



State of Oregon

2024-25 AmeriCorps Formula Funding Grant Opportunity

Request for Applications (“RFA”) HECC #23-148

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

NOI Due Date:

April 14th, 2024, 11:59PM Pacific Time

Final Application Due Date:

April 21st, 2024, 11:59PM Pacific Time

Important Notice to Applicants: This Request for Applications (“RFA”) uses an abridged version of the AmeriCorps Notice of Funding Opportunity (“NOFO”) tailored to Oregon’s local statewide competition. The complete Federal 2024-25 AmeriCorps NOFO found here: [Complete Federal 2024-2025 AmeriCorps NOFO Link](#)

For questions, clarifications, or if an alternative format is needed, please contact OregonServes at oregon.serves@hecc.oregon.gov.

1. INTRODUCTION

The State of Oregon, acting by and through its Higher Education Coordinating Commission, (“HECC”) is issuing this RFA for the OregonServes State Service Commission’s (“OSC”) 2024-25 AmeriCorps Formula Funding Grant Opportunity.

OSC is housed within HECC and administered through the Office of Workforce Investments (“OWI”). As the AmeriCorps State Service Commission in Oregon, OSC administers state AmeriCorps Program Grants. This 2024-25 AmeriCorps Formula Funding Grant Opportunity is funded through OSC’s AmeriCorps State Formula Funding Allocation and provides grant funding for two types of AmeriCorps program models: (i) Formula Cost-Reimbursement Grants and (ii) Formula Fixed Amount Grants.

HECC is issuing this RFA pursuant to its authority under ORS 350.075 and ORS 660.515.

2. DEFINITIONS

For the purposes of this RFA, capitalized words have the following meanings. Capitalized terms not specifically defined in this document are defined in OAR 125-246-0110.

- **“Applicant”** means an entity that submits an Application in response to this RFA.
- **“Application”** means a written response to this Request for Applications.
- **“AmeriCorps”** is the federal agency responsible for this RFA and subsequent grant awards.
- **“AmeriCorps Member(s)”** or **“Member(s)”** means individuals enrolled with an AmeriCorps program, for a full- or part-time term of service. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more.
- **“Cost per MSY”** means cost per member service year, which is a calculation used by AmeriCorps to determine the maximum amount of federal dollars that can be requested as part of an Application. The calculation is the total share of federal awarded funds divided by the total member service years.
- **“Cost-Reimbursement Grants”** are grants that fund a portion of program operating costs and AmeriCorps member living allowances, with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members.
- **“Evidence-Based Program(s)”** means a program that has been rigorously evaluated and demonstrated positive results for at least one key desired program outcome. Rigorous evaluation means conducting at least one randomized controlled trial or quasi-experimental design evaluation of the same intervention described in the grant application.
- **“Evidence-Informed Program(s)”** means a program that uses the best available knowledge, research, and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the intervention described in the application. Applications may be Evidence-Informed if they have incorporated research from other Evidence-Based Programs into their program design and/or have collected performance measure data on the intervention described in their application.

- **“Fixed Amount Grants”** are grants that provides a fixed amount of funding per Member Service Year that is lower than the amount required to operate the program. Applicants use their own or other resources to cover the remaining costs. Fixed Amount Grants do not have match requirement. Applicants are not required to submit budgets or financial reports and are not required to track and maintain documentation of match.
- **“Grant Recipient(s)”** means an Applicant that is selected to receive an award under this RFA and executes a Grant Agreement with OSC.
- **“Living Allowance”** is the stipend an AmeriCorps Member receives to pay for personal expenses during their term of service. A Living Allowance is not a wage and is not calculated or paid on an hourly basis.
- **“Member Service Year”** or **“MSY”** is the basis AmeriCorps uses to determine the amount of funding a Grant Recipient will receive. One Member Service Year is equivalent to a full-time AmeriCorps position (at least 1,700 service hours). Applicants are not required to apply for a minimum number of MSYs.
- **“Performance Measure”** means a regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.
- **“Preliminary Evidence”** means 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 prepost assessment may be considered, but its use must be justified in the text of the evaluation report.
- **“Pre-Preliminary Evidence”** means 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 (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence-Base Program section of the Application how their program design is an Evidence-Informed Program (see definition above). Applicants may also cite prior performance measure data, if applicable.

3. OVERVIEW

AMERICORPS

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

AmeriCorps funding allows for the placement of AmeriCorps Members with eligible organizations to:

- Tackle some of the country’s most pressing challenges through delivery of Evidence-Based Programs or Evidence-Informed Programs interventions or practices.
- Increase the capacity of organizations dedicated to the improvement of communities.

