

State of Oregon



2023-24 AmeriCorps Formula Funding Grant Opportunity

Request for Applications (RFA) OregonBuys #S-52500-00005719

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

Access the NOI at:

<https://forms.office.com/g/qdNEZ0e3wP>

Notification of Intent to Apply is Due: March 3rd, 2023 11:59PM
PST

**Final Application Due Date: April 7th, 2023,
11:59PM PST**



Important Notice to Applicants: This Request for Applications ("RFA") uses an abridged version of the AmeriCorps Notice of Funding Opportunity ("NOFO") tailored to Oregon's local statewide competition. Federal 2023-24 AmeriCorps NOFO found here:

https://americorps.gov/sites/default/files/document/ASN_FY2023_Competitive_Notice_508_072722.pdf.

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 RFA for the OregonServes State Service Commission’s (“OSC”) 2023-24 AmeriCorps Formula Funding Grant Opportunity.

OSC is housed within the HECC and administered through the Office of Workforce Investments (“OWI”). As the AmeriCorps State Service Commission in Oregon, OSC administers state AmeriCorps Program Grants. The 2023-24 AmeriCorps Formula Funding Grant Opportunity is funded through OSC’ AmeriCorps State Formula Funding Allocation and provides grant funding for two types of AmeriCorps program models: *Formula Cost-Reimbursement Grants and Formula Fixed Amount Grants.*

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

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.
- **“Cost per MSY”** – cost per member service year. A calculation used by AmeriCorps to determine the maximum amount of federal dollars that can be requested as part of an application. The calculation is the total federal share divided by the total member service years.
- **“Cost-Reimbursement Grant”**- These grants fund a portion of program operating costs and AmeriCorps member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members.
- **“Evidence-based”** – programs that have been rigorously evaluated and demonstrated positive results for at least one key desired program outcome. Rigorous evaluation means conducting at least one Randomized Controlled Trial or Quasi-Experimental Design evaluation of the same intervention described in the grant application.
- **“Evidence-informed”** – Programs use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application. Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program design and/or have collected performance measure data on the intervention described in their application.

- **“Fixed Amount Grant”** - provides a fixed amount of funding per Member Service Year (MSY) that is lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and are not required to track and maintain documentation of match. Programs can access the federal funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.
- **“Living Allowance”** – the stipend an AmeriCorps member receives while serving to pay for personal expenses. It is not a wage and is not calculated or paid on an hourly basis.
- **Member Service Year** - One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.) Applicants are not required to apply for a minimum number of MSYs.
- **“NOFO”** – abbreviated term for Notice of Funding Opportunity.
- **“Performance Measure”** – generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.
- **“Sub-grantee”** – means the legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of funds provided. AmeriCorps awards federal dollars to OSC, which then distributes funds to approved AmeriCorps programs, the “subgrantees.”

3. OVERVIEW

AMERICORPS

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

AmeriCorps funding allows for the placement of AmeriCorps members to:

- Tackle some of the country’s most pressing challenges through delivery of evidence-based or evidence-informed interventions or practices
- Increase the capacity of organizations dedicated to the improvement of communities.
- Grow professionally and personally through a variety of skill-building experiences and professional development activities.
- Earn a living allowance, receive childcare and health benefits, and earn an education award for continued education or repayment of student loans.

OREGONSERVES COMMISSION

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

In support of Oregon Revised Statute (ORS) 660.500 and 45 Code of Federal Regulations (CFR) Part 2522, 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 Commission’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.

4. SCHEDULE (APPLICATION AND AWARD TIMELINE)

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. “N/A” denotes that event is not applicable to this RFA.

Timeline Activity

By February 10, 2023	OSC releases this Request for Applications
February 14, 2023 2-3PM PST	Informational Webinar for New Applicants
February 16, 2023 11AM-12PM PST	Informational Webinar for Continuing and Recompete Applicants
March 3rd, 2023 by 11:59PM PST	Notice of Intent to Apply due to OSC for all Applicants.
April 6th, 2023	Close of individual programmatic question and answers period. Individual technical assistance will continue to be available during this period
April 7th, 2023 by 11:59PM PST	All Formula Applications Due in eGrants and Supplemental Documents emailed to OSC <i>Estimated Clarification Period: April 24-May 5, 2023</i>

May 17 th , 2023	OSC submits AmeriCorps State Formula Portfolio to CNCS
July 2023	Estimated Notification Period of Formula Award by CNCS

5. FOCUS AREAS AND FUNDING PRIORITIES

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.

