



2024-25 AMERICORPS STATE COMPETITIVE GRANT

Request for Applications

Application Due Date: December 10th, 2023, 11:59PM PST

For more information, contact: oregon.serves@hecc.oregon.gov or
Visit our website at: <https://www.oregon.gov/oregonserves/Pages/default.aspx>

I. OVERVIEW

State Entity: OregonServes (“OSC”)

Federal Agency: AmeriCorps

Federal Funding Opportunity: 2024-25 AmeriCorps State Competitive Grants

Announcement Type: Request for Grant Applications

Federal Announcement:

[2024-25 AmeriCorps Notice of Funding Opportunity \(“NOFO”\), found here.](#)

CFDA Number: 94.006

Important Notice to Applicants: This Request for Applications (“RFA”) is part of the AmeriCorps 2024-25 State Competitive Grants NOFO and is tailored to Oregon’s local statewide competition.

The State of Oregon, acting by and through its Higher Education Coordinating Commission (“Agency”) on behalf of the OregonServes Commission (“OSC” or “Commission”) is pleased to announce the Request for Applications for institutions of higher education, local governments, including school districts, nonprofit organizations, Indian Tribes, and public health departments to apply for AmeriCorps members to serve and meet critical community needs in Oregon.

OregonServes

The mission of the OregonServes Commission is to promote and support AmeriCorps, volunteerism, and civic engagement to strengthen Oregon communities.

AmeriCorps

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic participation through service and volunteering.

Important Dates

- Applications are due no later than **Sunday, December 10th, 2023**, by 11:59 p.m. PST.
- OSC Application Review and Clarification Period: **December 11th – 22nd 2023**
- **Final application revisions due in eGrants and email: December 27th, 2023**
- Successful Applicants will be notified by **mid-April 2024**
- AmeriCorps will issue successful Applicants awards by **mid-July 2024***

**Issuance of grant funds is contingent upon successful negotiation and execution of a grant agreement with HECC on behalf of OSC.*

Program Background & Program Authority

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. §12501 et seq.](#))

AmeriCorps State and National Competitive Grants are awarded by AmeriCorps in compliance with the Notice of Funding Opportunity announced by AmeriCorps ([2024-25 AmeriCorps Notice of Funding Opportunity \(“NOFO”](#)). OSC is Oregon’s State Service Commission and is responsible for accepting applications for single-state applicants. OSC will recommend AmeriCorps fund certain applications based on the criteria set forth in this RFA and the AmeriCorps NOFO. AmeriCorps is ultimately responsible for all funding decisions. Once AmeriCorps awards grants under this program OSC will manage the grants throughout the grant period.

II. PROGRAM DESCRIPTION

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country’s most pressing challenges through national service and volunteerism. AmeriCorps members volunteer with organizations dedicated to the improvement of communities and volunteers. AmeriCorps helps make service a cornerstone of our national culture.

This RFA is for AmeriCorps State Competitive programs which are funded at the national level after a successful state and federal review process in which they compete against other single-state programs as well as multi-state National Direct programs. Competitive AmeriCorps State programs are funded on a three-year basis in terms of program goals and objectives, but they develop one-year budgets and must re-apply every year for continued funding. Applicants not selected for competitive funding from AmeriCorps can apply for funding at the state formula level. HECC anticipates issuing an RFA for those funds in spring 2024.

AmeriCorps may award a Cost Reimbursement or a Fixed Amount grant to any successful Applicant, but the availability of a Full-Cost Fixed-Amount grant is limited to certain Applicants. Cost Reimbursement 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. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports. Fixed Amount grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially 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 programs are not required to track and maintain documentation of match. However, AmeriCorps provides only a portion of the cost of running the program and organizations must raise the additional resources needed to run the program. Programs can access the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. Professional Corps programs applying for operational funding through a Fixed Amount grant must submit a budget in support of their request for operational funds. Applicant that would like more information on Cost Reimbursement and Fixed Amount grants should reach out to OSC staff.

