



REQUEST FOR PROPOSALS (RFP) STATE FORMULA APPLICATION PROCESS

Updated: 31 Jan 2025

Commission Name:	Volunteer Louisiana Commission
Federal Agency Name:	AmeriCorps
Funding Opportunity Title:	Fiscal Year (FY) 2025 AmeriCorps State and National Competitive Grants
Announcement Type:	Initial Announcement
Assistance Listing Number:	94.006

This RFP is for organizations applying for 2025-2026 AmeriCorps grant funds. These grants are awarded to organizations that propose to place AmeriCorps members within the state of Louisiana only.

Publication of this RFP does not obligate AmeriCorps or Volunteer Louisiana to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

All current State Formula programs in Continuation (programs applying for a second or third year of funding within their three-year grant cycle) and New organizations (organizations that did not receive funding in the past year) should follow the guidance in this State Formula RFP.

All current National Competitive programs, as well as State Formula programs applying as a recompetes, should follow the guidance in the accompanying National Competitive RFP.

Important Dates Outdated information ~~struck in red text~~
Updated information in **bold purple text**

- **State Formula applicants** must file an online Notice of Interest to Apply (NOI) via a webform here by Sunday, January 5, 2025 at 11:59 p.m. CT: <https://forms.gle/x8dci6WNCz94a6mh8>
- Following filing the NOI, State Formula applications are due to Volunteer Louisiana ~~via eGrants~~ by Sunday, March 2, 2025 at 11:59 p.m. CT. This is a Louisiana single state applicant deadline and is significantly earlier the AmeriCorps deadline for multi State Applications.
 - *Due to the planned closing of the eGrants software, all applicants must now submit their applications via the following two documents. Instructions will be shared by Volunteer Louisiana:*
 - **VOL LA FY25 Face Sheet and Narrative Word file**
 - **VOL LA FY25 State Formula Excel file**
 - Successful applicants will be notified by **mid May 2025**.
 - Successful applicants will be issued awards by **late July 2025**.

Important Documents that Accompany this **Announcement Document**

Except where noted, the following documents that will aid and supplement application processes are available on the Volunteer Louisiana Grant Opportunities webpage (<https://volunteerlouisiana.gov/grant-opportunities>) and AmeriCorps' FY 2025 AmeriCorps State and National Grants webpage (<https://americorps.gov/funding-opportunity/fy-2025-ameri-corps-state-national-grants>).

This list was last updated on January 8, 2025

1. Guidance Volunteer Louisiana FY25 RFP State Formula rev 6 Jan 2025
2. ASN Application Instructions rev 6 Jan 2025
3. 2025 AmeriCorps State & National Mandatory Supplemental Information rev 6 Jan 2025
4. VOL LA FY25 State Formula Face Sheet and Narrative (Word file)
5. VOL LA FY25 State Formula Excel File

The following items will be published and distributed to all applicants no later than January 22, 2025.

1. Supplemental file for applicants to submit their Performance Measures
2. ASN Performance Measures Instructions: AmeriCorps State and National 2025 rev Jan 2025
3. Applicant-Determined Performance Measure Supplement and Suggested Applicant Determined Performance Measures for Native Nations and Bridge Building: AmeriCorps State and National 2025 rev Jan 2025
4. Instructions for submitting final documents to Volunteer Louisiana Dropbox secure account. These instructions will be customized for each applicant

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FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

A.1. Purpose of AmeriCorps State and National Funding

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members serve with organizations dedicated to the improvement of communities and those serving.

AmeriCorps grants are awarded to eligible organizations that engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is a person who does community service through AmeriCorps. Members may receive a living allowance and other benefits. After successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) they can use to pay for higher education expenses or apply to qualified student loans.

AmeriCorps State grants in Louisiana are awarded and administered through the Volunteer Louisiana state service commission. Volunteer Louisiana is in the Office of Lt. Governor and is governed by a bipartisan citizen board of up to 25 members that are appointed by the Governor. Volunteer Louisiana's mission is to help strengthen Louisiana communities through volunteerism and national service. We achieve this mission by promoting volunteerism, building disaster response capacity and resilience, and supporting AmeriCorps programs and AmeriCorps members throughout the state of Louisiana.

