oregon Volunteers required documents should be sent to Oregon Volunteers, via email, when you submit your application in eGrants. These documents include: AmeriCorps
- **All required Evaluation Documents.** Please refer to the *Evidence Base* section and Mandatory Supplemental Information for detailed instructions by evidence tier.
 - Review pgs. 18-19 in the AmeriCorps FY22 NOFO for Evaluation Plan and Report criteria for new or re-competing applicants.
- **Diversity Questionnaire.** AmeriCorps strives to create programs that represent and serve the full diversity of our community. Stakeholder's information should be self-reported on the Diversity Questionnaire form at:
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.americorps.gov%2Fsites%2Fdefault%2Ffiles%2Fdocument%2FDiversity_Questionnaire_DRAFT.508.xlsx&wdOrigin=BROWSELINK
- **Operational and Financial Management Survey:**
https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045_0102_FY20%20%282%29.docx
- **Federal debt delinquency information** (if applicable).

- **Letters of Support from Consortium Members** (applicable to new and re-competing rural intermediaries only).
- **Organizational Chart (Program Structure)** – which should include details of titles, programs, FTE, supervision level, service sites and member placements (# of members).
- **Most recent audit or audited financial statement.**
- **Attachment B:** Grant Readiness Assessment (as applicable).
- **Attachment C:** OV Supplemental Information
- **Attachment C:** Labor Organization Certification Form.

All additional required documents should include the applicant organization name and Application ID, number and are due by the application deadline to oregon.volunteers@hecc.oregon.gov. Emails should include in the Subject line, the applicant organization name, and Application ID number. The body of the message should only include a listing of attached document(s).

Failure to submit all of the required additional documents to OV on or before the application deadline will have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

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.

APPLICATION & AWARD TIMELINE

The application and award process will be conducted according to the following tentative timeline:

Timeline Activity

By October 20th, 2021	OV releases this Request for Applications
October 28th, 2021 October 30th, 2021	Informational Webinars held for Competitive Applicants Register in advance via the Registration Form .
November 5th, 2021 By November 12th, 2021	Notice of Intent to Apply due to OV for all applicants OV will provide NOI & Concept Paper review and receipt
November 12th, 2021 November 13-22nd, 2021	Close of individual programmatic question and answers period Individual technical assistance will continue to be available during this period

November 22nd, 2021	<p>All Competitive Applications Due to OV in eGrants</p> <p><i>Estimated Review and Scoring Period: Nov. 23 – December 7</i></p> <p><i>Estimated Clarification Period: December 8 – December 18</i></p>
January 5th, 2022	OV submits AmeriCorps State Competitive Portfolio to AmeriCorps
Mid-May 2022	Estimated Date of Notification of <u>Competitive</u> Award by AmeriCorps

OV APPLICATION REVIEW

The OV application review described is for all applicants desiring to receive funding for a program that operates only in Oregon

A. Compliance Review

OV staff will review all applications submitted to OV to determine compliance with eligibility, deadline, and completeness requirements. To be considered compliant, an applicant must satisfy all the following requirements:

- Submit a Notice of Intent to Apply to OV by the deadline and be an eligible organization.
- Submit an application and all required additional documents by the application submission deadline.
- Submit 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 2022 NOFO and Supplemental Materials: Mandatory Supplemental Instructions, Performance Measure Instructions, and Application Instructions*. OV may in its discretion waive an omission or the applicant may be asked to provide missing information or provide written clarification to render an application responsive.

B. Scoring and Clarification

New and Recompete applications that score at least 75% of the maximum score in the initial review will continue in the review process and will work closely with OV staff to improve their applications prior to final application submission to AmeriCorps. Final applications receiving an average score less than 75% of the maximum score will be eliminated from consideration in the OV 2022-23 AmeriCorps State grant application review process. OV staff will provide feedback to applicants after the review process concludes.

C. Submittal to AmeriCorps

Upon grantee completion and OV approval, OV staff will submit the final approved applications to AmeriCorps for further review.

Risk Assessment

OV staff will assess recompeting programs' past performance. This assessment 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 assessment will inform OV decisions on submitting applications to AmeriCorps for further review.