- Enable AmeriCorps Members to grow professionally and personally through a variety of skill-building experiences and professional development activities.
- Allow AmeriCorps Members to earn a Living Allowance, receive childcare and health benefits, and earn an education award for continued education or repayment of student loans.

OREGONSERVES COMMISSION

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

In compliance with Oregon Revised Statute (“ORS”) 660.500 through 660.523 and 45 Code of Federal Regulations (“CFR”) Part 2522, OSC advances national and community service in Oregon by:

- Establishing and implementing a statewide vision for volunteerism, national service, and civic engagement.
- Promoting initiatives for expansion of service opportunities and impacts.
- Introducing policy and supporting legislation that furthers the Commission’s service goals.
- Acting as a central hub for the national service network in the state and administering funding to AmeriCorps State programs to make impactful contributions in local communities.
- Championing greater diversity, equity, and inclusion in Oregon’s service and volunteer opportunities.
- Coordinating national and community service resources to ensure communities are equipped to prepare, respond, and recover from disaster.
- From youth to adult, promoting activities that instill a lifelong commitment to service, and lead to personal, educational, and career achievements.

4. SCHEDULE (APPLICATION & AWARD TIMELINE)

The table below represents a schedule of events for this RFA. All times are listed in Pacific Time. All dates listed are subject to change at OSC’s sole discretion.

Timeline Activity

March 5th, 2024 2PM-3PM	Informational Webinar for New Applicants
March 6th, 2024 10AM-11AM	Informational Webinar for Continuing and Recompete Applicants
April 14th, 2024, 11:59PM	Notice of Intent to Apply due.

April 21st, 2024, 11:59PM	All Formula Applications Due in eGrants and Supplemental Documents emailed to OSC <i>Estimated Clarification Period: April 22-May 10, 2024</i>
May 17th, 2024	OSC submits AmeriCorps State Formula Portfolio to AmeriCorps
July 2024	Estimated Notification Period of Formula Award by AmeriCorps

5. FUNDING OVERVIEW

The intent of this RFA is to provide grants to eligible organizations seeking to operate an AmeriCorps program. The funding for this RFA is provided through the annual AmeriCorps State Formula Funding allocation to OSC, as the state service commission. The funding for this RFA is specific to the AmeriCorps Operating Grants: Formula Cost Reimbursement grant and Formula Fixed Amount grant.

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

OSC provides funding recommendations to AmeriCorps. AmeriCorps is responsible for all final funding decisions.

Eligibility: Applicant Organizations

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award (see <https://www.sam.gov/SAM>, sam.gov/SAM).

The following Non-Federal entities (as defined in 2 C.F.R. § 200.1) are eligible to receive an award:

- Institutions of higher education
- Local governments
- Nonprofit organizations

Eligibility: Application Types

A. New AmeriCorps State Formula Grant Applications

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

B. Continuation AmeriCorps State Formula Grant Applications

Organizations that have current AmeriCorps awards that do not end in the 2023-24 program year must submit a continuation Application to be eligible to receive funding for the following year.

C. Recompeting AmeriCorps State Formula Grant Applications

Current OSC-funded programs with a three-year funding cycle that ends in the 2023-24 program year are considered to be in “recompete” status. These Applicants may apply for a new three-year award under this RFA.

Project and Award Period

The AmeriCorps program year in Oregon runs from August – July. Programs may request no cost extensions to conclude their programs up to four months later than the program end date stated in the grant award. AmeriCorps Members are limited to serving a 12-month or shorter term within the program year. The grant award covers a three-year project period unless otherwise specified. In most cases, the Application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

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

Ineligibility

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

Organizations that have been convicted of a federal crime are not eligible for an award under this RFA. Applications that propose to engage in activities that are prohibited under AmeriCorps’ statutes, regulations, or the terms and conditions of its awards are not eligible to receive an award under this RFA. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4) that engages in lobbying activities is not eligible to receive an award under this RFA.

6. PROGRAM REQUIREMENTS

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

Requirements

- All Applicants must have a well-defined partnership with at least three independent entities, including at least one public sector entity and one private (nonprofit or for-profit) sector entity. The partnerships must allow the partners to have an ongoing role in planning, operating, and sustaining the program (e.g., match contribution, training, assessment, quarterly meetings, etc.). This requirement helps ensure the success of the program.