2023 AMERICORPS FUNDING PRIORITIES

In 2023, AmeriCorps seeks to prioritize the investment of national service resources in the areas or through the organizations listed below:

- **Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals.**
- **Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence-** <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.
- **Programs that provide additional benefits to AmeriCorps members** aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.
- **Programs that create workforce pathways for AmeriCorps members**, including deliberate training, certifications, and hiring preferences or support;
- **Environmental Stewardship**, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.
- **Faith-based organizations.**
- **Economic Mobility Corps** - a 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.

In addition to the stated AmeriCorps priorities above, OSC has the following priorities for funding:

- **Resource Gaps:** Activities that may include education and youth development, addressing learning loss, and supporting social-emotional child development.
- **Community Resiliency:** Activities that develop the capacity of communities such as building volunteer capacity, engaging community members as first responders, 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:** Activities that improve natural environments such as wildfire mitigation, renewable energy and energy efficiency, sustainable food systems, and conservation and habitat preservation.

- **Health Disparities:** Activities that increase access to health care, including behavioral and mental health care, especially in underserved communities.
- **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 to achieve sustainable change in communities.
- **Rural Programming:** Activities that increase capacity and meet urgent needs in rural communities.
- **School-to-Prison Pipeline:** 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.
- **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 of AmeriCorps through certifications, credentialing, course for credit, and/or other additional benefits through partnerships with educational institutions.

Commitment to Diversity, Equity, and Inclusion

AmeriCorps advances racial and economic equity by expanding economic opportunity for vulnerable populations. Racial and economic equity must be infused through the planning and implementation of all priorities. AmeriCorps programs should reflect the diversity of the American people and the communities in which they serve. AmeriCorps programs should be designed for and structured to accommodate the inclusion of all Americans.

Additionally, OSC applies HECC's [Equity Lens](#) to its operations, upon the belief that:

Individuals within a community and communities within a larger society need the ability to shape their own present and future, and OYC believes that workforce development and education are fundamental aspects of Oregon's ability to thrive. Equity is both the means to success and an end that benefits us all. Equity requires the intentional examination of systemic policies and practices that, even if they have the appearance of fairness, may in effect serve to marginalize some and perpetuate disparities. Data are clear that Oregon demographics have been changing to provide rich diversity in race, ethnicity, and language. Working toward equity requires an understanding of historical contexts and the active investment in changing social structures and practice over time to ensure that youth from all communities have the opportunities and support to realize their full potential. Creating a culture of equity requires monitoring, encouragement, resources, data, and opportunity.

Therefore, OSC prioritizes and emphasizes program models that:

- Demonstrate impact in communities within the six focus areas as described above under “AmeriCorps Focus Areas”.
- 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 demonstrate the priority area is a significant part of the program focus and intended outcomes within the narrative section of their application. Proposing programs that receive priority consideration does not guarantee funding. Applicants may score up to 4 points during the evaluation process for significantly addressing an OregonServes Commission funding priority.

6. FUNDING OVERVIEW

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

Funding is not guaranteed and is subject to the availability of funds, and final approval by AmeriCorps, the federal agency. OSC reserves the right to prioritize providing funding for continuation Applicants. The actual level of funding available through the AmeriCorps State Formula Funding allocation will be subject to the availability of annual appropriations. Award amounts will vary, as determined by the scope of the projects. This RFA is for Single-State Applicants only.

Grant Types

AmeriCorps Operating Grants: *Formula Cost Reimbursement* or a *Fixed Amount grant*.

Eligibility: Applicant Organizations

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award.

The following Non-Federal entities (as defined in 2 CFR §200.69) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Eligibility: Application Types

A. New AmeriCorps State Formula Grant Applications

OSC encourages organizations that have not received prior funding from AmeriCorps to apply. The general practice is to award no more than 20 member positions to organizations receiving an AmeriCorps award for the first time. New Applicants are eligible to apply for a Cost Reimbursement Grant but are not eligible to apply for Fixed Amount Grants.

B. Continuation AmeriCorps State Formula Grant Applications

Organizations that have current AmeriCorps awards that do not end in the 2022-23 program year must submit a continuation Application to be eligible to receive funding for the following year. Requests by existing continuation Applicants for increases in the level of funding or number of positions will be assessed using the criteria under this RFA.

C. Recompeting AmeriCorps State Formula Grant Applications

Current OSC-funded programs with a 3-year funding cycle that ends in the 2022-23 program year are considered to be in “recompete” status. These Applicants may apply for a new 3-year award under this RFA.

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 four months later than the program end date stated 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.

Ineligibility

Organizations that propose to operate an AmeriCorps program serving **more than one state, territory, or federally recognized Indian Tribes are not eligible to apply under this RFA and must apply directly to AmeriCorps during AmeriCorps’ separate Tribal and Competitive AmeriCorps National Direct funding opportunities.**

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.