OV 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 assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform OV decisions on submitting applications to AmeriCorps for further review. If AmeriCorps determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if OV or AmeriCorps concludes that 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, OV and AmeriCorps may consider the following criteria:

- Financial stability
- Financial capability and capacity to manage Federal funds
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting requirements
 - Accuracy of data reported
 - Validity of performance measure data reported
 - Conformance to the terms and conditions of the previous federal awards
 - Meeting matching requirements
- The extent to which any previously awarded amounts will be expended prior to future awards
- Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients national service criminal history check compliance.
- Reports and findings from single audits performed under Uniform Administrative Guidance and finding of any other available audits or investigations
- IRS Tax Form 990
- Applicant organization's annual report
- Publicly available information, including information from the applicant organization's website
- Responses to the Operational and Financial Management Survey and supporting documentation amount of funding requested by the organization
- Federal debt delinquency
- Suspension and debarment
- Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Oversight.gov
 - Public Litigation Records
- Past Performance
- Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Federal Awardee Performance and Integrity Information System ("FAPIIS")
 - U.S. Treasury Bureau of Fiscal Services

- Dun and Bradstreet
- SAM, and/or Do Not Pay status with the U.S. Department of the Treasury

OV staff will assess their re-competing subgrantee's past performance and submit those assessments to AmeriCorps. AmeriCorps will assess its re-competing direct grantees related to past performance. This assessment 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 assessment will inform funding decisions. In evaluating programmatic performance, OV will consider the following for applicants that are current AmeriCorps State Competitive grantees:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Site visit or other monitoring findings (if applicable)
- Office of Inspector General findings (if applicable)
- Significant opportunities and/or risks of the program related to national service
- Ranking by the Commission for receipt of funding

Additionally, AmeriCorps may use the results of the review of the risk assessment evaluation in determining which applications to fund. If AmeriCorps concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

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.

OV and/or 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.

Applicant Clarification

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used at both the state and federal level in making funding recommendations. 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 clarification adequately and in a timely manner may result in the removal of applications from consideration.

Selection for Funding

The assessment of applications involves a wide range of factors and considerations. OV staff will apply their experience and expertise in evaluating and recommending applications. OV will engage external reviewers to provide insight and input with respect to the narrative portion of the applications. In the end, the review and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this RFA.

Specifically, the review and selection process will:

- Identify how well eligible applications are aligned with application review criteria
- Build a diversified portfolio based on the following strategic considerations:
 - AmeriCorps Funding Priorities (See Section A.2. *Funding Priorities*)
 - Meaningful representation of
 - Rural communities
 - Innovative community strategies

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this RFA, OV will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

AmeriCorps will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps' web-based management system in order to be considered for AmeriCorps' assessment of the strategic considerations (see *Selection for Funding* section.) Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

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

OV reserves the right to adjust or make changes to the review process in in in 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 OV in response to this RFA.

GENERAL RFA TERMS

- **Agency may require clarification to understand any of the applicant's scored criteria.** Any necessary clarifications or modifications will be made before executing any award and may become part of the final Agreement.
- **Submission of an Application does not constitute an agreement** between Agency and applicant, nor does it secure or imply that applicant will be selected.

- **All costs associated with applicant's submission** of an application are the sole responsibility of the applicant and shall not be borne by Agency or the State of Oregon.

- **Successful applicants may be required to maintain appropriate levels** of Workers Compensation, General Liability, and Automobile Liability insurance.

- **By submitting an application, applicant accepts** all of the terms and conditions of this RFA, and any terms and conditions imposed by the requirements of the funding source, AmeriCorps, and the Agency including, but not limited to execution of applicable funding agreements (and ancillary documents, if any, required by Agency) satisfactory to Agency. No funds will be released prior to all program conditions being met and funding agreements executed.

- **Agency 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 so determined by Agency 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 Agency 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 the Agency 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 Agency and made a part of a file or records, which shall be open to public inspection.

- If an **application contains any information that is considered a trade secret** under ORS 192.345(2), each sheet of such information must be marked with the following legend: o “This application constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.” The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” ORS 192.345(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determination made pursuant to the Public Records Law.
- If an application contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.311 through 192.478, applicant must clearly designate any portion of its application as exempt, along with a citation to the authority relied upon. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. Identifying an application in whole as exempt from disclosure is not acceptable. Failure to identify a portion of the application as exempt from disclosure, and the authority used, shall be deemed a waiver of any future claim of non-disclosure of that information.
- **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. Agency considers the awardee responsible for any and all contractual matters, including performance of work and the stated deliverables.