- All Applicants must propose program designs that are either Evidence-Based Programs or Evidence-Informed Programs. Applicants assessed as lower than the Preliminary Evidence tier (i.e., Pre-Preliminary Evidence) must provide responses satisfactory to OSC to the Evidence Base section of the application to be considered for funding.
- All Applicants must demonstrate how they will ensure that Members have and maintain all special qualifications and training (for example, tutoring programs: 45 C.F.R. §2522.910-.940) applicable to their specific program.
- **Recompete and Continuation** Applicants' must have a minimum of 10 AmeriCorps members in their program design.
- **New Applicants** must request a minimum of 5 members for their first program year but are required to meet the 10-member minimum when applying for their second-year continuation grant. New Applicants may request a maximum of 20 AmeriCorps members per year for their first three-year program grant.

Preferences

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

If 300-hour minimum-time and 450-hour quarter-time positions are included in the program design, preference is given to those completed over the summer or a short time period rather than over a school or calendar year.

Performance Measures

All Applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an Applicant-determined measure. See the [Performance Measure Instructions](#) for details about performance measure requirements and selection rules.

Reporting

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

Required Meetings and Training Events

Professional development is an integral part of the AmeriCorps experience. In support of grantee program staff and AmeriCorps members, OSC hosts, or provides access to, multiple training and technical assistance events throughout each program year. Grant Recipients must attend the below events.

Meetings and events may be hosted virtually or in-person. Applicants should include travel costs and/or registration fees (as applicable) in their application budget.

- **Grantee Information Call** Calls for grantees that covers timely topics, training information, grantee information, and news and updates on national service.
- **Monitoring Check-Ins** Check-ins occur virtually, and frequency is dependent on OSC determined risk-level for each program. It is required that both a fiscal and program director attend.

- **Annual Grantee Orientation** An annual in-person event held near the start of the program year. This event brings grantee staff together to share best practices, network, and receive essential training on grant and program management. This event is mandatory for primary program and fiscal staff from each grantee program. Additional representatives from the grantee organization are invited to attend, space permitting.
- **Annual Oregon AmeriCorps Kick-Off Event** An annual event, held near the beginning of the service year, to celebrate incoming AmeriCorps members and prepare them for their term of service. OSC may host this event as a virtual series, in-person event, or hybrid format depending on statewide conditions and other factors. Programs should budget for this event to be held in-person.
- **America’s Service Commission (“ASC”) Annual Training Conference** An annual conference hosted by the national association for state commissions, America’s Service Commission. Location and dates vary annually. Programs are required to register and send a minimum of one staff member.
- **Life After AmeriCorps Event** An annual event and training for grantee program staff and members focused on post-service topics, such as: leveraging the AmeriCorps experience, using the Segal Education Award, next steps to continuing education or employment opportunities. OSC may host this event as a virtual series, in-person event, or hybrid format depending on statewide conditions and other factors. Programs should budget for a portion of this event to be in-person.

In addition to the above, OSC provides access to additional trainings through the national association, America’s Service Commissions. These trainings are optional and cover a variety of pertinent topics. OSC also provides an annual training series and cohort dedicated to anti-racism and racial equity learning, open to AmeriCorps grantee staff, members, and site supervisors. The cost of attending optional training is not an allowable expense under this RFA.

Days of Service Events

OSC strives to create a strong platform for promoting volunteerism and civic engagement through service. Programs must participate in National Day of Service events and service projects.

Programs must provide opportunities for members to participate in at least two service projects per program year. At least one of the service projects must be an official AmeriCorps National Day of Service event, which includes: Martin Luther King, Jr. Day of Service and the 9/11 Day of Service and Remembrance.

Orientation and End-Of-Service Term Events

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

National Service Criminal History Checks

Grant Recipients will be required to complete National Service Criminal History Checks (“NSCHC”) on all individuals in covered positions. NSCHC is a screening procedure established by law to protect the beneficiaries of national service. 45 CFR 2540.201(a) requires AmeriCorps programs to conduct and document NSCHC on all “covered positions.” A “covered position” is one in which an individual serving or employed receives a living allowance, stipend, education award, or salary, through either the federal

share or grantee share of a national service program. This includes staff that receive all or part of their salary through an AmeriCorps grant. An individual is ineligible to serve in a position that receives such AmeriCorps funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. An individual is also ineligible if they refuse to consent to a criminal history check or makes a false statement in connection with a criminal history check.