Grants will be awarded to eligible organizations (see Section III) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions or practices to strengthen communities.

An AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps members may receive a living allowance and other benefits while serving. Upon successful completion of their service, AmeriCorps members earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans (See NOFO § D.6.a.3).

III. ELIGIBILITY INFORMATION

Eligible Applicants

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply for :

- Indian Tribes
- Institutions of higher education
- Local governments, including school districts
- Nonprofit organizations

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

Unique Entity Identifier and System for Award Management (SAM)

All Applicants **must** [register with the System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete. If an Applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. Use the [SAM Quick Guide for Grantees for more information](#).

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

Applications must include a valid Unique Entity Identifier (UEI). OSC will not make awards to entities that do not have a valid SAM registration and UEI.

Applications must include an Employer Identification Number. The UEI and Employer Identification Number must be entered by the organization’s Grantee Administrator as an

organization attribute, and this will apply the information to all applications for the organization.

If an Applicant has not fully complied with these requirements by the time OSC and AmeriCorps is ready to make a federal award, OSC and AmeriCorps may determine that the Applicant is not qualified to receive an award.

New Applicants

HECC encourages organizations that have not received prior funding from AmeriCorps to apply. New Applicants are only eligible to apply for Cost Reimbursement grants.

IV. FEDERAL PROGRAM REQUIREMENTS

In order to receive a grant award, applications must satisfy all requirements set forth in the Notice of Funding Opportunity announced by AmeriCorps ([2024-25 AmeriCorps Notice of Funding Opportunity \("NOFO"\)](#)). This RFGA outlines some of those requirements in order to aid applicants. However, this RFGA **does not** contain all of the requirements. Applicants are expected to read the NOFO and the [Mandatory Supplemental Information](#) and comply with all terms and conditions therein. Applicants who fail to satisfy the requirements of the NOFO will not receive an award.

National 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. Please refer to the [National Performance Measure Instructions](#) for details about performance measure requirements and selection rules.

Applicants should see the AmeriCorps NOFO for the following information and requirements:

- A. Cost Sharing or Matching Requirements (Section C.2.)
- B. Member Living Allowance (Section D.6.a.1.)
- C. Maximum Cost per Member Service Year (Section D.6.a.2)
- D. Indirect Costs (Section D.6.b.)
- E. Pre-Award Costs (Section D.6.c.)
- F. Federal Funding Priorities (Section A.2.)
- G. Federal Award Information (Section B)

National Service Criminal History Check Requirements: The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. OSC encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or

volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant.

- Award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on the award. Limited exceptions are described in [45 CFR 2540.201](#).
- AmeriCorps strongly encourages Applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. Use the [NSCHC regulations and guidance](#).
- **OSC REQUIRES** Applicants to utilize the two vendors (Fieldprint & Truescreen) that AmeriCorps has engaged to conduct NSCHC.

Failure to conduct an NSCHC may result in significant disallowed costs. OSC policy requires that subgrantees complete all three checks below for individuals in covered positions. This is required regardless of whether the individuals have access to vulnerable populations.

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

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

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

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

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

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

V. 2024 OSC FUNDING PRIORITIES

OSC will fund programs that support thriving communities throughout the state. Within the AmeriCorps focus areas and funding priorities described in the NOFO, OSC intends to fund programs that:

- A. continue funding for successful, compliant programs that are demonstrating impact in communities within the focus areas as described above under “AmeriCorps Focus Areas.”
- B. expand AmeriCorps opportunities in Oregon by providing access to AmeriCorps members for small organizations and rural communities through intermediary programs.
- C. provide funding for programs serving historically underserved and/or underrepresented communities within Oregon.
- D. provide funding to programs that offer support to community members with insecure housing such as conducting outreach to unhoused community members, delivery of services to unhoused individuals, and supporting affordable housing initiatives.
- E. provide funding for programs that focus on environmental equity such as wildfire mitigation, renewable energy and energy efficiency, sustainable food systems, conservation, and habitat preservation; activities that promote climate resiliency; activities that provide capacity and support for local communities to develop and execute climate action plans and projects.