A.2. Funding Priorities

Volunteer Louisiana's 2022-2025 State Service Plan defines the agency's goals and objectives. Goal 1 Objective 1 is to "Increase geographic, focus area, and organizational diversity in the AmeriCorps portfolio." Strategies include:

- Conduct targeted outreach to organizations in underrepresented geographic and focus areas about AmeriCorps and national service resources
- Provide training and technical assistance for potential applicants relating to AmeriCorps operational and planning grants
- Develop and implement strategies that mitigate barriers to service for smaller, newer, and rural organizations

Volunteer Louisiana will prioritize State Formula funding for 1) community-based, grass-roots organizations, and 2) organizations that serve rural and other communities national service is underrepresented. To receive priority consideration, applicants must show that the priority area is a significant part of the program focus. However, the inclusion of priority areas in an application does not guarantee funding.

A.3. Performance Goals or Expected Outcomes

National Performance Measures

All applications must include at least one aligned performance measure, output and outcome, that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. For more information, refer to the [National Performance Measure Instructions](#).

A.4. Program Authority

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

B. FEDERAL AWARD INFORMATION

B.1. Estimated Available Funds

AmeriCorps expects a highly competitive AmeriCorps grant competition. Given limited funding, AmeriCorps may prioritize funding existing grantees instead of making new awards. The actual level of funding depends on annual appropriations.

B.2. Estimated Award Amount

Award amounts will be different depending on the scope of the projects.

B.3. Period of Performance

Volunteer Louisiana anticipates making three-year grant awards. AmeriCorps generally makes an initial award for the first year of the period of performance, based on a one-year budget. Applicants must submit a one-year budget. Applicants may propose any program start date that aligns with their program design. The period of performance may not be before August 1, 2025. Continuation awards for subsequent years are not guaranteed; they depend upon availability of future appropriations and satisfactory performance.

B.4. Type of Award

AmeriCorps makes available different types of grants.

Volunteer Louisiana may award Operating Grants, including a Cost Reimbursement or a Fixed Amount grant, to any successful applicant, but the availability of a Full-Cost Fixed Amount grant is limited to certain applicants.

Professional Corps applicants are ineligible to receive Cost Reimbursement grants. Use the C.1. Eligible Applicants section and the [Mandatory Supplemental Information](#) document for more information, including definitions of terminology. AmeriCorps will not provide both types of grants for the same project in one fiscal year. It is the Volunteer Louisiana Commission's policy to allow for Professional Corps programs to be considered for Competitive consideration only, but exceptions may be considered on a *year-by-year* basis based on annual Formula allocations

The chart below summarizes these grant types and their distinct characteristics

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program, EAP	Professional Corps***	No Cost Slots
Maximum Cost per MSY*	\$25,000	\$25,000	\$800 or \$1,000**	\$1,000	\$0
Type of Slots in the National Service Trust	All slot types	All slot types	All slot types	FT Only	All slot types
Matching Funds Required	Yes	No			
Budget Submission Required	Yes	No			
Availability of Funds Linked to Enrollment/Retention of Awarded MSYs	No				No
Special Requirements	N/A	N/A	Must place qualified professionals in communities with an inadequate # of such professionals. Member salaries/benefits must be paid entirely by organization where member serves.		
Financial Reporting Requirements	Yes	No			
Available to New Applicants	Yes	No	Yes		

* Member Service Year (MSY): One MSY is equivalent to a full-time AmeriCorps position, at least 1,700 service hours. Multiple positions at less than full-time can be combined to equal one MSY.

** For the Education Award Program, AmeriCorps may provide a maximum of \$800 per individual enrolled in an approved national service position. If at least 50 percent of a program's enrollees are disadvantaged youth, AmeriCorps may provide \$1,000 per enrollee, [42 U.S.C. § 12581a](#).

***Use Mandatory Supplemental Information (MSI) for further requirements

B.5. Cost Sharing or Matching

Cost Reimbursement Grants

Applicants are required to match funds provided by AmeriCorps. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must show that they can meet the match requirement when they submit the application. Applicants must say in their application if they have already secured the match funding.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every three years to 30 percent by year ten.

AmeriCorps Funding Year	Years 1,2, and 3	Years 4,5, and 6	Years 7,8, and 9	Years 10 +
Grantee Share Requirements	24%	26%	28%	30%

Match Waiver

Please use the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps.gov [Manage Your Grant](#) webpage. AmeriCorps encourages Tribal Nations to request match waivers to reduce barriers. Every effort will be made to reduce the match requirements to improve accessibility to funding.