7. PROGRAM REQUIREMENTS

Each Applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. AmeriCorps and OSC urges Applicants to submit high quality Applications that carefully follow the guidance in this RFA and in the AmeriCorps [Application Instructions](#). The quality of an Application will be an important factor in determining whether an organization will receive funding.

Threshold Requirements

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

- OSC 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 CFR §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). OSC prefers partners to have an ongoing role in planning, operating, and sustaining the program (e.g., match contribution, training, assessment, quarterly meetings, etc.) to ensure the success of the program.
- All Applicants must propose program designs that are either evidence-based or evidence informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Base section of the application to be considered for funding.
- Recompete and Continuation Applicants' program design must have a minimum of 10 AmeriCorps members.
- New Applicants may request a minimum of 5 members for their first program year but are required to meet the 10-member minimum when applying for their second-year continuation grant.
- New Applicants may request a maximum of 20 AmeriCorps members for their first three-year program grant.

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.

Reporting

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

Required Meetings

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

Some events are required for OSC grantees, while others are optional attendance. Meetings and events may be hosted virtually or in-person. Applicants should include travel costs and/or registration fees (as applicable) in their Application budget.

- **Grantee Information Call** (required) Calls for grantees that covers timely topics, training information, grantee information, and news and updates on national service.
- **Annual Grantee Orientation** (required): An annual in-person event held near the start of the program year. This event brings grantee staff together to share best practices, network, and receive essential training on grant and program management. This event is mandatory for primary program and fiscal staff from each grantee program. Additional representatives from the grantee organization are invited to attend, space permitting.

Required Training Events

- **Annual Oregon 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.
- **West Regional Training Conference** (required): An annual regional conference hosted by the national association for state commissions, America's Service Commission. Location and dates vary annually. Programs are required to register and send a minimum of one staff member.
- **Life After AmeriCorps Event** (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. OSC may host this event as a virtual series, in-person event, or hybrid format depending on statewide conditions and other factors. Programs should budget for a portion of this event to be in-person.

In addition to the above, OSC provides access to additional trainings through the national association, America's Service Commissions (ASC). These trainings are optional and typically cover topics such as recruitment and retention, volunteer management, evaluations, and evidence tiers. OSC also provides an annual training series and cohort dedicated to anti-racism and racial equity learning, open to AmeriCorps grantee staff, members, and site supervisors.

Days of Service Events

OSC 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 and service projects.

Programs are required to provide opportunities for members to participate in at least two service projects per program year. At least one of the service projects must be an official AmeriCorps National Day of Service event, which includes Martin Luther King, Jr. Day of Service and the 9/11 Day of Service and Remembrance. Programs may also choose to celebrate the following: Cesar Chavez Day, Make a Difference Day, Global Youth Service Day, Earth Day, Juneteenth, or AmeriCorps Week. Your plans for service days will be collected later if you are approved for an AmeriCorps grant.

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.

National Service Criminal History Checks

The National Service Criminal History Check (“NSCHC”) is a screening procedure established by law to protect the beneficiaries of national service. 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. OSC requires Applicants to utilize the two vendors (Field print 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. The process to request a waiver may be found on the [AmeriCorps Criminal History Checks webpage](#) under Quick Links.

Programs must complete the following checks for all covered positions:

- A nationwide name-based search of the National Sex Offender Public Website (“NSOPW”); and
- 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
- A fingerprint-based FBI criminal history check.

All checks must be conducted, reviewed, and a final eligibility determination made no later than the day before the individual begins work or service.

Applicants' budgets should include 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.

Member Living Allowance

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. Fixed Amount grant Applicants should indicate that amount in the Application.

Minimum and Maximum Living Allowance

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

SERVICE TERM	MINIMUM # OF HOURS	MINIMUM LIVING ALLOWANCE	MAXIMUM TOTAL LIVING ALLOWANCE
Full-time	1,700	\$17,600	\$35,200
Three Quarter time	1,200	n/a	\$24,640
Half-time	900	n/a	\$17,600
Reduced Half time	675	n/a	\$13,376
Quarter-time	450	n/a	\$9,152
Minimum time	300	n/a	\$7,392
Abbreviated time	100	n/a	\$2,112

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.

Maximum Cost Per Member Service Year (MSY)

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.

Type of Grant Program	Maximum Cost per MSY
New Formula Applicants	\$28,800*
Re-Compete Formula Applicants	\$23,000
Continuation Formula Applicants	\$23,000

**OSC reserves the right to consider a higher CPMSY for individual Applicants due to special circumstances, such as disaster. The maximum that can be awarded for any individual formula program is \$28,800 per MSY.

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.

