AmeriCorps Washington

Request for Grant Applications
NEW/RECOMPETE GRANTS ONLY

AmeriCorps State Formula Grant
Federal Fiscal Year 2024

State Solicitation Number: 24-200

Release Date: **February 8, 2024**
Application Due Date: **March 4, 2024**

Important Notice to Applicants: This Request for Grant Applications (RFGA) uses an abridged version of the Federal Agency AmeriCorps' Notice of Funding Opportunity (NOFO) so that it is tailored to the subgrantee level of Washington's local statewide competition. For the purposes of this RFGA, the terms grantee and subgrantee may be used interchangeably. The national competition held earlier this year is closed.

The dates which applicants are to abide by are dates included in this RFGA.

State Entity: Serve Washington
Federal Agency: AmeriCorps
Federal Funding Opportunity: 2024 AmeriCorps State Formula Grants
Announcement Type: Request for *New/Recompete* Grant Applications *Only*
Assistance Listing Number: 94.006

Serve Washington is pleased to announce the *2024 AmeriCorps State Formula* Request for Grant Applications (RFGA) to meet state and local challenges through service and volunteer action.

This RFGA is for New/Recompete Grants ONLY – this includes organizations brand new to Washington AmeriCorps operational grant funding and organizations ending a three-year grant looking to recompete for another grant.

If you are a Continuation Grant entering year two or three of a current operational cycle, this is NOT the appropriate RFGA, please return to the Serve Washington website for the RFGA for Continuation Grants.

If you are interested in a Planning Grant to develop systems for successful implementation of an AmeriCorps operational grant application, this is NOT the appropriate RFGA, please return to the Serve Washington website for the RFGA for Planning Grants.

Serve Washington
Serve Washington advances national service, volunteerism, and civic engagement to improve lives, expand opportunities to meet the local critical needs of residents of Washington, and strengthen community capacity while creating healthy and resilient communities.

Authorized by Executive Order #16-08, a 20-member board of Governor-appointed commissioners support and advise Serve Washington. Its role is to carry out the mission and goals of the State Service Plan and to fulfill the statutory responsibilities for state service commissions authorized by the National and Community Service Trust Act of 1990 as amended by the Serve America Act.

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

AMERICORPS FOCUS AREAS

[The National and Community Service Act of 1990, as amended by the Serve America Act,](#) emphasizes measuring the impact of service and focusing on a core set of issue areas. To carry out Congress's intent, maximize the impact of investment in national service, and achieve the goals laid out in the [Strategic Plan (2022-2026)](#), AmeriCorps has the following focus areas:

Disaster Services
Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.

Economic Opportunity
Improving the economic well-being and security of underserved individuals.

Education
Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.

Environmental Stewardship
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.

Healthy Futures
Supporting health needs within communities, including mitigating the impacts of public health crises, access to care, aging in place, public health, and addressing childhood obesity, especially in underserved communities.

Veterans and Military Families
Improving the quality of life of veterans, military families, caregivers, and survivors.

SERVE WASHINGTON FUNDING PRIORITIES

Serve Washington seeks to employ AmeriCorps resources to develop a diverse portfolio of programs that meet the following priority areas:

- Service strategies are driven **by community identified priorities**;
- Organizations that **are led and staffed by people that reflect the communities being served**;
- Programs that strive **to recruit and select national service members that reflect communities being served**;
- Programs that **support communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, and/or increasing opportunities to achieve sustainable change;**
- Models that **utilize service as a strategy to develop career pathways**

and/or lead to industry recognized credentials;
- Models that **demonstrate an implemented commitment to Justice, Diversity, Equity, Inclusion, and Access**;
- Programs that **provide additional benefits to members such as Member Assistance (mental health), housing assistance, transportation, childcare,** etc.;

WHAT WE DO NOT FUND

AmeriCorps funds cannot be used to fund the following program activities:

Religious Use
AmeriCorps assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

Political Activity
AmeriCorps assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State, or local election to public office.

Contracts or Collective Bargaining Agreements
AmeriCorps assistance may not be used to impair existing contracts for services or collective bargaining agreements.

Supplantation
AmeriCorps assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive AmeriCorps support.

Nonduplication
AmeriCorps assistance may not be used to duplicate an activity already available in the locality of a program. AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities currently provided.

Nondisplacement
An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, because of the use by such employer of a participant in a program receiving AmeriCorps assistance.