ATTACHMENT A: Competitive Grant Checklist

In order to be considered for 2022-23 AmeriCorps* State Competitive Grant funds applicants must complete the following activities listed below. Completion of these activities does not guarantee funding. **This document is only for applicant use only; it does not need to be submitted to Oregon Volunteers.**

- Attend Oregon Volunteers Virtual Grant Informational Session
- Via email, Submit Notice of Intent to Apply to Oregon Volunteers, including Concept Paper
- Via email, Submit Notice of Intent to Apply Grant Readiness Assessment to Oregon Volunteers (Attachment B) for New Applicants Only
- Set up [eGrants](#) Account
- Register for [Duns & Bradstreet Number](#)
- Register on [SAM.Gov](#)
- Via eGrants, submit Grant Application that includes Narrative, Budget, Logic Model, and Performance Measures
- Via email, submit Organizational Chart
- Via email, submit most recent Audit or Audited Financial Statement
- Via email, submit AmeriCorps Evaluation Plan Template
- Via email, submit Evaluation Briefs, Reports or Studies (if applicable; see Evidence Base Section)
- Via email, submit AmeriCorps Diversity Questionnaire
- Via email, submit Oregon Volunteers Supplemental Information (Attachment C)
- Via email, submit Labor Organization Certification Form (Attachment D)
- Via email, submit Federal Debt Delinquency Information (if applicable)
- Via email, submit AmeriCorps Operational and Financial Management Survey
- Via email, submit Evaluation Report (Recompeting applicants, if applicable)
- Via email, submit Letters of Support from the Consortium Members for Rural Intermediaries (if applicable)

ATTACHMENT B: Grant Readiness Assessment

Oregon Volunteers: Grant Readiness Assessment

Oregon Volunteers mission is to advance volunteerism, service and civic engagement to enrich lives and strengthen Oregon communities. We fulfill this mission by providing AmeriCorps funding opportunities. The purpose of the Grant Readiness Assessment is to help organizations determine if they are prepared to apply for and manage an AmeriCorps grant. This assessment will help your organization develop a plan to properly prepare to implement an AmeriCorps grant, if awarded funding. This assessment only serves as a general guide for program expectations. Completion of this assessment does not guarantee or disqualify funding from AmeriCorps or Oregon Volunteers. Your responses to the following assessment questions will not affect your ability to complete the grant application. It is designed as a tool to bring awareness to areas that may need to be evaluated or improved within your organizations or addressed by Oregon Volunteers.

Is your organization a public or private nonprofit organization - including labor organizations, faith-based and other community organizations; an institution of higher education; a government entity within the State of; an Indian Tribe; or a partnership or consortia?

Yes No Unsure

Does your organization’s plan for utilizing AmeriCorps members address specific unmet community needs in the areas of [Education](#), [Healthy Futures](#), [Environmental Stewardship](#), [Veterans and Military Families](#), [Economic Opportunity](#), and/or [Disaster Services](#)?

Yes No Unsure

Note: If the answer to either of the above questions is “No” then your organization would not be eligible to receive an AmeriCorps grant or serve as a Host Site for AmeriCorps members. Additionally, you are ineligible if your organization is a 501 (c)(4) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)] that engages in lobbying.

Will your AmeriCorps members serve exclusively within the state of Oregon?

Yes No Unsure

Does your organization have the capacity to recruit, train, and support at least ten full-time AmeriCorps members?

Yes No Unsure

Can your organization provide office space, a computer, and any necessary equipment for the AmeriCorps members?

Yes No Unsure

Does the organization have non-AmeriCorps revenue of over \$200,000 per year?

Yes No Unsure

Does your organization have a proven track record and documented outcomes for their programs?

Yes No Unsure

Do you have or will you hire staff to provide accounting and administrative support to manage the grant funds, if awarded?

Yes No Unsure

Commission & AmeriCorps Priorities:

Was the population your organization serves significantly impacted by COVID-19?

Yes No Unsure

Will your AmeriCorps program focus on aiding communities to recover from the COVID-19 pandemic?

Yes No Unsure

Can your organization provide both in-person and virtual service opportunities for AmeriCorps members, if needed?

Yes No Unsure

Will your program focus on serving rural communities?

Yes No Unsure

Has your organization provided any Diversity Equity and Inclusion training for your staff within the last 5 years?

Yes No Unsure

Does your organization have any BIPOC (Black, Indigenous and People of Color) representation on your staff or board of directors?

Yes No Unsure

Does your organization have any LGBTQIA representation on your staff or board of directors?

Yes No Unsure

Administrative Competencies:

Has your organization previously managed a major federal, state, or foundation grant?

Yes No Unsure

Does your organization have sufficient cash on hand or credit to operate a major grant on a reimbursement basis? (Both the Federal and State governments rarely, if ever, pay grant funds in advance.)

Yes No Unsure

Has your organization been audited by a Certified Public Accounting firm within the past two years?

Yes No Unsure

Does any of your staff members have experience implementing AmeriCorps grants?

Yes No Unsure

Are any of your staff members AmeriCorps alums?

Yes No Unsure

Governance & Operations:

Does your organization have an active and independent board of directors and/or other governing body? (Independent is defined as a majority of board members who are neither employees of the organization nor family members of employees or other board members.)

Yes No Unsure

Does the organization have written policies and procedures, including a conflict-of-interest policy for employees and directors?