NOTE: In Oregon, the Segal Education Award is exempt from Oregon State Tax (one of only five states with this exemption), allowing for members to further leverage their award.

MATCH AND COST REQUIREMENTS

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

Cost Reimbursement Grants: Applicants are required to match funds based on the chart below. The Applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match

requirement at the time of Application submission. See [Section D.6. Funding Restrictions](#) in the AmeriCorps NOFO for more information.

NOTE: New Applicants are eligible to apply for the Cost Reimbursement grant but are not eligible to apply for Fixed Amount grants.

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 to OSC at the time of Application submission. OSC will then submit the request to AmeriCorps on the Applicant’s behalf. Information on eligibility criteria and applying for the Alternative Match Schedule are found in Attachment G on page 37 the AmeriCorps [Application Instructions](#).

Match Waiver

AmeriCorps may waive, in whole or in part, the requirements of §§ 2521.45 and 2521.60 if AmeriCorps determines that a waiver would be equitable because of a lack of available financial resources at the local level. Applicants wishing to submit a match waiver specific to their program must email their request and supporting documentation to OSC for review. Such requests must be approved by OSC before they will be submitted to AmeriCorps for consideration. Applicants must demonstrate they meet all four criteria outlined in [45 CFR §2521.70](#) and provide the specific amount of match they are requesting AmeriCorps to waive.

Match Replacement

There will be possible match replacement utilizing American Rescue Plan funds later in the program year to help programs meet match requirements. Specific instructions will be provided to subgrantees at a later date.

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 section III of the budget 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 in the budget are located here: [eGrants Indirect Cost Rate Instructions FINAL.docx \(live.com\)](#)

Applicants should not submit documentation addressing the indirect cost rate agreement via email.

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. Cognizant agency for indirect costs means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans and indirect cost proposals on behalf of all Federal agencies.

Pre-Award Costs

Pre-award costs are those incurred prior to the effective date of the Federal award or subaward where such costs are necessary for efficient and timely performance of the AmeriCorps project. Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps. Approvals are acquired through an initial written request submitted to OSC at oregon.serves@hecc.oregon.gov. All pre-award costs are subject to the same cost principles as costs incurred during the grant project period.

8. APPLICATION PROCESS

To apply for an AmeriCorps grant, Applicants must complete the following steps:

1. Attend an Informational Webinar (required if a new Applicant)
2. Submit a Notice of Intent to Apply
3. Submit an Application Package and Email Supplemental Documents

1. Informational Webinar

Attending the informational webinar is the first required step to submit an Application as a New Applicant. Attendance for Recompete or Continuation Applicants is recommended but not required.

Informational Webinar Registration Link: <https://forms.office.com/g/tRTeFDDj2r>

2. Notice of Intent to Apply

All Applicants must submit a Notice of Intent to Apply to OSC **by March 3rd, 2023 by 11:59pm PST.**

Submissions must be sent via the following link: <https://forms.office.com/g/qdNEZ0e3wP>

The Notice of Intent to Apply consists of the following:

- **Brief Program Description:** Information on how the AmeriCorps Program will fulfill a need in the community.
- **AmeriCorps Focus Areas:** Information on which focus areas the program will address.
- **AmeriCorps and OSC Priorities:** If applicable, information on which priorities the program will address.
- **Number of AmeriCorps Members:** The number of Member Service Years (MSY) needed for the AmeriCorps Program.
- **Organizational Capability:** The Applicant's ability to manage AmeriCorps grant funds. New Applicants without AmeriCorps grant management experience address their organization's history with managing grant funds.
- A Grant Readiness Assessment (required only for new Applicants)

The **Grant Readiness Assessment (Attachment B)** consists of several questions to help organizations determine if they are prepared to apply for or implement an AmeriCorps grant. The Grant Readiness Assessment will be emailed to oregon.serves@hecc.oregon.gov for review. Upon review, if OSC believes an organization is not ready to apply for an AmeriCorps operating grant, they may be invited to apply for a planning grant or receive training and technical assistance in order to apply for a future round of AmeriCorps funding.

3. Application Package

The Application package for an AmeriCorps Grant consists of the following to be submitted by the deadline:

- Submission of the online application in the eGrants system (www.egrants.cns.gov).
- Submission of required supplemental documents sent via email to oregon.serves@hecc.oregon.gov

UEI and SAM

All applicants must register with the Federal System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, applicant must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantee:

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0029897

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

AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identify. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant. Applications must include a valid UEI on their Application, which is generated as part of the SAM registration process.