An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.

A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as

part of the assigned duties of such employee.

A participant in any program receiving AmeriCorps assistance may not perform any services or duties, or engage in activities, that—
- Will supplant the hiring of employed workers; or
- Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
- Presently employed worker;
- Employee who recently resigned or was discharged;
- Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- Employee who is on strike or who is being locked out.

ELIGIBILITY

Eligible Applicants
The following Non-Federal Entities (all of which are defined in 2 CFR §200.1) are eligible to apply:
- Indian Tribes
- Institutions of higher education
- Local governments, including school districts
- Nonprofit organizations
- States and US Territories (2 CFR §200.90)

AMERICORPS GRANT INFORMATION

Estimated Award Amount
Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects. The actual levels of funding will be subject to the availability of annual appropriations.

Type of Award
AmeriCorps grants can be awarded on a Cost Reimbursement or Fixed Amount basis, but first time/new operational grants are awarded as cost-reimbursement only. If you have history as a previous fixed amount grantee and want to discuss the option of applying as a fixed amount grantee or EAP please contact servewa@ofm.wa.gov immediately for approval.

Maximum Cost per Member Service Year (MSY)

The cost per MSY is determined by dividing the federal 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 the federal agency per MSY is determined on an annual basis. Refer to the chart below under "Type of Award" for the maximum Cost per MSY.

Grant Types	Cost	Fixed Amount	
Available Subtypes	Traditional	Full-Cost	EAP
Maximum Cost per MSY	$27,000	$27,000	$800 / $1,000*
Budget Submission Required	Yes	No	
Availability of Funds linked to	No	Yes	
Match Requirements	Yes	No	
Financial Reporting	Yes	No	
Available to New Applicants	Yes	Needs Approval	

**not more than $800 per individual enrolled in an approved national service position, or not more than $1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth

Cost Sharing or Matching

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 must raise 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 federal or non-federal 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.

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 CFR §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%

Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires that grantees that use other federal funds as matching funds for an AmeriCorps grant must 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 grant closeout. Grantees must also have documented permission to use other federal funds as match from the other federal awarding agency.

It is important to note that statutory match may or may not be enough to operate. Statutory match is merely a minimum requirement.

No matter the financial agreement (cost-reimbursement grantee or fixed amount grantee) there is a substantial cash and in-kind need to operate successful AmeriCorps programs. The federal government does not intend to be the sole funder of these programs.

A waiver for alternative match may be requested and is located on the Serve Washington website. Submit as an additional document with your grant application. Applications that do not meet the match requirements and have not submitted a waiver request for alternative match at the application deadline may not be eligible for review or consideration of funding.

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 approved indirect cost allocation plans. All methods must be applied consistently across 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 eGrants. However, under section 121(d) of the NCSA and regulations at 45 §CFR 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

Period of Performance
Serve Washington anticipates making three-year grants. The initial award for the first year is based on a one-year budget. Continuation awards for subsequent years are anticipated but not guaranteed. Continuation awards depend on availability of funds and satisfactory performance. The start date for the first year is proposed by the applicant. (The *earliest* project award period allowed is August 1, 2024 – July 31, 2025. The *latest* project award period allowed is January 1, 2025 – December 31, 2025. Any 12-month period in between is acceptable.)

The project start date may not occur prior to the date AmeriCorps/Serve Washington awards the grant. AmeriCorps applicants may not enroll prior to the start date of the award. AmeriCorps applicants 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 an applicant performs prior to the applicant becoming a member in the system of record (eGrants) and the beginning of the member enrollment period.

Requirement for Minimum Number of Member Service Years

One Member Service Year (MSY) is equivalent to one 1700-hour full-time AmeriCorps position. The purpose of this RFGA is to solicit grant applications from programs that can support a "team" of AmeriCorps members. As such, **to be considered for funding, Serve Washington expects grant applications to be between 10-30 MSYs**.

A waiver to the minimum/maximum MSY may be requested. The waiver is located on the Serve Washington [website](#). Submit the waiver as an additional document with your grant application. **Applications that don't meet the minimum/maximum MSY and have not submitted a waiver request at the application deadline will not be eligible for review or consideration of funding.**

Volunteer Generation Requirement

There is an expectation that all programs engage AmeriCorps members in recruiting and/or managing community volunteers unless there is a significant and compelling justification as to why this is not a feasible part of the AmeriCorps program design. Applicants should keep in mind that AmeriCorps members can engage with volunteers in ways that fall outside of the assigned primary service activity. For example, AmeriCorps members could plan a volunteer event on National Days of Service such as the 9/11 Day of Service and Remembrance and/or the Martin Luther King Jr. (MLK) Day of Service.

