



State of Alaska
Department of Commerce, Community, and Economic
Development
Division of Community and Regional Affairs
Serve Alaska, State Service Commission

**FY 2022 FORMULA FUNDED
AMERICORPS STATE AND NATIONAL GRANTS**

REQUEST FOR PROPOSALS (RFP)

**SOLICITATION NUMBER: 22AC-F
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Program Description

This Serve Alaska RFP is an overview of the process for submitting AmeriCorps applications in Alaska to the state service commission, Serve Alaska. The federal agency that oversees and funds AmeriCorps programs is the Corporation for National and Community Service (CNCS). CNCS works in partnership with Serve Alaska to bring AmeriCorps programs to Alaska.

This document is to be read and followed, along with the provided Notice of Intent to Apply, Budget Instructions, Cost Reimbursement Budget workbook, Supplemental Information, applicable Application Forms, and Supplemental Documents Checklist.

Purpose of AmeriCorps Funding

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps 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 that they can use to pay for higher education expenses or apply to qualified student loans.

AmeriCorps Focus Areas

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

Disaster Services

Grants will support increased and improved 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 increase preparedness for disasters, 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, 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.

Serve Alaska Funding Priorities

A prime focus of Serve Alaska, as directed by the State Service Commission, is to address the unmet needs of underserved communities, whether they fit in the above focus areas or not. Reviewers will assess Program Design, particularly focusing on evidence-basis for the proposed solution(s) to the identified community problem(s), appropriateness of national service as a solution, and potential quality of the member experience; Organizational Capability; and Cost Effectiveness and Budget Adequacy.

Performance Measures

Using the Performance Measures Instructions included with this RFP, applications must include at least one aligned performance measure (an output and an outcome for the AmeriCorps program) that corresponds to the proposed primary intervention. This may be a National Performance Measure (see Performance Measures Instructions) or an applicant-determined measure.

Federal Award Information

Estimated Available Funds

Serve Alaska reserves the right to prioritize providing funding to existing awards for continuation of AmeriCorps projects/programs in Alaska over making new awards. The actual level of funding is subject to the availability of annual appropriations.

Period of Performance

Serve Alaska anticipates making three-year pass-through grants. An initial award is made for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date AmeriCorps awards the grant. AmeriCorps member applicants may not enroll prior to the start date of the award. AmeriCorps member 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 and the beginning of the member enrollment period. Serve Alaska recommends a starting date of August 1 or later to ensure that awards are made prior to start.

Types of Grants

Funding available with this RFP is for AmeriCorps program planning grants and full programmatic AmeriCorps grants. AmeriCorps grants can be awarded on a cost reimbursement or full-cost fixed amount basis (see Supplemental Information). New applicants are eligible to apply for Cost Reimbursement grants only.

New Program Applications: These types of programmatic grants are applying for first-year funding (New applications) of a new program, or fourth-year funding (Re-compete applications) of an existing program. Both types of grants will go through a complete review by Serve Alaska.

Continuation Applications: Organizations that have awards that are currently in their first or second year of operation must apply to be eligible to receive funding for the consecutive year (years two and three of the anticipated three-year grant timeline). These grants will fill out the continuation application form and update the budget workbook. Performance Measure edits may be allowed upon request to Serve Alaska.

Planning Applications: These types of grants are for organizations interested in applying for AmeriCorps program funding in the next 1-2 years and would like assistance in developing their program. These grants last for no longer than 1 year and applicants will fill out the planning grant application form and budget workbook.

Eligibility Information

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

- Nonprofit organizations
- States

Applicants must have a valid SAM registration and DUNS and/or Unique Entity Identifier to receive an award. Serve Alaska staff can assist with this if applicant is unsure of status.

Serve Alaska encourages organizations that have not received prior funding from AmeriCorps to apply.

Member Living Allowance

Many AmeriCorps projects/programs offer a living allowance to the national service volunteers (members). 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. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps and/or grantee share.

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.

Service Term (MSY Value)	Minimum # of Hours	*Minimum Living Allowance	Maximum Total Living Allowance
Full-time (1.0 MSY)	1,700	\$16,502	\$33,004
Three Quarter-time (0.7000 MSY)	1,200	\$11,551	\$23,103
Half-time (0.5000 MSY)	900	\$8,251	\$16,502
Reduced Half-time (0.3809524 MSY)	675	\$6,286	\$12,542
Quarter-time (0.26455027 MSY)	450	\$4,366	\$8,581
Minimum-time (0.21164022 MSY)	300	\$3,492	\$6,931
Abbreviated-time (0.07054674 MSY)	100	\$1,164	\$1,980

**AmeriCorps programs are not required to provide a living allowance to members serving in less than full-time capacity. However, Serve Alaska recommends programs provide at least the minimum living allowance listed in the table above.*

Maximum Cost per Member Service Year (MSY)

The AmeriCorps cost per MSY is determined by dividing the Federal 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 of AmeriCorps federal dollars an applicant may request from AmeriCorps per MSY is \$28,000.