AMERICORPS APPLICATION

A complete AmeriCorps Application consists of the following sections:

1. Standard Form 424 (SF-424) Face Sheet: This is automatically generated when Applicants complete the data elements in the eGrants system.
2. Narratives
 - a. Executive Summary
 - b. Program Design
 - c. Organizational Capability
 - d. Cost Effectiveness and Budget Adequacy
3. Evaluation Summary or Plan
4. Logic Model
5. Performance Measures
6. Standard Form 424A Budget
7. Continuation Changes
8. Clarification
9. Authorization, Assurances, and Certification

Page Limits

Some sections of the Application have page limits, as the pages print out from eGrants.

- The total of Sections 1-2 must not exceed **10 double-spaced pages**
- Rural Intermediary programs' Applications are held to a **12-page limit** for the total of Section 1-2.
- The Logic Model may not exceed **3 pages** when printed with the Application from the "Review" tab in AmeriCorps' web-based management system.

A. EXECUTIVE SUMMARY (REQUIRED - 0 PERCENT)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)]. * The AmeriCorps investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and Federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

*If the program is not operating in an AmeriCorps focus area, omit this sentence.

Fixed-Amount grant Applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

B. PROGRAM DESIGN (50 PERCENT)

Reviewers will consider the quality of the Application's response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the [Theory of Change and Logic Model](#) incorporates the funding priorities listed above.

1. Theory of Change and Logic Model (24 Points)

The Theory of Change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The Applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The Applicant's intervention is likely to lead to the outcomes identified in the Applicant's Theory of Change.
- The expected outcomes articulated in the Application narrative and logic model represent meaningful progress in addressing the community problem identified by the Applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:

- Locations or sites in which members will provide services
- Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions, or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
 - The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators
 - Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators

NOTE: The logic model is a visual representation of the Applicant's Theory of Change. Programs should include short, medium, or long-term outcomes in the logic model. Applicants are not required to measure all components of their Theory of Change. The Applicant's performance measures should be consistent with the program's Theory of Change and should represent significant program activities.

- In the Application narrative, Applicants should discuss the community need as it relates to the CDC's Social Vulnerability Index:
<https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>.
- In the Application narrative, Applicants should discuss their rationale for setting output and outcome targets for their performance measures.
- Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g., targets documented by organizations running similar programs with similar populations), and/or prior program evaluation findings.
- Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds 3 pages will not be reviewed.

2. Evidence Base (16 Points)

The evidence base section has several sections to address. First, the applicant is to describe the consultation it engaged in when developing the national service program model, in particular any consultation with: potential program participants, representatives of the community to be served, other community-based agencies with a demonstrated record of experience in providing services, local government leaders in the areas to be served, and any labor organizations that represent employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members.

Applicants are to propose program designs that are evidence based or evidence informed according to the definitions found in the Mandatory Supplemental Information.

Reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
 - The strength and sources of cited evaluations of the model, research, or standards promoted by subject experts (e.g., FEMA or CDC or SAMHSA or World Health Organization);
 - The described evidence is relatively recent, preferably from the last six years;
- How closely the intervention evaluated in any cited studies matches the one proposed by the applicant;
- How closely the population providing the intervention in any cited studies matches the proposed AmeriCorps member population.
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.
- Any innovative aspects of the national service program, and/or the feasibility of replicating the program.

The Evidence narrative is also where applicants summarize the study design and key findings of up to two evaluation report(s). Evaluation reports are submitted optionally and inform their program design and intended outcomes. Applicants who submit evaluation reports for consideration will describe in the Evidence narrative how their intervention is the same as the intervention described in their application. More information on submitting evaluation reports is found on page 4 in the Mandatory Supplemental Information.

Applicants may provide citations for the studies they describe, if applicable; However, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the AmeriCorps NOFO instructions.

3. State Commission Priority (4 Points)

Applicants will create a separate heading titled State Commission Priority. Enter N/A in this section because detailed answers will be submitted via the Focus Area Questionnaire for Priority Consideration document. On the document, the Applicant will indicate whether their program design and outcomes focus significantly on one or more of the priorities outlined in the State Commission Funding Priorities section of this Notice. The Applicant will outline their plan to incorporate diversity, equity, and inclusion principles into its program design, including member recruitment and support.

4. Member Experience (6 Points)

- AmeriCorps members as a result of their service will have opportunities to develop as leaders.

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The Applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- The Applicant's organization and/or program has a diversity, equity, and inclusion council that seeks to diversify its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

C. ORGANIZATIONAL CAPABILITY (25 PERCENT)

Reviewers will consider the quality of the Application's response to the following criteria below.

1. Organizational Background and Staffing (13 Points)

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.
- The organization has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.).
- The organization has a stated commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.

2. Compliance and Accountability (8 Points)

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

4. Member Supervision (4 Points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.

- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. COST EFFECTIVENESS AND BUDGET ADEQUACY (25 PERCENT)

Reviewers will assess the quality of the Application's budget to the following criteria below.