A waiver to the volunteer generation requirement may be requested. The waiver is located on the Serve Washington [website](#). Submit as an additional document with your grant application. Applications that don't include volunteer generation numbers in their Executive Summary and/or Demographic sections and have not submitted a waiver request at the application deadline may not be eligible for review or consideration of funding.

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 the amount of the living allowance in the budget.

2024 Terms of Service and Living Allowance Amounts

Service Term	Minimum # of Hours	Member Service Year (MSY) Value	Minimum Living Allowance	Maximum Living Allowance
Full-time (FT)	1700	1.0	$18,700	$35,400
Three Quarter-time (TQT)	1200	.70	n/a	$26,180
Half-time (HT)	900	.50	n/a	$18,700
Reduced Half-time (RHT)	675	.38	n/a	$14,212
Quarter-time (QT)	450	.26	n/a	$9,724
Minimum-time (MT)	300	.21	n/a	$7,854
Abbreviated time (AT)	100	.06	n/a	$2,244

Exceptions to the Living Allowance Requirements

1. *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 set forth in the Living Allowance table in this Notice.

2. *Education Award Program (EAP) Grantees* are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table in this Notice.

3. *Professional Corps Grantees* must provide members a living allowance or salary, which meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table in this Notice. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve and are not included in the budget.

Amount of the 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 their term of service to use the Education Award. *(Do not include the Education Award i in the program budget, AmeriCorps awards this directly to the member from the National Service Trust.)*

2024 AmeriCorps Terms of Service and Segal Education Award Amounts

Term of Service	Minimum # of Hours	Education Award
Full-time	1700	$7,395.00
Three Quarter-time	1200	$5,176.50
Half-time	900	$3,697.50
Reduced Half-time	675	$2,817.14
Quarter-time	450	$1,956.35
Minimum-time	300	$1,565.08
Abbreviated time	100	$416.17

APPLICATION REQUIREMENTS

Applications must include an Employer Identification Number (EIN).

System for Award Management **(SAM)** registration is required. Serve Washington 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. All applicants must maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps/Serve Washington**.

Applications must also include a valid Unique Entity Identifier (UEI). A UEI is a 12-character alphanumeric identifier automatically assigned in (SAM).

Awards will not be made to entities that do not have a valid SAM registration and Unique Entity Identifier.

Applicants awarded will need a Statewide Vendor Registration Number to receive payment from Serve Washington. If you have not received payment from the State of Washington within the last two years your Statewide Vendor Number will need to be renewed.

Other Requirements

Under section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this RFGA.

Applications that propose to engage in activities prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps/Serve Washington is aware that any corporation has any unpaid Federal tax liability—
- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed

- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this RFGA. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has decided that suspension or debarment is not necessary to protect the interest of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for AmeriCorps/Serve Washington funding.

This *Notice and Application Instructions* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520-2550, the Mandatory Supplemental Information, and the National Performance Measure Instructions which are incorporated by reference.

INSTRUCTIONS

General Information
Applicants are required to complete applications for funding in accordance with this RFGA, the Mandatory Supplemental Information, and the National Performance Measures (where applicable). These and other resources are located at the Serve Washington website.

Application Deadline
All application materials must be completed and submitted in eGrants by **5:00pm** (PST) on **March 4, 2024**. Required additional documents must be submitted to servewa@ofm.wa.gov by the same deadline.

Creating Your Application in eGrants
New Grants ONLY
- Create an eGrants account ONLY IF you do not currently have one by going to: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account"

- Start a **New** Grant Application *(Bottom left of the eGrants home page under Creating an Application)*

- Select a Program Area: AmeriCorps

- Select the applicable Notice of Funding Opportunity (NOFO):
    FY 2024 AmeriCorps State and Territory Commission (New and Cont)

- Select State: Washington

- Select the applicable Prime Application Identification number from the drop-down list:

Reimbursable Grant Prime: 24AC263126

Recompete Grants ONLY
- Start a **Renewal** Grant Application *(Bottom left of the eGrants home page under Creating an Application)*

- **Make sure you select the correct one – do not start a new application.** The system will prompt you to renew your most recently awarded application.

  o Only if prompted, select the applicable **Notice of Funding Opportunity (NOFO)**:

    - **FY 2024 AmeriCorps State and Territory Commission**
    - **FY 2024 AmeriCorps State and Terr Comm Fixed Amount**
      (Due date is listed as 1/4/24 in eGrants, please ignore.)

  o Only if prompted, select the applicable **Prime Application Identification** number:
      Reimbursable Grant Prime: 24AC263126
      Fixed Grant Prime: 24ES263125

Application Materials in eGrants
The following components will be entered directly into the AmeriCorps federal web-based grants management system, called eGrants.