Fixed Price Grants

There is no cost share or matching requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program. Organizations should raise the funds needed to operate the program.

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

The following non-Federal organizations are eligible to apply:

- Indian Tribes;
 - institutions of higher education;
 - local governments, including school districts;
 - nonprofit organizations;

Volunteer Louisiana encourages organizations that have not received prior funding from AmeriCorps to apply (e.g. small community-based organizations, faith based organizations, etc.).

Applicants must have a [valid SAM registration and Unique Entity Identifier](#) to receive an award.

New Applicants

AmeriCorps encourages organizations that have not received funding from AmeriCorps before to apply, e.g., small community-based organizations, faith-based organizations, etc.

Volunteer Louisiana accepts applications from new organizations through this State Formula RFP process.

Types of Applicants

1. State and Territory Service Commissions, for Single-State Applicants

Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commission called the [Volunteer Louisiana Commission](#) in Louisiana. Each Commission administers its own selection process and submits the applications it selects to compete for funding directly to AmeriCorps. Single-State applicants must contact their Commissions to learn about their state or territory processes and deadlines; in Louisiana, applicants can visit the Volunteer Louisiana Commission [grant opportunities webpage](#) to find application details, timeline and office contact information. State deadlines may be significantly earlier than the AmeriCorps deadlines and may have additional requirements. The list of Commissions can be found on the [AmeriCorps.gov State Service Commissions webpage](#).

2. National Direct Applicants

Multi-State: Organizations that plan to operate AmeriCorps programs in more than one state or territory apply directly to AmeriCorps.

States and Territories without State Service Commissions: Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to AmeriCorps because they do not have an established Commission.

Federally recognized Indian Tribes: Applicants that are Indian Tribes apply directly to AmeriCorps.

In addition to Indian Tribes, as defined in [2 CFR 200.1](#), tribal organizations that are controlled, authorized, or chartered by Federally recognized Indian Tribes are also eligible to apply directly to AmeriCorps.

Federally recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Funding Opportunity for Indian Tribes at the [AmeriCorps.gov Funding Opportunities webpage](#) with an application deadline in the spring.

Threshold Issues

Specific types of applicants must meet the following requirements:

- Single State Applicants in Louisiana must request a minimum of 5 MSYs.
- Professional Corps must show that the community where it will place AmeriCorps members has a shortage of professionals in the relevant area, e.g., teachers, medical professionals, etc.
- If service activities require special member qualifications and/or training, such as [tutoring programs](#), the applicant must describe how these requirements will be met.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier must provide adequate responses to the Evidence Quality review.

C.2. Other Eligibility Requirements

Organizations that have violated a Federal criminal statute may not receive AmeriCorps funds.

Organizations that propose activities that are not allowed by AmeriCorps' laws, rules, or terms and conditions cannot receive AmeriCorps funding.

Organizations that have any unpaid federal tax liability are not allowed to receive an award. AmeriCorps cannot provide funding to any corporation that has unpaid federal taxes that are not being paid through an agreement with the relevant tax authority. However, this does not apply if a federal agency decided that a suspension or debarment for the corporation is not necessary.

Organizations that are described in the [Internal Revenue Code of 1986, 26 U.S.C. §501 \(c\)\(4\)](#) that lobby cannot receive AmeriCorps funding according to the [Lobbying Disclosure Act of 1995](#).

D. Application and Submission Information

This Notice should be read together with the [AmeriCorps regulations](#), [Application Instructions](#), [Performance Measure Instructions](#), and [Mandatory Supplemental Information](#).

D.1. Ways to Request an Application Package

All information from this funding opportunity is available through the [AmeriCorps Funding Opportunities](#) webpage. Applicants can also send an email to americorpsgrants@americorps.gov or call (202) 606-7508 for a printed copy of the Notice, Guidance, and Application Instructions.