These criteria will be assessed based on the budget submitted. Do not include narrative in the narrative box except for "See budget."

1. Cost Effectiveness and Budget Adequacy (25 Points)

- Budget is submitted without mathematical errors
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the Application criteria.

Applicants must complete the budget sections in eGrants. Please refer to section VIII beginning on page 8 of the [ASN FY23 ApplicationInstructions Final \(americorps.gov\)](#) for instructions. Please ensure the following information is in the budget screens:

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-AmeriCorps funding and resources necessary to support the project, including Fixed Amount Applicants.
- 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 proposed or secured.

E. EVALUATION (DATA COLLECTION) PLAN - MANDATORY (0 PERCENT)

For all Applicants, please write a narrative that includes the following elements:

1. Description of how you are or will strive to be an evidence informed program. Evidence informed programs are ones that use the best available knowledge and data collection to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the Application. Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data and other data on the intervention described in the Application.

2. Description of your data collection plan that includes the following:
 - a. Steps you will take to ensure the data you collect on your performance measures are good and of high quality;
 - b. A description of the Applicant's data collection plan and systems and how it is sufficient to collect high quality performance measurement data during the next three years;
 - c. Other data you may collect alongside your performance measures to build a foundation for evidence informed programming so that you can determine if your member interventions are likely having an impact;
 - d. A description of how the Applicant will use performance measure data and other data to learn from what is happening and improve the program in the next three years of funding.

F. AMENDMENT JUSTIFICATION (0 PERCENT)

Enter N/A. This field will be used if the Applicant is awarded a grant and needs to amend it.

G. CLARIFICATION INFORMATION (0 PERCENT)

Enter N/A. This field will be used to enter information that requires clarification in the post review period.

H. CONTINUATION CHANGES (0 PERCENT)

AmeriCorps expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation Applicants may request the changes listed below during the continuation process.

Information should be provided in the Continuation Changes narrative field as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions

The page limit for the Continuation Changes field is **six pages**, as the pages print out from eGrants.

Any continuation Applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.

9. APPLICATION SUBMISSION

All Applicants shall apply and submit their Applications through the federal eGrants System (eGrants).

Application Deadline

All Formula Application materials must be completed and submitted in eGrants by **the due date in Section 4, Schedule**. Additionally, all required additional documents, requested by both OSC and AmeriCorps, must be submitted to oregon.serves@hecc.oregon.gov by the same deadline.

Submission Instructions: eGrants System

New and Recompeting Applicants

To apply, follow the instructions in the AmeriCorps 2023 Application Instructions. Applicants should apply into the OSC FY23 Formula Application Prime with **Grant ID #23AC253651** for cost reimbursement applicants and **Grant ID #23ES253650** for fixed cost applicants.

OSC 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.

Continuation Applicants

Start a Continuation Grant Application. (Bottom left of the eGrants home page under Creating an Application). You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. Make sure you select the correct one. Do not start a new Application. The system will copy your most recently awarded Application.

Edit your continuation Application as directed in the continuation request instructions starting on page 12 here: [ASN FY23 ApplicationInstructions Final \(americorps.gov\)](#)

When you have completed your work, click the SUBMIT button.

10. REQUIRED DOCUMENTS

AmeriCorps and OSC required documents should be sent to OSC, via email at oregon.serves@hecc.oregon.gov, when you submit your Application in eGrants. These documents include:

- 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) – include details of titles, programs, FTE, supervision level, service sites and member placements (# of members).
- Most recent audit or audited financial statement. If an organization has never been audited, they will submit a most recent unaudited financial statement.
- Focus Area Questionnaire for Priority Consideration.
- Labor Organization Certification Form.
- Application Certification Sheet.

All additional required documents will include the Applicant organization name and Application ID number and are due by the Application deadline to oregon.serves@hecc.oregon.gov. Email subject lines should include the Applicant organization name and Application ID number. The body of the message should only include a listing of attached document(s).

Failure to submit all the required additional documents to OSC on or before the Application deadline will have a negative effect on the assessment of your Application and/or on determining 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.

11. APPLICATION REVIEW

A. Compliance Review

OSC staff will review all Applications submitted to OSC 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 OSC 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 2023 NOFO and Supplemental Materials. OSC 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, Continuation, 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 OSC staff to improve their Applications prior to final submission to AmeriCorps. Final applications receiving an average score less than 75% of the maximum score will be eliminated from consideration in the OSC 2023-24 AmeriCorps State grant Application review process. However, in an effort to fund a diverse portfolio of Applications, OSC reserves the right to prioritize funding for smaller organizations that may not score as high in organizational capacity or budget adequacy but meet Commission and/or AmeriCorps funding priorities and serve focus area communities. OSC staff will provide feedback to Applicants on their submitted applications and supplemental documents after the review process concludes. A copy of the scoring sheet used by the external review team is available by request.