- Standard Form 424 (SF-424) Face Sheet. This is automatically generated when applicants complete elements in the system, such as Applicant Info and Application Info
- Narratives:
  o Executive Summary
  o Program Design
  o Organizational Capability
  o Cost Effectiveness and Budget Adequacy
  o Evaluation Summary/Plan (enter N/A)
- Logic Model
- Performance Measures
- Program Information
- Document Status List
- Budget Section(s)
- Funding/Demographics
- Authorization, Assurances, and Certification

Additional Documents Submitted via Email
The following additional documents, as applicable, will be sent via email to Serve Washington at ServeWa@ofm.wa.gov. Please identify in this email the contact person from your organization for the clarification/revision period (see timeline). Files are preferred; however, if a document is too large, a link is acceptable.

1) **REQUIRED:** The following documents **as applicable to Washington operations**:

- Most recent single audit (entities subject to 2 CFR 200 Subpart F); **OR**
- Most recent audited financial statements; **OR**
- An explanation as to why neither are available.

2) Up to two evaluation briefs, reports, and/or studies that support preliminary, moderate, or strong evidence tiers (see Mandatory Supplemental Instructions pgs. 3-4 for further description of evidence tiers), if applicable.

   a. **Pre-preliminary**: the applicant has not submitted an outcome or impact evaluation of the same intervention described in the application, although the applicant may have collected some performance data on the intervention. Applicants in this tier must describe in the **Program Development and Evidence section (question B3)** of the application how their program design is evidence informed. Applicants may also cite prior performance measure data.

   b. **Preliminary:** the applicant has submitted up to two outcome evaluation reports (non-experimental) that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant's logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre- and post-assessments without a statistically matched comparison group or a post-assessment comparison between intervention and comparison groups. In some cases, a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.

   c. **Moderate:** the applicant has submitted up to two well-designed and well-implemented evaluation reports that evaluated the same intervention described in the application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or Quasi-Experimental Design evaluations (QED)) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The evaluations were conducted by an independent entity external to the organization implementing the intervention.

   d. **Strong:** the applicant has submitted up to two evaluation reports demonstrating that the same intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented experimental design evaluation (i.e., Randomized Controlled Trial (RCT)) or a Quasi-Experimental Design evaluation (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of the same intervention described in the application in different location or with different populations within a local geographic area. The overall pattern of evaluation findings must be consistently positive on one or more key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED

evaluations may be generalized beyond the study context. The evaluations were conducted by an independent entity external to the organization implementing the intervention.

3) [Serve Washington Waiver Request](), if applicable. This waiver is applicable to applicants who are requesting MSYs outside of the 10-30 MSY parameters for Formula competition; applicants who are requesting alternative match; and/or applicants who are requesting a volunteer generation requirement exception.

4) Written Labor Union Concurrence (if employees represented by a local labor union are engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members), if applicable.

5) Evaluation Plan, if applicable. **Recompete applicants who have previously received three or more years of competitive funding for the same project being proposed must submit an evaluation plan.**

6) Evaluation Report, if applicable. **Recompete applicants who have received six or more years of competitive funding for the same project being proposed must submit an evaluation report.**

7) Applicants selected to receive a *cost reimbursable new operational grant* will be required to complete staff criminal history checks prior to award. Staff with a conviction history of murder or sex offense are not eligible to charge time to or work on an AmeriCorps grant award per [45 CFR §2540.202]().

Failure to submit additional documents may have a negative impact on the assessment of an application. Do not submit other items as Serve Washington will not review or return them.