The cost of conducting NSCHCs is an allowable expense under the award. Grant Recipients must utilize one of the two vendors (Fieldprint and Truescreen) that AmeriCorps has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs. Unless AmeriCorps has provided a Grant Recipient with a written exemption or written approval of an alternative search procedure (the process to request a waiver may be found on the [AmeriCorps Criminal History Checks webpage](#) under Quick Links), Grant Recipients must perform the following checks for all covered positions:

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

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

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

Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If an applicant chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount Grant Applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Fixed Amount grant Applicants should indicate that amount in the Application.

Minimum and Maximum Living Allowance

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

SERVICE TERM	MINIMUM # OF HOURS	MINIMUM LIVING ALLOWANCE	MAXIMUM TOTAL LIVING ALLOWANCE
Full-time	1,700	\$18,700	\$37,400
Three Quarter time	1,200	\$13,200	\$26,180
Half-time	900	\$9,900	\$18,700
Reduced Half time	675	\$7,425	\$14,212
Quarter-time	450	\$4,950	\$9,724
Minimum time	300	\$3,330	\$7,854
Abbreviated time	100	\$1,100	\$2,244

Exception to Minimum and Maximum of Living Allowance Requirements

Programs existing prior to September 21, 1993, are not required to offer a Living Allowance. If an Applicant existing prior to September 21, 1993, nevertheless chooses to offer a Living Allowance to its Members, the Applicant must comply with the Minimum Total Living Allowance stated above, but is not bound by the Maximum Total Living Allowance stated above.

Maximum Cost Per Member Service Year Explanation

The maximum Cost Per MSY is \$27,000 for all Application types. The AmeriCorps “Cost Per MSY” is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a Member may earn. The maximum amount an Applicant may request from AmeriCorps per MSY is determined on an annual basis.

MATCH AND COST REQUIREMENTS

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

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

A first-time Grant Recipient 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%

42 USC § 12571(e), 2 CFR § 2205.306, and 2 CFR § 200.403(f) require Grant Recipients that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report. Grant Recipients will be required to track and be prepared to report on that match separately each year and at closeout.

Alternative Match

Under certain circumstances, Applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations. To qualify, Applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the [Application Instructions](#). Applicants who plan to request an alternative match schedule must submit a request to OSC at the time of Application submission.

Match Waiver

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

Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, Applicants may either use their current 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. Applicants may use previously approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federally-negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in section III of the budget in eGrants. However, under section 121(d) of the NCSA and AmeriCorps’s regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants.

The instructions for how to enter the organization’s indirect cost rate in the budget are located here: [eGrants Indirect Cost Rate Instructions](#)

NOTE: To request a Federally negotiated indirect cost rate agreement when AmeriCorps is the applicable “cognizant agency” for an organization’s indirect costs, the Applicant must submit a request to: IndirectCostRate@cns.gov. The Applicant may also obtain instructions and additional information by contacting the email address above. “Cognizant agency” for indirect costs means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans and indirect cost proposals on behalf of all Federal agencies.

Pre-Award Costs

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

7. FOCUS AREAS AND FUNDING PRIORITIES

AMERICORPS FOCUS AREAS

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. To maximize the impact of investment in national service, AmeriCorps has the following focus areas:

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

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

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

Environmental Stewardship: Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest

management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature-based solutions.

Healthy Futures: Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

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

2024 FUNDING PRIORITIES

In 2024 AmeriCorps seeks to prioritize the investment of national service resources in the areas listed here: <https://americorps.gov/funding-opportunity/fy-2024-ameri-corps-state-national-grants>

In addition to the AmeriCorps funding priorities above, OSC funding is prioritized as outlined below:

- **Resource Gaps:** Activities that may include education and youth development, addressing learning loss, and supporting social-emotional child development.
- **Community Resiliency:** Activities that develop the capacity of communities such as building volunteer capacity, engaging community members as first responders, and improving partnerships and coalition-building among local organizations and agencies.
- **COVID-19 Pandemic Recovery:** Activities that center and serve communities who are disproportionately affected by COVID-19.
- **Environmental Equity:** Activities that improve natural environments such as wildfire mitigation, renewable energy and energy efficiency, sustainable food systems, and conservation and habitat preservation.
- **Health Disparities:** Activities that increase access to health care, including behavioral and mental health care, especially in underserved communities.
- **Housing Affordability and Rent Initiatives:** Activities that support community members with insecure housing such as conducting outreach to unhoused community members, delivery of services to unhoused individuals, and supporting affordable housing initiatives.
- **Racial Equity:** Activities that center and serve communities who are systemically underrepresented and under-resourced, including activities that aim to remove structural racial inequities, advance racial equity, and increase opportunity to achieve sustainable change in communities.
- **Rural Programming:** Activities that increase capacity and meet urgent needs in rural communities.
- **School-to-Prison Pipeline:** Activities that seek to dismantle the school-to-prison pipeline for under-resourced communities such as youth mentorship, improving family relationships with schools, and alternatives to traditional school discipline policies.
- **Systemic Economic Disadvantages:** Activities that lift poverty such as supporting safety net programs, delivering financial literacy education, and providing tax preparation assistance.