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 the term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the

time of federal grant award. Education Award amounts for this grant period can be found [here](#).

Cost Sharing or Matching

Applicants are required to match Federal grant 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 successful applicant is required to match the federal award 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. All match must be recorded and reported.

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 to report those amounts and sources. Grantees must track and be prepared to report on that match separately each year and at closeout. Serve Alaska will provide a form for grantees to report this match.

Requirements Specific for Serve Alaska State Programs

When submitting the required application documents, use the relevant forms from the RFP packet to describe how you will fulfill any of the Serve Alaska requirements or focus areas:

Days of Service: Each year-round program is required to *organize* and have members participate in at least THREE National Days of Service during their program year. Ideally these National Days of Service would encourage esprit de corps among members. Martin Luther King Jr. Day of Service and September 11th Day of Service and Remembrance are required, with the third being the choice of the program. Less than year-round programs will have this requirement reduced by Serve Alaska on a sliding scale.

Staff Capacity: Serve Alaska requires one dedicated employee to manage the programmatic aspect of an AmeriCorps program up to 20 AmeriCorps Members. The number of dedicated staff for larger than 20 Member programs will be assessed on a case-by-case basis. Dedicated staff must be clearly described in the grant and budget narratives.

RFP Requirements:

State of Alaska Contact Person:

All correspondence having to do with this RFP shall be sent to:

Jill Furbish, Grant Administrator II
Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs, Serve Alaska

550 W 7th Ave, Suite 1640
Anchorage, Alaska 99501-3569
Serve.Alaska@alaska.gov
Phone: (907) 269-4537

Notice of Intent to Apply (NOIA)

Each program that will be applying through Serve Alaska for an AmeriCorps grant **must** complete a Notice of Intent to Apply (NOIA). Submit the NOIA utilizing the applicable form attached to this RFP to Serve.Alaska@alaska.gov by **5 pm AKST on March 16, 2022**.

1. New Program Grant Applicants

- Summary (one or two brief paragraphs) of what the program is proposing
- Number of AmeriCorps members the program is expecting to enroll
- A general budget (not detailed)
- Estimated match source(s)

2. Planning Grant Applicants

- Project Summary describing how the applicant proposes to utilize an AmeriCorps Planning Grant to explore opportunities:
 - for the future utilization of AmeriCorps members (proposed number)
 - to address community needs (list your community needs)
 - in the target communities of (list the communities) that will be engaged

3. Continuation Applicants

- Continuation Applicants do not need to submit a NOIA.

The NOIA does not commit an organization to apply but ensures that agencies interested in applying receive all documents and information from Serve Alaska.

Mandatory Pre-Application Teleconference

A mandatory Pre-Application Teleconference for new and re-competing applications will be held on **March 18, 2022**. A meeting invite will be sent out to those organizations having submitted the NOIA. If you have any questions, contact Serve Alaska at serve.alaska@alaska.gov.

Application Process

For the first review period, applicants will NOT enter their application in eGrants, the official AmeriCorps application and grants management online portal. Applicants will fully complete the applicable application form; a budget workbook; and submit all additional documents via email. All documentation included in this RFP is mandatory to review and consult before applying to ensure that all applications are filled out completely and correctly.

Application Submission

The deadline for the applications (planning, new program and continuation) is **April 20, 2022** by **5:00 pm via email to** serve.alaska@alaska.gov.

Application Content

- Applicable Fillable Application Form (Program, Continuation, or Planning)
- Budget Workbook
- Required Additional Documents

Required Additional Documents:

- Serve Alaska Additional Documents Checklist, completed
- Most recent single audit report or financial statements (planning and new program applicants)
- Operational and Financial Management Survey (OFMS) (planning and new program applicants)*
- Diversity Questionnaire

*All planning and new program applicants regardless of funding level are required to submit an OFMS located at: <https://www.americorps.gov/funding-opportunity/fy-2022-ameri-corps-state-national-grants#OFMS>. Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted by AmeriCorps.

Following the first review, applicants will be sent feedback from the Serve Alaska review committee. Applicants will then be required to enter and submit all information for official submission into eGrants—per Serve Alaska's instructions provided at that time.

Timeline and Deadlines – Planning and New Program Applications

Timeline for 2022-23 Funding (FY22AC-F)	Dates
Serve Alaska RFP Released	March 10, 2022
Notice of Intent to Apply Due by 5pm	March 16, 2022
Mandatory Pre-Application Meeting	March 18, 2022
Preliminary Application Submission to Serve Alaska by 5pm	April 20, 2022
Application Clarification Period	May 3-10, 2022
Final Application Submission in eGrants by 5pm	May 11, 2022
Serve Alaska Commission Decision on Funding	May 25, 2022
Applicants Notified of Status	May 27, 2022
Funding Appeals Due by 5pm	June 1, 2022
AmeriCorps Funding Announcements and Grants Awarded	June-July 2022

Deadlines

Deadlines listed in this RFP must be followed. If a deadline cannot be met, applicants must submit an email prior to the deadline explaining the extenuating circumstance causing the delay. Such notice must be sent to Serve Alaska via email to serve.alaska@alaska.gov. If email is not available, use the phone number listed above in the Contact Person section. Missed deadlines are evaluated on a case-by-case basis. Any exceptions/approval of extension requires written approval by Serve Alaska.