D.2. Content and Form of Application Submission

D.2.a. Application Content

Complete applications must include the following elements:

- Standard Form 424 Face Sheet: Automatically generated when applicants complete the data elements. **This is page 1 of the *VOL LA FY25 Face Sheet and Narrative Word file***
- Narrative Sections: ***This is also in the VOL LA FY25 Face Sheet and Narrative Word file***
 - Executive Summary;
 - Program Design;
 - Organizational Capability;
 - Cost-Effectiveness & Budget Adequacy; and
 - Evaluation Summary/Plan.
- Performance Measures. **This is a tab in the *Vol LA FY25 State Formula Excel file***
- Logic Model. **This is a tab in the *Vol LA FY25 State Formula Excel file***
- Standard Form 424A Budget. **This is a tab in the *Vol LA FY25 State Formula Excel file***
- Continuation Changes.
- Clarification.
- Authorization, [Assurances](#), and [Certifications](#).

D.2.b. Page Limits

Page counts are determined by the number of pages that print out from the grant system.

Volunteer Louisiana strongly encourages applicants to print out the application from the grant system prior to submission to confirm that the application does not exceed the page limit.

- Narratives
 - **Updated instructions:** Applications must not exceed the 11 pages as laid out in their ***VOL LA FY25 Face Sheet and Narrative Word file***.
 - The application sections that count towards the page limit include:
 - SF-424 Face Sheet;
 - Executive Summary;
 - Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy narratives.
 - The application page limit does not include:
 - Evaluation Summary/Plan;
 - Clarification Summary;
 - Continuation Changes;
 - Budget, Performance Measures; and
 - Any required additional documents.
- Logic Model
 - The Logic Model may not exceed eight pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.
 - **Updated instructions:** Applicants must enter this information in the Logic Model tab of their ***Vol LA FY25 State Formula Excel file***.

Volunteer Louisiana will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers reserve the right to not consider material that is over the page limit, even **if eGrants** though **Microsoft Word** allows applicants to enter and submit additional text in the ***VOL LA FY25 Face Sheet and Narrative Word file***

D.3. Unique Entity Identifier and System for Award Management (SAM)

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

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

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and UEI.

Applications must include an Employer Identification Number (EIN). The UEI and EIN must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

D.4. Submission Dates and Times

D.4.a. Application Submission Deadline

State Formula Applicants (New Applicants and Current Subgrantees in their first two years of operation) must file an online Notice of Interest to Apply (NOI) via a [webform here](#) by **Sunday, January 5, 2025 at 11:59 p.m. CT**. Following their NOI deadline, applications from New Applicants and Current Subgrantees in their first two years of operation are due to Volunteer Louisiana **via eGrants** by **Sunday, March 2, 2025 at 11:59 p.m. CT**. Volunteer Louisiana will announce on or before January 6, 2025 which system it will use to collect application for the State Formula application process as eGrants may no longer be able to collect State Formula applications. **Application information will be collected in an assigned Volunteer Louisiana Dropbox file using both the *VOL LA FY25 Face Sheet and Narrative Word file* and the *Vol LA FY25 State Formula Excel file*.**

Volunteer Louisiana reserves the right to not consider NOIs or applications submitted after the deadline, and reserves the right to extend the submission deadline as necessary. Volunteer Louisiana will post such notifications on its webpage.

D.4.b. Additional Documents Deadline

[Additional documents](#) are due by the [application submission deadline](#).

D.4.c. Late Applications

All applications received after their respective posted submission deadlines are late. Volunteer Louisiana will determine whether to accept a late application on a case-by-case basis. To request consideration of a late application, an organization must:

- Submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - Timing and specific cause(s) of the delay;
 - Other documentation or evidence that supports the justification.
- Ensure that Volunteer Louisiana receives the written explanation and any other relevant evidence, via email to volunteerlouisiana@crt.la.gov no later than 24 hours after the application deadline.

Verbal communication with Volunteer Louisiana staff is not a substitute for a written explanation.

Volunteer Louisiana will *not* consider an advance request to submit a late application. Please carefully review and follow the Late Application guidance and submit your application as soon as possible.

D.5. Intergovernmental Review

This Notice is not subject to [Executive Order 12372](#), *Intergovernmental Review of Federal Programs*.

D.6. Funding Restrictions

D.6.a. Award Funding Requirements

1. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must follow the limits in the table below. Organizations applying for Cost Reimbursement grants must include the living allowance in the budget, either as AmeriCorps share or match.

Fixed Amount grant applicants must give members a living allowance that follows the minimum and maximum amounts in the chart below and should indicate that amount in the application.