Yes No Unsure

Does your organization plan to use existing staff to manage the AmeriCorps program?

Yes No Unsure

Financial Management:

Do you have a "job cost" or "fund based" accounting system?

Yes No Current system used: _____

If your organization uses accrual basis accounting, are there procedures in place to allow for reconciliation between cash and accrual basis reports?

Yes No Unsure

Is your organization's accounting system manual, automated, or a combination?

Manual Automated Combination

How are entries posted to the general ledger?

Daily Weekly Monthly

Unsure

Does the accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?

Yes No Unsure

Does your accounting system allow cash basis reporting and for the recording of "in-kind" contributions?
 Yes No Unsure

Does the organization have a development/fundraising plan in place?
 Yes No Unsure

Does the organization have plans to secure the financial and in-kind resources to meet required matches?
 Yes No Unsure

Is your organization familiar with federal cost principles?
 Yes No Unsure

Is your organization familiar with procedures for the determination and allowance of costs in connection with AmeriCorps grants and contracts?
 Yes No Unsure

Are time and activity distribution records (time sheets) maintained by funding source and project type for each employee to account for total hours with your organization?
 Yes No Unsure

Internal Controls:

Are the duties of the bookkeeper and record keeper separate from cash functions (receipts, deposits, check signing/releasing)?
 Yes No Unsure

Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?
 Yes No Unsure

Are purchase approval methods documented and communicated?
 Yes No Unsure

Are employees who handle funds bonded against loss by reasons of fraud or dishonesty?
 Yes No Unsure

Organizational Needs Assessment and Implementation:

Does your organization conduct regular community needs assessments?
 Yes No

Does your organization analyze and use the results of needs assessments to chart change?
 Yes No Unsure

Does your organization have the ability to grow and/or create new and innovative programs to meet the needs of the community?
 Yes No Unsure

Are your organization's programs and services well defined?

____ Yes ____ No ____ Unsure

Does your organization have the ability to close a program that is no longer needed or relevant?

____ Yes ____ No ____ Unsure

Measuring Performance and Continual Improvement of Programs:

Does your organization have a comprehensive well-developed community assessment or evaluation system used to measure the impact of programs and services?

____ Yes ____ No ____ Unsure

Does your organization collect data to measure performance and progress on a continual basis?

____ Yes ____ No ____ Unsure

Is data analyzed, used in program redesign and communicated to stakeholders on a regular basis? (e.g., annual report)

____ Yes ____ No ____ Unsure

Note for Faith-Based Organizations:

If the conditions below are not acceptable to your organization, AmeriCorps funding is probably not a good option:

- Participation in AmeriCorps funded programs must be open to all who qualify, without regard to religious beliefs
 - AmeriCorps funded programs cannot require members or participants to engage in religious activities
 - AmeriCorps funded programs must be held in a separate place or time from religious activities
-

ATTACHMENT C: Oregon Volunteers Supplemental Information

All 2022-23 AmeriCorps applicants must complete this form and submit to oregon.volunteers@hecc.oregon.gov by their application deadline, according to the Oregon Volunteers (OV) Request for Applications.

Program Name:

Staff Contact Person:

Staff Email:

EMERGENCY/DISASTER PREPAREDNESS

1. Do you have an emergency operational plan or a continuity of operations plan?

Yes, we have plan(s) in place. Please attach a copy.

No

This is in development. Please describe:

2. Do you have a member safety plan in place that addresses crisis and disasters?

Yes, we have plan(s) in place. Please attach a copy.

No

This is in development. Please describe:

3. Do you have policies and procedures for alternative member service activities?

Yes, we have plan(s) in place. Please attach a copy.

No

This is in development. Please describe:

DIVERSITY, EQUITY, AND INCLUSION

Describe your plans to recruit and retain a diverse representation of AmeriCorps members in 2022-23, including inclusion and support services that you will provide to members who belong to historically underserved and underrepresented populations. Please provide specific examples.

Describe your plans to incorporate diversity, equity, and inclusion principles into the AmeriCorps member experience for the 2022-23 year. Include specific examples of training, resources, and support for members and supervisors.

If your program and/or organization has an equity statement, equity lens, or similar guiding document, please attach to this form.

ATTACHMENT D: Labor Organization Certification Form

Labor Organization Certification

Updated September 2021

Legal Applicant Organization:

Program Name:

Applicants must submit this form to Oregon Volunteers by the application deadline; submit to Oregon.Volunteers@hecc.oregon.gov. Responses must comply with the instructions provided with the federal Notice of Funding Opportunity.

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.

[1] 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.**

[2] 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.

[3] If neither of the two options above are applicable, please explain why neither applies:

Signature

Date

Print Name

Title