VI. OSC PROGRAM REQUIREMENTS

Project and Award Period

The AmeriCorps program year in Oregon typically runs from August – July. AmeriCorps members are limited to serving a twelve-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. Continuation decisions will be made by AmeriCorps in its sole discretion.

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 AmeriCorps member enrollment period as designated in the grant award. A program may not certify any hours an AmeriCorps member performs prior to becoming an AmeriCorps member in the system of record and the beginning of the AmeriCorps member enrollment period.

Days of Service

OSC strives to create a strong platform for promoting volunteerism and civic engagement through service. Programs must participate in National Day of Service events in order to convey to AmeriCorps members, and community volunteers, that they are participants in a larger service movement that extends beyond their local community. Programs can plan

events on a nearby date supporting a Day of Service if it conflicts with other program activities or AmeriCorps member obligations to host an event on the Day of Service itself.

Programs must participate in at least two service projects per program year. At least one of those service projects must coincide with an AmeriCorps designated National Day of Service: Martin Luther King Jr. Day of Service; September 11th, National Day of Service and Remembrance; or Cesar Chavez Day. One of the following may also be chosen: Make a Difference Day; Global Youth Service Day; Earth Day, Juneteenth, or AmeriCorps Week.

Minimum Requirements

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

OSC strongly encourages Applicants to create and maintain the most intensive and personally meaningful term of service for AmeriCorps members in their program designs.

- If 300-hour minimum-time and 450-hour quarter-time positions are included in the program design, preference is given to those completed over the summer or a short time period rather than over a school or calendar year.
- If the proposed service activities require specialized AmeriCorps member qualifications and/or training (for example, tutoring programs: [45 C.F.R. §2522.910-940](#)), the Applicant must describe how the program will meet these requirements.
- Programs must have a well-defined partnership with at least three independent entities, including at least one public and one private (nonprofit or for-profit). OSC prefers partners to have an ongoing role in planning, operating, and sustaining the program (e.g., match contribution, training, assessment, quarterly meetings, etc.) to ensure the success of the program.
- All Applicants must propose program designs that are either evidence-based or evidence-informed. As specified in the NOFO, Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.
- Applicant's program design must have a minimum of 5 AmeriCorps members. Continuing or recompetete Applicants are expected to have a minimum of 10 AmeriCorps members.

VII. APPLICATION AND SUBMISSION INFORMATION

In addition to requirements stated in the AmeriCorps NOFO, Applicants and applications are required to adhere to the following requirements which occur prior to the application deadline:

Information Session(s): RFA Review and Requirements

OSC will provide two virtual 2024 Competitive Grant application process information sessions. Each interested Applicant organization should try to have at least one staff member attend one information session. Continuation Applicants are required to attend their corresponding information session. Dates and times of sessions for new and continuing Applicants are below.

Information Session Dates and Times:

Continuing Competitive Applicant Session: Thursday October 5th, 2023, 2:00-3:00 PM
Registration Link: <https://events.gcc.teams.microsoft.com/event/8e389389-4b46-4a49-aa47-be756a402eb6@aa3f6932-fa7c-47b4-a0ce-a598cad161cf>

New Competitive Applicant Session: Tuesday October 3rd, 2023, 2:00-3:00 PM
Registration Link: <https://events.gcc.teams.microsoft.com/event/3b8df170-57cc-4eb6-a625-5ae933c7b254@aa3f6932-fa7c-47b4-a0ce-a598cad161cf>

Reach out to OSC via email to discuss meeting accommodations.