Submit additional documents to [servewa@ofm.wa.gov]() by the deadline with the following subject line: *legal applicant name – application ID number*. Emails should include:

- Point of contact
- List of attachments
- Clearly labeled attachments

ELECTRONIC SUBMISSION

Applicants must submit applications electronically via eGrants, AmeriCorps' web-based application system. Serve Washington strongly recommends that applicants 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 be using eGrants under his or her own account to sign and submit the application. A copy of the governing body's authorization for this official representation to sign must be on file in the applicant's office.

Contact the AmeriCorps Hotline at 800-942-2677 or via eGrants online if a problem arises when creating an account or preparing or submitting the application. Be prepared to provide the application ID, organization's name, and the *Notice* to which the organization is applying. Information about the AmeriCorps Hotline hours are also posted on the AmeriCorps Hotline webpage.

IMPORTANT DATES

General Timeline

Request for Grant Applications Released	February 8, 2024
Technical Assistance Zoom for Potential Applicants	**February 12, 2024, 10:15am PST**
Completed Applications Due from Applicants	**March 4, 2024, by 5:00pm PST**
Staff Review for Compliance	March 5, 2024
Grant Review Committee Application Review	March 6 – 29, 2024
Grant Review Committee (GRC) Meeting **Note: Applicants must be available by phone on this day in the event the GRC needs additional information or clarification. Interviews will not be conducted.**	April 4, 2024
Clarification/Revision Period for Some Applicants	Beginning On/Around April 4, 2024
Serve Washington Commissioners Vote on Grant Review Committee Recommendation	April 10, 2024
Notification to Applicants Regarding Serve Washington Vote	Week of April 15, 2024
Serve Washington to submit applications to AmeriCorps (No Later Than)	May 17, 2024
AmeriCorps to Award Grants (No Later Than)	July 2024

Technical Assistance Zoom

Applicants are highly encouraged to participate in an online technical assistance session via Zoom on **Monday, February 12th, 2024,** to review application instructions and as an opportunity for applicants to ask questions about the process. This session will also be recorded and posted on the Serve Washington website.

NEW/RECOMPETE GRANTS ONLY 10:15am-11:15am
Join Online Here *(closed caption available)*
Join Audio Only: 253 205 0468 US (Tacoma)
Meeting ID: 889 3175 8962
Passcode: 319476

APPLICATION FIELDS AND PAGE LIMITS

Complete applications must include the following elements:
- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
  - Executive Summary: This is a brief description of the proposed program.
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
  - Evaluation Summary/Plan
- Logic Model
- Performance Measures
- Program Information
- Standard Form 424A Budget
- Continuation Changes
- Clarification
- Documents
- Authorization, Assurances, and Certifications

Applications **may not exceed 10** pages for the Narratives (12 pages for Rural Intermediaries). Application content considered in determining page limit compliance includes the SF 424 Face Sheet and the Narrative sections contained in the Executive Summary, Program Design, and Organizational Capacity as the pages print out from eGrants. Content that exceeds the page limit will not be eligible for review and may jeopardize consideration of funding.

Please note the length of a document in word processing software may be different than what will print out in eGrants. Serve Washington will consider the number of pages as they print out through eGrants when determining compliance for page limits. Serve Washington strongly encourages applicants to print out the application from the "Review and Submit" page prior to submission to check that the application does not exceed the page limit. (The application page limit does not include the Logic Model, the Budget Worksheet(s), Performance Measures, or additional documents, as applicable.)

The Logic Model **may not exceed eight** pages when printed from eGrants. Please see page 20 for Logic Model guidance.

REVIEW CRITERIA

Categories/Subcategories	Points
Executive Summary	
Program Design	**58**
• Community Need and Stakeholder Engagement	24
• Program Development and Evidence	15
• Member Experience	11
• Member Supervision	8
Organizational Capability	**17**
• Organizational Background and Staffing	12
• Compliance and Accountability	5
Cost-Effectiveness and Budget Adequacy	**25**
• Member Recruitment	7
• Member Retention	5
• Data Collection	6
• Budget Alignment to Program Design	7

1. Executive Summary

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] who will be engaged in [what the leveraged volunteers will be doing.]

The AmeriCorps investment of $[amount of request] will be matched with $[amount of projected match for cost reimbursement grants or the amount of projected revenue for fixed amount grants], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

Serve Washington will post all Executive Summaries of awarded grant applications on www.servewashington.wa.gov in the interest of transparency.

2. Program Design

In assessing **Program Design**, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the **identified community problem**. Please ensure the Community Need and Logic Model incorporates the *Serve Washington funding priorities* listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity to achieve sustainable change in communities. Please be sure to read and answer **ALL PARTS** of this section.