- **Workforce Impacts:** Activities that support transitions into the workforce such as pre-apprenticeship programs, skill development, and connecting individuals with employers. Program models that elevate the skill-building and career development of AmeriCorps through certifications, credentialing, course for credit, and/or other additional benefits through partnerships with educational institutions.

OSC also seeks programs that will address the top priorities of the Oregon Governor's Office, which include interventions to remedy Housing and Homelessness, Increasing Access to Behavioral Health Care, and Advancing Early Literacy Success. For more details on interventions to support these priorities, visit: <https://www.oregon.gov/gov/Pages/priorities.aspx>

Commitment to Diversity, Equity, and Inclusion

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

Additionally, OSC applies HECC's [Equity Lens](#) to its operations. Therefore, OSC prioritizes and emphasizes program models that:

- Demonstrate impact in communities within the six focus areas as described above under "AmeriCorps Focus Areas."
- Expand AmeriCorps opportunities in Oregon by providing access to AmeriCorps members for small organizations and rural communities through intermediary programs.
- Serve historically underserved and/or underrepresented communities within Oregon and recruit AmeriCorps members from the communities in which they serve.

To receive priority consideration, which is preferential funding consideration for the six AmeriCorps Focus Areas under the heading, "AmeriCorps Focus Areas," Applicants must demonstrate the priority area is a significant part of the program focus and intended outcomes within the narrative section of their application. Applications that receive priority consideration are not guaranteed funding. Applicants may score up to four additional points during the evaluation process for significantly addressing an OSC funding priority.

8. APPLICATION PROCESS

1. Informational Webinar

New Applicants must attend the informational webinar hosted by OSC. Attendance for Recompete or Continuation Applicants is recommended but not required. Click the link below to register.

Informational Webinar Registration Link: <https://forms.office.com/g/7rN15xhip2>

2. Notice of Intent to Apply

All Applicants must submit a Notice of Intent to Apply to OSC **by April 14th, 2024 by 11:59pm Pacific Time.**

Continuation/Recompete Programs: Notice of Intent to Apply must be completed using this link:

<https://forms.office.com/g/R3qnpkgar0>

New Programs: Notice of Intent to Apply & a Grant Readiness Assessment must be completed using this link: <https://forms.office.com/g/iP5B39wqk9>

The Notice of Intent to Apply for **new programs** 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: Information on which priorities the program will address.
- Number of AmeriCorps Members: The number of MSY needed for the AmeriCorps Program.
- Organizational Capability: The Applicant's ability to manage AmeriCorps grant funds.
- A Grant Readiness Assessment
 - The Grant Readiness Assessment consists of several questions to help organizations determine if they are prepared to apply for or implement an AmeriCorps grant (including questions on internal controls and accounting).
 - If upon review OSC believes an organization is not ready to apply for an AmeriCorps operating grant, they may be invited to apply for a planning grant or receive training and technical assistance to apply for a future round of AmeriCorps funding.

3. Application Package Submission

The Application includes the online application in the eGrants system

(<https://egrants.cns.gov/espan/main/login.jsp>) and submission of required supplemental documents sent via email to oregon.serves@hecc.oregon.gov. Instructions for application submission can be found on the [2024 AmeriCorps Application Instructions, linked here](#). Applicants should apply into the OSC FY24 Formula Application Prime with **Grant ID #24AC265369** for cost reimbursement applicants and **Grant ID #24ES265368** for fixed cost applicants.

OSC recommends that Applicants create an eGrants account and begin the Application at least three weeks before the deadline if possible. To ensure page limit requirements are met, best practice is to draft the Application as a separate Word document and copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The Applicant's authorized representative must be the person who submits the Application. The authorized representative must use their own eGrants account to sign and submit the Application. A copy of the governing body's authorization for this official representative to sign must be on file in the Applicant's office.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the Application. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>.