Notice of Intent to Apply (“NOIA”)

All Applicants must submit a NOIA to Apply to OSC by **October 13th, 2023, at 11:59pm**. Submissions must be completed through this link- <https://forms.office.com/g/CTErIFWr0C>

The NOIA 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 MSY needed, and the total amount of funds sought for the AmeriCorps program.
- **Organizational capability:** The Applicant’s ability to manage AmeriCorps grant funds. New Applicants without AmeriCorps grant management experience should address their organization’s history with managing grant funds.

RFA/Application Materials

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

- 2024-2025 OregonServes Commission RFA
- [AmeriCorps Notice of Funding Opportunity](#)
- [AmeriCorps Mandatory Supplemental Information](#)

- [AmeriCorps Application Instructions](#)
- [Performance Measures Instructions](#)
- [Evaluation Plan Template](#)
- Operational and Financial Management Survey

Submission of Application in eGrants

Submission Dates and Times:

- All Applicants must apply and submit their applications through the federal eGrants System (eGrants).
- **Application Deadline:** All Competitive application materials must be completed and submitted in eGrants by 11:59 PM (PST) on December 10th, 2023. 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:** Both new and re-competing Applicants must follow the instructions in the AmeriCorps 2024 Application Instructions.
- Applicants should apply into the **OSC FY24 Competitive Application, Prime Grant ID: 24AC259785**.

OSC and AmeriCorps recommend 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.

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 a <https://questions.americorps.gov/app/ask>.

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 provide copies of any addenda to all known RFA Applicants via email as well as by posting on the OSC website.

Agency and OSC will not be held responsible for any error or omissions from downloading the RFA. The official solicitation document is the one held at the Agency. Those applications that are 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 a minor omission or the Applicant may be asked to provide the missing information or provide written clarification to assist OSC and/or AmeriCorps in determining the issue of the application's responsiveness or to render the application "responsive" and eligible for further review.

Submission of Additional Documents

All Applicants:

1. Evaluation briefs, reports, studies (if applicable). Please refer to the [Evidence Base section](#) and [Mandatory Supplemental Information](#) for detailed instructions by evidence tier.
2. Labor union concurrence (if applicable)
3. All Applicants regardless of funding level are required to submit an Applicant Operational and Financial Management Survey. Forms must be submitted via PDF to OSC at oregon.serves@hecc.oregon.gov. OSC staff will review the survey and submit to OFMS electronically on Applicant's behalf.

Recompete Applicants who have previously received **three or more years** of competitive funding for the same project being proposed:

1. Evaluation plan. Please use the [evaluation plan template](#) available on the Notice webpage. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

Recompete Applicants who have previously received **six or more years** of competitive funding for the same project being proposed:

1. Evaluation report. Please submit in Microsoft Word. The evaluation report should include a title page with the AmeriCorps grant number for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the Applicant may not receive credit for meeting their evaluation requirements.

VIII. OSC APPLICATION REVIEW

Compliance Review

OSC staff will review all applications submitted to OSC to determine compliance and eligibility. Compliance requires that Applicants satisfy all the following requirements:

- Submit a NOIA to OSC by the deadline and be an eligible organization.
- Submit application and all required additional documents by the application submission deadline.
- Application must be responsive, in that it contains all required elements and additional documents and follows the instructions provided in this *RFA and the AmeriCorps 2024 NOFO and Supplemental Materials: Mandatory Supplemental Instructions, Performance Measure Instructions, and Application Instructions*.

Scoring and Clarification

OSC will use the selection and scoring criteria and methodology outlined in Section E of the NOFO. New and re-compete applications that score at least 75% of the maximum score in the initial review will continue in the review process and will work with OSC staff to improve their applications prior to final application submission to AmeriCorps. Final applications receiving an average score less than 75% of the maximum score will be eliminated from consideration in the OSC 2024-25 AmeriCorps State grant application review process. OSC staff will provide feedback to Applicants after the review process concludes.

Submittal to AmeriCorps

Upon OSC approval, OSC staff will submit the final approved applications to AmeriCorps for further review and final award decisions.