> **A. Community Need and Stakeholder Engagement (24 points)**
> 1. Describe the methods you've used successfully to engage within the communities being served. How do you measure success regarding community engagement?

2. Provide a detailed summary of the community problem, including:

    a. The role current or historical inequities faced by underserved communities may play in contributing to the problem.

    b. The community need as it relates to the [CDC's Social Vulnerability Index](#) and to communicate the severity and prevalence of the problem.

3. Describe what makes your program unique in addressing the specific community needs identified above.

See page 20 for Logic Model Guidance

B. Program Development and Evidence (15 points)

1. In your words, what are the components of an effective/impactful AmeriCorps program? How does your program fit in?

2. Describe your program and its impact on the proposed community being served.

3. Please propose how your program design is evidence-based or evidence informed.

C. Member Experience (11 points)

1. Describe a "week in the life" of an AmeriCorps member. What will members be doing day-to-day? What is the anticipated schedule for members? If your organization is offering more than one position, make sure to describe all positions.

2. Please detail how AmeriCorps members will be provided an opportunity to be leaders and gain skills during their term of service that will be valued by future employers (e.g. workforce pathways, increasing levels of responsibility, professional development soft skills, and leadership roles for members, etc.).

3. Describe an AmeriCorps member recruitment plan and identify an applicant pool to recruit AmeriCorps members best suited to serve the community and deliver the proposed intervention, for example from geographic or demographic communities in which the program operates.

4. Detail how your program creates a supportive and safe environment for members and stakeholders of diverse backgrounds.

D. Member Supervision (8 points)

1. Detail how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service (e.g. structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member, and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.).

2. Describe how AmeriCorps supervisors/host sites/partnered organizations will be adequately trained/prepared to follow AmeriCorps and program policies and procedures, priorities, and expectations (e.g. structure for support of supervisors, training plan for supervisors related to the supervision and AmeriCorps rules and regulations, cadence, and format of AmeriCorps supervisors/their supervisors check-ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.). Additionally, describe how your program will create and maintain strong communication lines and oversight of the supervisors/host sites/partnered organizations.

3. How will you create and maintain strong communication lines and oversight of the

supervisors/host sites/partnered organizations too.

3. Organizational Capability
Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures to support the proposed program. Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

    A. Organizational Background and Staffing (12 points)
1. Detail the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight/monitoring.

2. Please provide details of any efforts your 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.).

3. Describe your mission and relevant experience in areas such as volunteer recruitment and management, and your plan to support host sites or partnered organizations (if applicable).

    B. Compliance and Accountability (5 points)
1. Please describe your oversight/monitoring 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.

2. Please describe how your 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.

4. Cost Effectiveness and Budget Adequacy
In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed. Reviewers will assess the quality of the application's response to the following criteria:

    A. Member Recruitment (7 points)
Provide a description of budget expenses to support successful recruitment of AmeriCorps members best suited to serve the community, for example from geographic or demographic communities in which the program operates.

    B. Member Retention (5 points)
Provide a description of budget expenses to support retention of AmeriCorps members (e.g., additional member benefits such as supporting workforce pathways with certifications, coaching for members, network building, member recognition, etc.).

    C. Data Collection (6 points)
Provide a description of budget expenses to support data collection, continuous improvement activities, and evaluation in service to evaluating the interventions and impact on the community and member experience.

D. Budget Alignment to Program Design (7 points)

Highlight how your budget is aligned to the proposed number of AmeriCorps members in the narrative, i.e. activities discussed in the narrative that are incorporated in the budget (agency or applicant share).

5. Evaluation Summary and/or Plan

Enter "N/A" in the "Evaluation Summary or Plan" field of the Narrative. Any other text entered in this field will not be reviewed.

6. Amendment Justification

Enter "N/A". This field will be used if you are awarded a grant and need to amend it.

7. Clarification Information

Enter "N/A". This field may be used to enter information that requires clarification in the post-review period. Clearly label new information added during clarification with the date.

8. Continuation Changes

Enter "N/A". This field will be used to enter changes in the application narratives in continuation requests.