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

Continuation Applicants

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

Edit your continuation Application as directed in the continuation request instructions of the linked AmeriCorps Application Instructions from above.

UEI and SAM

All applicants must register with the Federal System for Award Management ("SAM") at <https://www.sam.gov/SAM/> and maintain an active SAM registration throughout the life of the award (if awarded). For assistance, see the SAM Quick Guide for Grantee: [SAM Quick Guide Link](#).

Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information. AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identify. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant. Applications must include a valid Unique Entity Identifier on their Application, which is generated as part of the SAM registration process.

AMERICORPS APPLICATION

Applicants must complete and submit the following AmeriCorps Application materials:

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

9. Authorization, Assurances, and Certification

Page Limits

The total of Sections 1-2 (see above—Standard Form 424 Facesheet and Narratives) must not exceed **10 double-spaced pages**. Rural Intermediary programs' Applications are held to a **12-page limit** for the total of Section 1-2. Section 3 (Evaluation Summary or Plan) has no page limit. The Logic Model (Section 4) may not exceed **3 pages** when printed with the Application from the "Review" tab in AmeriCorps' web-based management system. Sections 5 (Performance Measures) and 6 (Standard Form 424A Budget) have no page limits.

Required Documents

AmeriCorps and OSC required supplemental documents should be sent to OSC, via email at oregon.serves@hecc.oregon.gov. These documents include:

- Federal debt delinquency information (if applicable)
- Letters of Support from Consortium Members (applicable to new and recompeting rural intermediaries only)
- Organizational Chart (Program Structure) – include details of titles, programs, FTE, supervision level, service sites and member placements (# of members).
- Most recent audit or audited financial statement. If an organization has never been audited, they will submit a most recent unaudited financial statement.
- OregonServes Supplemental Information Form
- Member Enrollment Plan Workbook
- Labor Organization Certification Form
- Application Certification Sheet

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

Applicants must check the relevant boxes in the Program Information tab in eGrants to be considered for AmeriCorps' assessment of strategic considerations. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the Application.

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

Note: Your application ID number can be found in eGrants. In the left sidebar of your Application page, the Grant Application ID is listed under Grant Application Info.

9. SELECTION CRITERIA

OSC Reviewers (“Reviewers”) will assess the quality of applications by using the selection criteria described in the 2024/2025 Federal AmeriCorps Notice of Funding Opportunity and this RFA. Reviewers will also assess programs using supplemental materials provided, available financial information, past program performance, and compliance as assessed through program check-ins, progress reports, and risk assessments (as outlined below).

For complete details regarding requirements for each category/subcategory used for assessment, see Section E: Application Review Information of the 2024-2025 Federal AmeriCorps Notice of Funding Opportunity, linked here:

<https://americorps.gov/sites/default/files/document/1%20FY%202024%20ASN%20Competitive%20-%20FINAL.508.pdf>.

10. APPLICATION REVIEW

A. Initial Compliance & Eligibility Review

Reviewers will review all Applications submitted to OSC to determine compliance with eligibility, deadline, and completeness requirements. To be considered compliant, an Applicant must timely submit the following competed materials:

- A Notice of Intent to Apply to OSC by the deadline and be an eligible organization.
- An Application and all required additional documents.
- An Application that is responsive, in that it contains all required elements and additional documents and follows the instructions provided in this RFA and the AmeriCorps 2024 NOFO and Supplemental Materials. OSC may, in its discretion, waive an omission or the Applicant may be asked to provide missing information or provide written clarification to render an Application responsive.

B. Grant Review Committee

The Grant Review Committee will include reviewers with relevant knowledge and expertise to assess and provide input on the eligible Applications. The review and selection process is intended to produce a diverse set of high-quality programs that represent the priorities and strategic considerations described in this RFA. The Grant Review Committee will determine a consensus rank order for the applications using the selection criteria outlined in Section 9. The rank order will be used in conjunction with the other review criteria as outlined below in the funding selection process. The Grant Review Committee’s ranking constitutes a recommendation. OSC retains ultimate authority over which Applications to submit to AmeriCorps for final funding decisions.

OSC staff will provide feedback to Applicants on their submitted applications and supplemental documents after the review process concludes. A copy of the scoring sheet used by the Grant Review Committee is available by request.