C. Submittal to AmeriCorps

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

Risk Assessment

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

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

- Financial stability
- Financial capability and capacity to manage Federal funds
- Quality of management systems and ability to meet the management standards prescribed in applicable [Office of Management and Budget \(OMB\) Guidance](#)
- Ability to meet matching requirements
- 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
- Publicly available information, including information from the Applicant organization's website
- 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

- 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

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

- 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
- The extent to which any previously awarded amounts will be expended prior to future awards
- Applicant organization’s annual report
- Past Performance toward enrollment, retention, and performance measure targets

OSC staff will assess their recompeting subgrantee’s past performance in addition to evaluating their eligibility for funding and quality of its Application.

In evaluating programmatic performance, OSC will consider the following for Applicants that are current AmeriCorps State Formula grantees:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention rates
- 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

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 Federal Awardee Performance and Integrity Information System (FAPIIS)(see 41 U.S.C. 2313). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any Applicant receiving an award, including those under \$250,000.

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

OSC and/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. OSC staff will apply their experience and expertise in evaluating and recommending Applications. OSC will engage external reviewers to provide insight and input with 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 and Commission Funding Priorities
 - Meaningful representation of:
 - Geographic diversity
 - Rural communities
 - Innovative community strategies
 - Focus area representation

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.

AmeriCorps will assess an Applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in eGrants to be considered for AmeriCorps' assessment of strategic considerations. 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.

OSC and AmeriCorps reserves the right to prioritize funding existing awards over making new awards. OSC and AmeriCorps reserves the right to award Applications in an amount other than at the requested level of funding and will document the rationale for doing so.

OSC reserves the right to adjust or make changes to the review process in unforeseen challenges or exigent circumstances make it impossible, impractical, or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess Applications submitted to OSC in response to this RFA.

12. LINKS AND RESOURCES

INSTRUCTIONS AND GUIDELINES

- **AmeriCorps NOFO for FY 2023 AmeriCorps State and National Grants**, found here:

https://americorps.gov/sites/default/files/document/ASN_FY2023_Competitive_Notice_508_072722.pdf

AmeriCorps 2023 Mandatory Supplemental Instructions found here:

https://americorps.gov/sites/default/files/document/ASN_FY2023_MandatorySupplementalInformation_508_072722%20%281%29.pdf

- **AmeriCorps 2023 Application Instructions**, found here:

https://americorps.gov/sites/default/files/document/ASN_FY2023_ApplicationInstructions_508_072722.pdf

- **AmeriCorps 2023 Performance Measures Instructions**, found here:

https://americorps.gov/sites/default/files/document/ASN_FY2023_PerformanceMeasures_508_072722.pdf

REQUIRED FORMS

- **Grant Readiness Assessment** (New applicants):

[State of Oregon: Workforce Investments - OregonServes](#)

- **Focus Area Questionnaire for Priority Consideration (All applicants):**

[State of Oregon: Workforce Investments - OregonServes](#)

For the full details of AmeriCorps Application requirements and terms and conditions, please visit and carefully read the documents linked above.

13. GENERAL RFA TERMS

- Submission of an Application does not constitute an Agreement between the Higher Education Coordinating Commission (HECC) 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 OSC 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 the terms and conditions of this RFA, and any terms and conditions imposed by AmeriCorps and HECC including, but not limited to, execution of applicable funding agreements (and ancillary documents, if any, required by HECC) satisfactory to HECC. No funds will be released prior to all program conditions being met and funding agreements executed.
- OSC reserves all rights including, but not limited to the right, at its sole discretion:

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

(2) to amend the deadline for submitting Applications.

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

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

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

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

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

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

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

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

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

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

RFA QUESTIONS AND RESPONSIBILITY

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

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

OregonServes will not be held responsible for any error or omissions from downloading the RFA. The official RFA document is the one held at HECC. Those Applications that are substantially incomplete or fail to meet the substantive requirements of the RFA will be deemed by OSC and/or AmeriCorps to be "nonresponsive" and will be rejected. Applications considered complete, or "responsive," will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFA. If the Application is unclear or has an omission, OSC may in its discretion waive an omission or the Applicant

may be asked to provide the missing information or provide written clarification to assist in determining the issue of the Application's responsiveness or to render the Application "responsive" and eligible for further review.

14. SUCCESSFUL APPLICANT REQUIREMENTS

A. Taxpayer Identification Number

The apparent 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>). The apparent 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 Proposer has changed since the last submitted W-9 form, if any.