LOGIC MODEL

1. **Logic Model Components**

   The logic model is part of the **24 points for Community Need and Stakeholder Engagement section**. The applicant will depict in the logic model:

   a. The inputs or resources that are necessary to deliver the intervention, including but not limited to:
      i. Locations or sites in which members will provide services,
      ii. Context in which the intervention is delivered (e.g. the setting where the intervention is delivered),
      iii. Number of AmeriCorps members that will deliver the intervention,
      iv. Characteristics of AmeriCorps members, including specific knowledge, skill, and abilities required to implement the intervention.

   b. The core activities that define the intervention or program model that members will implement or deliver, including:
      i. Duration of the intervention (e.g., the total number of weeks, sessions, or months of the intervention)
      ii. Dosage of the intervention (e.g., the number of hours per session or sessions per week)
      iii. Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)

   c. The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted equity gaps closed,). If applicable, identify which National Performance Measures will be used as output indicators.

   d. Outcomes that demonstrate meaningful changes in knowledge/skill, attitude, behavior, or condition that occur because of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

2. **Additional Logic Model Guidance**

   a. The Logic Model is a visual representation of the applicant's Theory of Change. Applicants should include short, medium, and long-term outcomes in the Logic

Model. Applicants are NOT required to measure all components of their Logic Model. The applicant's performance measures should be consistent with the program's Logic Model and should represent significant program activities. National Performance measures should therefore be reflected in the Logic Model.

b. 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), or prior program evaluation findings.

c. Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Consider using lettering or numbering to delineate each intervention across columns. Logic model content that exceeds eight pages will not be reviewed.

3. **Logic Model eGrants Instructions**

   a. To begin entering your logic model, from your eGrants application page select "Logic Model" in the left side navigation menu.

   b. In the first blank row of the logic model, click "edit." Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click "save and close."

   c. You may add an unlimited number of rows to the logic model by clicking "add a new row." However, please be mindful of any page limits specified in the *Notice*.

   d. You may edit or delete an existing row by clicking "edit" or "delete" in the last column of the logic model.

NATIONAL PERFORMANCE MEASURES

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. See ASN Application Instructions for instructions for entering performance measures and see the Performance Measure Instructions for details about the number and type of performance measures required.

APPLICATION REVIEW PROCESS

Grant Review Committee

Applications will be reviewed by a subcommittee selected by Serve Washington during March 6 – March 29, 2024. This subcommittee, known as the Grant Review Committee (GRC), is comprised of community members and Serve Washington Commissioners who have volunteered to be part of the process. The GRC members are required to each sign forms certifying (1) that they have no real or perceived conflicts of interest, and (2) that they will not disclose any confidential information about the programs until after the grant review process is completed. The GRC will meet April 4, 2024, to develop recommendations to present for consideration to the full Serve Washington Commission on April 10, 2024.

Assessment Criteria

The GRC will assess each of the applications based solely on how well the applicant answers the questions and follows the directions included in the RFGA.

Applicants must be available by phone on April 4, 2024, to remotely answer any questions the GRC may have. Further details will be relayed, and contact information will be collected from applicants sometime during the GRC application review period. Serve Washington does not expect all applicants will receive an inquiry via phone. Receipt of (or no receipt of) a phone inquiry does not indicate award status. It is, therefore, highly incumbent upon applicants to submit quality applications that conform to the requirements set forth in the RFGA to be competitive.

Serve Washington Staff Review and Clarification/Revision Period

Serve Washington staff will conduct an immediate technical review at the application deadline. The technical review will include timeliness, eligibility, submission of additional required documents, application page limits, volunteer generation, and budget sections (including cost per MSY and match requirements). If substantial and substantive errors are found the application may be declined for further review. If declined, organizations will be offered consultation on the successes and challenges of the application upon completion of the award cycle.

For applications that make it past the technical review, Serve Washington staff will be simultaneously reviewing applications with the GRC. After the GRC recommendations are

made, staff will begin working with some applicants on clarification and revision items. After the Commission has voted on the GRC's recommendation, Serve Washington staff will notify applicants. Once applicants are notified in mid-April, staff will continue working closely with selected applicants to finalize their applications. If declined, organizations will be offered consultation on the successes and challenges of the application upon completion of the award cycle.

Planning Grant Opportunity

If applicants are not awarded operational grants (the primary grant opportunity in this RFGA) **and** funding is available, Serve Washington reserves the right to offer prospective applicants a planning grant. Planning grants are used to develop national service models. No members are awarded. Planning grants are awarded for a single year, and usually only cover minimal personal costs/consultation costs, training, and travel. Full details would be communicated upon offer.