C. Risk Assessment

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

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

- Financial stability
- Financial capability and capacity to manage Federal funds
- Quality of management systems and ability to meet the management standards prescribed in applicable [Office of Management and Budget \("OMB"\) Guidance](#)
- Ability to meet matching requirements
- Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients' national service criminal history check compliance.
- Reports and findings from single audits performed under Uniform Administrative Guidance and finding of any other available audits or investigations
- IRS Tax Form 990
- Publicly available information, including information from the Applicant organization's website
- Federal debt delinquency
- Suspension and debarment
- Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Oversight.gov
 - Public Litigation Records
 - Federal Awardee Performance and Integrity Information System ("FAPIIS")
 - U.S. Treasury Bureau of Fiscal Services
 - Dun and Bradstreet
 - SAM, and Do Not Pay status with the U.S. Department of the Treasury

For Continuing and Recompete Applicants, in addition to the above mentioned criteria, OSC and AmeriCorps may consider the following criteria, in addition to the above mentioned criteria:

- Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting requirements
 - Accuracy of data reported
 - Validity of performance measure data reported
 - Conformance to the terms and conditions of the previous federal awards
- The extent to which any previously awarded amounts will be expended prior to future awards
- Applicant organization's annual report

- Past Performance toward enrollment, retention, and performance measure targets

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

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention rates
- Site visit or other monitoring findings (if applicable)
- Office of Inspector General findings (if applicable)
- Significant opportunities and/or risks of the program related to national service
- Ranking by the Commission for receipt of funding based on scoring (see Section 9 above)

D. Application Clarification

OSC and AmeriCorps may ask an applicant for clarifying information. An Applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its Application from the consideration and award process.

E. Submittal to AmeriCorps

Upon application completion, submission, and OSC approval, OSC staff will submit the final approved Applications to AmeriCorps for further review and approval. AmeriCorps is responsible for all final grant award decisions.

Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$250,000, AmeriCorps is required to review and consider any information about the Applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see 41 U.S.C. 2313). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any Applicant receiving an award, including those under \$250,000.

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

OSC and AmeriCorps will consider any comments by any Applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the Applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the Applicant under the Risk Assessment Evaluation section of this RFA.

Selection for Funding

The assessment of Applications involves a wide range of factors and considerations. Reviewers will apply their experience and expertise in evaluating and recommending Applications. OSC will engage external reviewers to provide insight and input with the narrative portion of the Applications. In the end, the review

and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this RFA.

Specifically, the review and selection process will:

- Identify how well eligible Applications are aligned with Application review criteria
- Build a diversified portfolio based on the following strategic considerations:
 - AmeriCorps and Commission Funding Priorities
 - Meaningful representation of:
 - Geographic diversity
 - Rural communities
 - Innovative community strategies
 - Focus area representation

Based on the evaluation of these strategic considerations, Applications may be selected for funding over Applications with a greater degree of alignment with the review criteria.

AmeriCorps will assess an Applicant's strategic considerations.

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

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

11. GENERAL RFA TERMS

- Submission of an Application does not constitute an Agreement between HECC and Applicant, nor does it secure or imply that Applicant will be selected.
- Issuance of grant funds is contingent upon successful negotiation and execution of a grant agreement with HECC on behalf of OSC.
- All costs associated with Applicant's submission of an Application are the sole responsibility of the Applicant and shall not be borne by OSC or the State of Oregon.
- Grant Recipients may be required to maintain appropriate levels of insurance, including, but not limited to: Workers Compensation, General Liability, and Automobile Liability insurance.
- By submitting an Application, Applicant accepts all the terms and conditions of this RFA, and any terms and conditions imposed by AmeriCorps and OSC including, but not limited to, execution of applicable funding agreements (and ancillary documents, if any, required by OSC) satisfactory to OSC. No funds will be released prior to all program conditions being met and funding agreements executed.
- OSC reserves all rights including, but not limited to the right, at its sole discretion:
 - (1) to amend the RFA prior to the closing date.
 - (2) to amend the deadline for submitting Applications.

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

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

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

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

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

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

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

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

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

- This RFA and one copy of each original response received, together with copies of all documents pertaining to the award of an Agreement, shall be kept by OSC and made a part of a file or records, which shall be open to public inspection.
- The successful Applicant will be required to assume responsibility for all services outlined and finalized in the Agreement, whether the contractor, a representative or subcontractor produces them. OSC and HECC considers the awardee responsible for any and all contractual matters, including performance of work and the stated deliverables.
- **PUBLIC RECORDS:** All information and records submitted in response to this RFA are subject to the Public Records Law, ORS 192.311 to 192.478. If Applicant believes that any information or records it submits to HECC may be a trade secret under ORS 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, Applicant must identify such information with particularity and include the following statement: "This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192.311 through 192.478, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478." If Applicant fails to identify with particularity the portions of such information that Applicant believes are exempt from disclosure, Applicant is deemed to waive any future claim of non-disclosure of that information.