Risk Assessment

OSC staff will evaluate the risks to the program posed by each Applicant, based on the information provided in Section E.2.c. of the NOFO.

Applicants may receive clarification requests and/or be asked to make necessary adjustments to applications. 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. The selection process will produce diversified and high-quality programs that reflect the priorities and strategic consideration described in this RFA.

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

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

IX. AWARD NOTIFICATION AND GRANT NEGOTIATION

Applicants that are selected for a grant award by AmeriCorps (Grantees) will be notified by HECC of their award. No grant funds will be disbursed until the Grantee successfully negotiates and executes a grant agreement with OSC. The grant agreement will require compliance with both federal and state terms and conditions including but not limited to the following:

Data Collection

All Grantees must use the OnCorps System for AmeriCorps member timekeeping and OSC' required reporting if awarded 2024-25 grant funding. Access and training to utilize the OnCorps System will be provided free of charge by OSC. OSC will make exemptions for the AmeriCorps member timekeeping requirement with an approved opt-out request. Grantees must demonstrate their alternative timekeeping system meets AmeriCorps timekeeping criteria.

Reporting

Grantees must submit reports required by OSC, including progress reports, periodic expense reports, and program change requests within the OnCorps system by stated deadlines.

Orientation and End-of-Service Term Events

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

Required Meetings and Trainings

Grantees will be required to attend the events listed below. Meetings and events may occur virtually or in-person; in person events are typically held in Salem, Oregon. Applicants must include the cost of training in the application budget.

- **AmeriCorps Oregon Program Staff Orientation:** A one-day annual event, held in person in late summer/early fall. Orientation is a time to share information on AmeriCorps/Commission directives and requirements, provide training, and network with different program staff from across the state. Programs must include travel costs in their budget for at least two staff to attend, one program staff and one fiscal staff.
- **AmeriCorps Kick Off Event:** An annual event held near the beginning of the service year to celebrate incoming AmeriCorps members and prepare them for service.
- **Life-After AmeriCorps Event:** An annual event and training for grantee program staff and AmeriCorps members focused on post-service topics. OSC will host

this event as a virtual series or in-person event. Programs are expected to budget for staff and AmeriCorps member travel expenses to in-person events.

- **Program Director Meetings:** Staff of AmeriCorps State programs must participate in bi-monthly informational calls, and/or training events as scheduled by the Commission.
- **National Association Training Conference:** An annual national conference hosted by America’s Service Commissions, the national association for state commissions. Location and dates vary annually. Programs are required to send a minimum of one staff member and must budget accordingly for travel.

X. GENERAL RFA TERMS

Agency may require clarification on any portion of an Application. Any necessary clarifications or modifications will be made before executing any award and may become part of the final Agreement.

Submission of an Application does not constitute an agreement between Agency and Applicant, nor does it secure or imply that Applicant will be selected.

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

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

By submitting an application, Applicant accepts all terms and conditions of this RFA, and any terms and conditions imposed by the requirements of the funding source, AmeriCorps and Agency. This includes but is not limited to, execution of applicable funding agreements (and ancillary documents, if any, required by Agency) satisfactory to Agency. Funds will not be released prior to all program conditions being met and funding agreements executed.

Agency reserves all rights including, but not limited, at its sole discretion:

- A. to amend the RFA prior to the closing date.
- B. to amend the deadline for submitting applications.
- C. to determine whether an application does or does not comply with the requirements of this RFA.
- D. to waive any minor irregularity, informality, or nonconformance with this RFA as so determined by Agency.
- E. to obtain from and/or provide to other public agencies, upon request, references regarding the Applicant’s performance.
- F. at any time prior to applicable funding agreement and ancillary documents (collectively, the “Agreement”) execution:

- i. to reject any application that fails to comply with all prescribed RFA procedures and requirements,
 - ii. to reject all applications received and cancel this RFA upon a finding by Agency that there is good cause and that such cancellation would be in the best interests of the State; and
 - iii. to reject any application of an Applicant who refuses to execute the Agreement as determined to be satisfactory to the Agency.
- G. to make funding awards outside of this RFA process as it deems necessary.
- H. to 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 stored by Agency and made a part of records, which shall be open to public inspection.