QUESTIONS

Please submit questions about this funding opportunity to servewa@ofm.wa.gov. Serve Washington is committed to a fair and open competition for this funding opportunity, and, as such, staff will not be able to answer questions about the funding opportunity unless the questions are asked through the servewa@ofm.wa.gov email address or through the technical assistance call.

We will attempt to answer all questions in a timely manner; however, we cannot guarantee effective or efficient responses near the deadline. Please ask all questions no later than one week before the deadline, or February 26, 2024.

If you require accommodations for this RFGA process, such as language translation or cultural translation technical assistance, please email your specific request to servewa@ofm.wa.gov.

FAQS

Frequently asked questions are listed below:

How do I pronounce AmeriCorps?

The "p" and the "s" in AmeriCorps is silent. AmeriCorps is pronounced *Ameri-Core*. Think of apple core or core of the earth.

What is the difference between the Competitive grant opportunity and the Formula grant opportunity?

The spring "Formula" process is the current process for this Request for Grant Applications. It is the local state competition. The applications in the Formula competition only compete against applicants in our state (they are not forwarded on to compete against other programs across the nation) and funding decisions are made by Serve Washington. The Formula process has a much smaller allocation of money to draw from. The Formula competition is a good fit for small programs (10-35 MSYs), programs that meet local priorities, programs that propose to operate in single or multiple focus areas, and/or programs that are building their evidence-base.

In contrast, the fall "Competitive" process is the process where applicants in Washington State apply for AmeriCorps funding *through* the Serve Washington Commission. Serve Washington reviews these applications and identifies which projects should move forward to the national competition. At that point, the federal agency AmeriCorps evaluates the applications and

determines which will be funded. This competition is a good fit for large programs (20+ MSYs), programs that meet the national priorities, programs that propose to operate in one single focus area, and/or programs with strong evidence-based or evidence-informed interventions.

To sign up for information about the Competitive process, you can [register](#) on the Funding Opportunities page of Serve Washington's website to receive e-mail notification of future grant opportunities.

What is the project award period?

The project award period is one full year, generally the 1st of the month through the last day of the 12th month.

- The earliest project award period allowed is August 1, 2024 – July 31, 2025.
- The latest project award period allowed is January 1, 2025 – December 31, 2025.

How does an AmeriCorps member's term of service connect to the project award period?

Within the project year, the start and end dates for members may vary. It may be appropriate to have a buffer before and after members' terms of service.

- Project Period Example: August 1, 2024 – July 31, 2025
- Full-Time Member Service Year Example: August 15, 2024 – June 30, 2025
- Part-Time Member Service Year Example: January 1, 2025 – June 30, 2025

Our organization tracks more outputs and outcomes than are listed in application performance measures, how should we address this?

This is a program design question that must be addressed at the program level. However, it is noteworthy that the logic model represents the organization's total theory of change. Not all items listed in the logic model require an associated performance measure. Programs are only required to track one output and one aligned outcome to meet performance measure requirements. Additional data tracked at the organizational level will be valuable for narrative reports, great stories, and stakeholder engagement.

How do I know if I apply to the cost-reimbursement prime application or the fixed-amount prime application?

All NEW Serve Washington applicants must apply for a cost-reimbursement application. (Unless your program is a NEW Education Award Only Program (EAP) – EAP programs apply for the fixed-amount application.)

Recompeting applicants previously awarded under the fixed-amount model or recompeting applicants who have discussed switching to the fixed-amount model with Serve Washington may apply for the fixed-amount application.

How does Serve Washington handle late applications?

All applications received after the deadline published in this RFGA are presumed to be non-compliant and will not be reviewed or eligible for selection of award. To overcome this presumption, the applicant must:

- Submit a written explanation or justification of the extenuating circumstance(s) that cause the delay, including:
  - The timing and specific cause(s) of the delay
  - The ticket number if a request for eGrants assistance was submitted to the AmeriCorps Hotline and any associated information regarding technical issues
  - Any other documentation that supports the justification
- Ensure that Serve Washington receives the written explanation described above via servewa@ofm.wa.gov no later than 24 hours after the application deadline

Serve Washington will determine whether to accept a late application on a case-by-case basis.

Serve Washington will not consider an advance request to submit a late application. Applicants are highly encouraged to review the RFGA carefully and submit applications as soon as possible to prevent late submissions.