RFA QUESTIONS AND RESPONSIBILITY

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

When appropriate, revisions, substitutions, or clarifications shall be issued as addenda to this RFA. Changes/modifications to the RFA requirements shall ONLY be recognized if in the form of written

addenda issued by OSC. OSC shall post any addenda on the OSC website at www.oregon.gov/highered/oregonvolunteers.

Neither OSC nor HECC will be held responsible for any error or omissions from downloading the RFA. The official RFA document is the one held at OSC. Those Applications that are substantially incomplete or fail to meet the substantive requirements of the RFA will be deemed by OSC and/or AmeriCorps to be "nonresponsive" and will be rejected. Applications considered complete, or "responsive," will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFA. If the Application is unclear or has an omission, OSC may in its discretion waive an omission or the Applicant may be asked to provide the missing information or provide written clarification to assist in determining the issue of the Application's responsiveness or to render the Application "responsive" and eligible for further review.

GOVERNING LAW AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, to or from any claim or from the jurisdiction of any court.

FALSE CLAIMS ACT

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.

12. GRANT RECIPIENT REQUIREMENTS

A. Taxpayer Identification Number

Grant Recipients must provide their Taxpayer Identification Number on a completed W-9 form (which can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). Grant Recipients must provide their backup withholding status on the W-9 form if either of the following applies:

- When requested by HECC (normally in an intent to award notice), or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

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

B. Business Registry

Grant Recipients shall be duly authorized by the State of Oregon to transact business in the State of Oregon

before executing the Contract. Grant Recipients must submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site: <http://www.filinginoregon.com/index.htm>.

C. Tax Laws

Grant Recipients must not be 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](#).

Grant Recipients must comply with the Pay Equity law, [ORS 652.220](#), if applicable, during the term of any grant agreement it enters into as a result of this RFA.

Grant Recipients must certify that they

- do not, and will not during the term of any grant agreement it enters into as a result of this RFGA, discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin.
- do not, and will not during the term of any grant agreement it enters into as a result of this RFGA, 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, when awarding subcontracts.
- have 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 a contract with an anticipated contract 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.

APPLICATION PACKAGE CHECKLIST

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	Registration Link: https://forms.office.com/g/7rN15xhip2	March 5 th , 2024
	Recommended	Continuing & Recompete Applicants		March 6 th , 2024
Notice of Intent to Apply to OSC	Required	New Applicants	Via Microsoft form at https://forms.office.com/g/iP5B39wqk9	April 14 th , 2024
		Continuing & Recompete Applicants	https://forms.office.com/g/R3qnpkgar0	
eGrants Account Set-up	Required	All Applicants	Via eGrants https://egrants.cns.gov/espan/main/login.jsp	As early as possible in the process
Register or Renew UEI @ SAM.gov	Required	All Applicants	Via SAM.Gov	As early as possible in the process
Submit grant application	Required	All Applicants	Via eGrants	April 14 th , 2024
Submit organizational chart	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Most recent audit, audited financial statement, OR unaudited financial statement (if no audit)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Supplemental Information Form (Attachment A)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Application Certification Form (Attachment B)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024

Labor Organization Certification Form (Attachment C)	Required	See criteria on form	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Member Enrollment Plan Workbook	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Federal Debt Delinquency Information	Required, if applicable	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Letters of Support from Consortium Members	Required, if applicable	Rural Intermediary applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Evaluation Briefs, Reports, or Studies	Optional	Continuing & Recompete Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024



ATTACHMENT A: OregonServes Supplemental Information

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

Program Name:

Staff Contact Person:

Staff Email:

EMERGENCY/DISASTER PREPAREDNESS

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

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

No

This is in development. Please describe:

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

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

No

This is in development. Please describe:

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

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

No

This is in development. Please describe:

DIVERSITY, EQUITY, AND INCLUSION

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

Describe your plans to recruit and retain a diverse representation of AmeriCorps members in 2024-25, including inclusion and support services that you will provide to members who belong to historically underserved and underrepresented populations. Please provide specific examples.

Describe your plans to incorporate diversity, equity, and inclusion principles into the AmeriCorps member experience for the 2024-25 year. Include specific examples of training, resources, and support for members and supervisors. Please also provide an explanation of how you will track progress towards these goals.

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