If an application contains any information that is considered a trade secret under [ORS 192.345\(2\)](#), each sheet of such information must be marked with the following legend: *“This application constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”* The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” ORS 192.345(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determination made pursuant to the Public Records Law.

If an application contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, [ORS 192.311](#) through [192.478](#), Applicant must clearly designate any portion of its application as exempt, along with a citation to the authority relied upon. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. Identifying an application in whole as exempt from disclosure is not acceptable. Failure to identify a portion of the application as exempt from disclosure, and the authority used, shall be deemed a waiver of any future claim of non-disclosure of that information.

The successful Applicant will be required to assume responsibility for all services outlined and finalized in the Agreement, whether the contractor, a representative or subcontractor produces them. Agency considers the awardee responsible for any and all contractual matters, including performance of work and the stated deliverables.

XI. Application Packet Checklist

To be considered for 2024-25 AmeriCorps Competitive Grant funds, Applicants must complete the following activities listed below. Completion of these activities does not guarantee funding. **This document is only for Applicant use only; it does not need to be submitted to 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://events.gcc.teams.microsoft.com/event/3b8df170-57cc-4eb6-a625-5ae933c7b254@aa3f6932-fa7c-47b4-a0ce-a598cad161cf	October 3, 2023
	Recommended	Continuing and Recompete Applicants	Microsoft Teams Registration Link: https://events.gcc.teams.microsoft.com/event/8e389389-4b46-4a49-aa47-be756a402eb6@aa3f6932-fa7c-47b4-a0ce-a598cad161cf	October 5, 2023
Notice of Intent to Apply to OSC	Required	All Applicants	Via Microsoft form at https://forms.office.com/g/CTEriFWr0C	October 13th, 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	December 10, 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	December 10, 2023
Submit OSC Supplemental Information Form (Attachment A)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Application Certification Form (Attachment B)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Labor Organization Certification Form (Attachment C)	Required	Only for those that meet the criteria listed in the form	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Most recent audit, audited financial statement, OR unaudited financial statement if never been audited	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Applicant Operational and Financial Management Survey	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov <i>PDF will be transferred to online form by OregonServes staff on behalf of program</i>	December 10, 2023

Submit AmeriCorps Evaluation Plan Template	Required	Recompeting Applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Evaluation Report	Required	Recompeting Applicants who have received 6+ years of competitive funding	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Federal Debt Delinquency Information	Required, if applicable	All Applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Letters of Support from Consortium Members	Required, if applicable	Rural Intermediary Applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023

ATTACHMENT A

OregonServes Supplemental Information

All 2024-25 AmeriCorps Applicants must complete this form and submit it to oregon.serves@hecc.oregon.gov by their application deadline, according to the OregonServes (OSC) Request for Applications.

Program Name:

Staff Contact Person:

Staff Email:

EMERGENCY/DISASTER PREPAREDNESS

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

- Yes, we have plan(s) in place. Please attach a copy.
- No
- This is in development. Please describe:

2. Do you have an AmeriCorps 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 AmeriCorps member service activities?

- Yes, we have plan(s) in place. Please attach a copy.
- No
- This is in development. Please describe:

DIVERSITY, EQUITY, AND INCLUSION

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 AmeriCorps 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 2024-25, including inclusion and support services that you will provide to AmeriCorps 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 2024-25 year. Include specific examples of training, resources, and support for AmeriCorps 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 B

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.
5. Applicant understands that any statement or representation it makes, in response to this RFA, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
6. Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

Authorized Signature

Date

(Printed Name and Title)

ATTACHMENT C

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