Continuation Application Process

Applications applying for the second or third year of funding are considered Continuation applications. If the program is in good standing with Serve Alaska, e.g., reports are submitted on time; monitoring visits and desk audits show minor, correctable issues; and risk assessment has not increased, the program can submit a Continuation application.

Timeline for 2022-23 Continuation Funding (FY22AC-F)	Dates
Serve Alaska RFP Released	March 10, 2022
Preliminary Application Submission to Serve Alaska by 5pm	April 29, 2022
Continuation Changes Submitted in eGrants by 5pm	May 11, 2022
Applicants Notified of Status	May 27, 2022
AmeriCorps Funding Announcements and Grants Awarded	June-July 2022

Application Review Process

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

Serve Alaska's Review Committee will review submitted applications and give feedback to the applicant. Some of the feedback requires edits to the application, while other feedback may be suggestions for strengthening the application. This process is called Application Clarification Review (see timeline). During clarification, the applicant will take the Review Committee comments and incorporate them into the application.

After the applicant then submits their final application into AmeriCorps's eGrants online portal, the Review Committee will assess the applications a final time to ensure required elements have been incorporated. The Review Committee will also ensure the scope of the project has not been substantially altered between the two submission times. The Review Committee, based on the content of the re-submitted applications, will recommend applications to advance to the Serve Alaska Commission for a funding vote.

Pre-Award Risk Assessment

Risk assessments are a requirement under [2 CFR 200.206](#) regulations. The information contained in the risk assessment is intended to help the Serve Alaska Commission understand the agency/organization and evaluate its overall operational and financial controls.

Serve Alaska will conduct a pre-award risk assessment regarding financial and organizational capacity to administer federal grants with each new agency/organization submitting an AmeriCorps application for funding. While not part of the official application process, Serve Alaska will review all risk assessments prior to awarding a grant. If Serve Alaska determines that an applicant's operational and financial controls are deficient, it may postpone the grant award until sufficient corrective action is completed or may refrain from awarding the grant.

altogether. Monitoring timelines will be created in consideration of pre-award risk assessment results.

Administrative and National Service Policy Requirements

Awards under this RFP are authorized by the [National and Community Service Act of 1990](#), as amended, by the Serve America Act of 2009 ([42 U.S.C. 12501 et seq.](#))

All awards made under this RFP will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in [2 CFR Parts 200](#) and [2205](#). This RFP should be read together with the AmeriCorps Regulations [45 CFR 2520–2550](#).

This RFP includes eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY), and other information that changes each year for all AmeriCorps grant programs.

Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested. Serve Alaska will not review or return them.

AmeriCorps Terms and Conditions

All awards made under this RFP will be subject to the FY 2022 AmeriCorps General Terms and Conditions, and the FY 2022 AmeriCorps Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program Specific Terms and Conditions for each of its programs is available at: <https://www.americorps.gov/grantees-sponsors/state-subgrantees>.

National Service Criminal History Check Requirements ([45 CFR 2540.200–2540.207](#))

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service.

We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.¹
- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.²
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.

¹ NSCHC regulations and guidance: [Criminal History Checks | AmeriCorps](#)

² Two pre-approved NSCHC vendors: <https://americorps.gov/grantees-sponsors/history-check>.

- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

A NSCHC consists of a check of the:

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

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

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

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder.

Appeal Process

In the event the Serve Alaska Commission does not recommend funding an application, or a deadline has been missed without prior approval, the following appeal procedure must be followed for an appeal to occur. All correspondence must be sent to the contact person listed above.

The appeal procedure of Serve Alaska is as follows:

Missed Deadline:

- A request for appeal of a missed deadline must be made prior to May 18th.
 - Appeals must be sent via email to the Contact person listed above.

Funding:

Serve Alaska will notify proposal applicants of the Application Review results and potential funding recommendations.

- If the applicant has substantive objections to the results of the Application Review and/or the Serve Alaska Commission decision, the applicant may request an appeal.
- A request for appeal must be made to Serve Alaska by the due date noted in this RFP.
 - Appeals must be sent via email to the contact person listed above.
- If a request for an appeal is made, Serve Alaska shall hear such additional information as may be deemed appropriate and pertinent to the matter involved. A delegation of not more than three representatives of the requesting applicant may present such additional information. In its discretion, Serve Alaska may invite discussion or comments from others knowledgeable in the matter being appealed.
- Serve Alaska shall send to the applicant and others as deemed appropriate, its written determination pursuant to the request for appeal.
- If an application, which has previously been rejected by Serve Alaska, is submitted for future funding in a substantially altered condition, Serve Alaska shall treat this grant as a new grant request, and all policies and procedures relating to a new grant will apply.