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

B. Business Registry

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 Contract. 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>.

15. 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, 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.

ATTACHMENT A: APPLICATION PACKAGE CHECKLIST

In order to be considered for 2023-24 AmeriCorps Formula 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 OregonServes.**

Item	Recommended or Required	Required for what type of applicant	How to send/access	Deadline
OSC informational session	Required	New applicants	Microsoft Teams Registration Link: https://forms.office.com/g/tRTeFDDj2r	February 14 th , 2023
	Recommended	Continuing and Recompete applicants		February 16 th , 2023
Notice of Intent to Apply to OSC	Required	All applicants	Via Microsoft form at https://forms.office.com/g/qdNEZ0e3wP	March 3 rd , 2023
Grant Readiness Assessment	Required	New and Recompete applicants	Attachment B in the RFA; via email to oregon.serves@hecc.oregon.gov	March 3 rd , 2023
Set up eGrants Account	Required	All applicants	Via eGrants https://egrants.cns.gov/espan/main/login.jsp	As early as possible in the process
Register at SAM.gov for UEI	Required	All applicants	Via SAM.Gov	As early as possible in the process
Submit grant application	Required	All applicants	Via eGrants	April 7 th , 2023
Submit organizational chart	Required	New and Recompete applicants; Continuation if staff changes occurred since last award	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023
Labor Organization Certification Form	Required	Only for those that meet the criteria listed in the form	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023
Most recent audit, audited financial	Required	All applicants	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023

statement, OR unaudited financial statement if never been audited				
Evaluation Briefs, Reports, or Studies	Optional	Recompete or Continuation applicants	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023
Focus Area Questionnaire for Priority Consideration	Required	All applicants	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023
Federal Debt Delinquency Information	Required, if applicable	All applicants	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023
Letters of Support from Consortium Members	Required, if applicable	Rural Intermediary applicants	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023
Application Certification Form	Required	All applicants	Via email to oregon.serves@hecc.oregon.gov	April 7 th , 2023

ATTACHMENT B: GRANT READINESS ASSESSMENT

OregonServes 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 OregonServes. 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 OregonServes.

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

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

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:

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:
FOCUS AREA QUESTIONNAIRE FOR PRIORITY CONSIDERATION

All 2023-24 AmeriCorps applicants must complete this form and submit to oregon.serves@hecc.oregon.gov by their application deadline, according to the OregonServes' Request for Applications.

Program Name:

Staff Contact Person:

Staff Email:

The Request for Applications (RFA) identifies multiple OregonServes program development priority areas that will be evaluated by the commission at the time final funding decisions are made. OregonServes priorities add to or complement AmeriCorps priorities as well as Oregon state legislature priority initiatives. Applicants must show the priority area is a significant part of their program focus and intended outcomes, which will be evaluated as part of its overall program design. Please reference part 2b Program Design of the AmeriCorps Application section within the Formula RFA for more information on scoring criteria.

Oregon State Commission Priorities:

Was the population your organization serves significantly impacted by COVID-19? Will your program focus on aiding communities recover from the COVID-19 pandemic?

Yes No. Please provide more detail in 100 words or less:

Will your program activities center on and serve communities who are systemically underrepresented and under-resourced?

Yes No. Please provide more detail in 100 words or less:

Will your program focus on environmental equity and improving natural environments through activities such as wildfire mitigation, renewable energy, conservation, or habitat preservation?

Yes No. Please provide more detail in 100 words or less:

Does your organization provide resources to address health disparities such as increasing access to health care, including behavioral and mental health care, especially in

underserved communities in order to provide sustainable change in communities?

Yes No. Please provide more detail in 100 words or less:

Will your program focus on serving rural communities?

Yes No. Please provide more detail in 100 words or less:

Does your organization offer any certifications, credentialing, course for credit, and/or other additional benefits through partnerships with educational institutions?

Yes No. Please provide more detail in 100 words or less:

DIVERSITY, EQUITY, AND INCLUSION

OregonServes seeks to increase equity and inclusion across our portfolio of programs and services, so it is of particular interest to the commission that AmeriCorps State programs recruit members from their own communities and are representative of the communities being served. A program's current or intended plan to incorporate the principles of diversity, equity, and inclusion will be evaluated as part of their overall program design.

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 submit as a separate document.

ATTACHMENT D: LABOR ORGANIZATION CERTIFICATION FORM

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

Legal Applicant Organization:

Program Name:

Definitions

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

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

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

[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

ATTACHMENT E: 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 the State 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 been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty. Applicant understands that any statement or representation it makes, in response to this RFP, 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.

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

Authorized Signature

Date

(Printed Name and Title)