Table: Minimum and Maximum Living Allowance

Slot Types	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	n/a	\$28,560
Half-time	900	n/a	\$20,400
Reduced Half-time	675	n/a	\$15,504
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568
Abbreviated-time	100	n/a	\$2,448

Exceptions to the Living Allowance Requirements

a. Programs existing prior to September 21, 1993, do not have to offer a living allowance. If an organization chooses to offer a living allowance, it does not have to pay its members the minimum but cannot exceed the maximum.

b. Education Award Program (EAP) Grantees are not required to provide a living allowance. If an organization chooses to offer a living allowance, it does not have to pay its members the minimum but cannot exceed the maximum.

c. Professional Corps Grantees must provide members a living allowance or salary. Organizations must pay members the minimum and can exceed the maximum. Professional Corps member salaries and benefits including childcare cannot be included in the federal share budget request to AmeriCorps.

2. Maximum Cost per Member Service Year

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.

AmeriCorps is keeping the maximum cost per MSY at the same amount as FY 2024 as a safeguard to ensure the number of members serving remains the same or grows. The agency is committed to and prioritizes applicants that maintain or grow the number of AmeriCorps members proposed to serve in their programs without increasing the requested cost per MSY.

Table: Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$25,000
Multi-state competitive (cost reimbursement)	\$25,000
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Full-cost competitive Fixed Amount Grant	\$25,000
Education Award Program (EAP) Fixed Amount Grant (competitive and formula)	\$800 or \$1,000**
All non-EAP formula subgrants	\$25,200***

*AmeriCorps requires **Professional Corps** programs to cover the operating expenses associated with the AmeriCorps program through -non-AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to show significant organizational financial need.

** For the Education Award Program, AmeriCorps may provide a maximum of \$800 per individual enrolled in an approved national service position. If at least 50 percent of a program's enrollees are disadvantaged youth, AmeriCorps may provide \$1,000 per enrollee, [42 U.S.C. § 12581a](#).

***\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers (As of March 2024 CPI was 0.4).

Volunteer Louisiana may 1) treat an applicant as a professional corps if they meet the legal requirements for a professional corps (even if they did not submit a professional corps application); and 2) decide not to provide a grant to an organization that it determines cannot operate effectively without AmeriCorps operating funds.

3. Costs Associated with Evidence Building Activities e.g. performance data collection and management, foundational research, program evaluation, etc.

As noted in [2 CFR § 200.455](#), costs associated with evidence building activities are allowable expenses or match under AmeriCorps grants. This includes costs related to performance data collection and management, foundational research, program evaluation, and related activities.

D.6.b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may –

- a) use the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option) outlined in AmeriCorps' [Indirect Cost Guidance](#);
- b) use a Federally approved indirect cost rate if they have one;
- c) use a 15 percent *de minimis* rate of modified total direct costs; or
- d) [may claim certain costs directly](#).

No more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants under section 121(d) of the [National and Community Service Act of 1990](#), as amended and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#)."

Use the [eGrants Indirect Cost Rate \(IDCR\) User Instructions](#) to enter the organization's indirect cost rate. Applicants should not submit documentation addressing the cost rate agreement via email.

Please 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@americorps.gov. The applicant may also obtain instructions and additional information by contacting the email address above.

D.6.c. Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from AmeriCorps.

RFP continues on next page

D.7. Other Submission Requirements

D.7.a. Electronic Application Submission

~~Applicants must submit applications electronically via AmeriCorps' web-based application system.~~

State Formula applicants must file their FY25 applications via:

- ***VOL LA FY25 Face Sheet and Narrative Word file***
- ***VOL LA FY25 State Formula Excel file***

The applicant's authorized representative must be the person who submits the application. The authorized representative must use their own account to sign and submit the application.

~~Applicants should contact the AmeriCorps Hotline at (800) 942-2677 if they have a problem when they create an account, prepare, or submit the application. Information about the AmeriCorps Hotline hours are also posted on the AmeriCorps Hotline webpage.~~

~~When contacting the AmeriCorps Hotline, be prepared to provide the application ID, organization name, and the name of the Notice to which the organization is applying. If the issue cannot be fixed by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via the grant system.~~

~~If it is impossible for an applicant to submit in the grant system, applicants may send a paper copy of the application via overnight carrier to this address below:~~

~~AmeriCorps
ATTN: Office of Grant Administration (OGA)/AmeriCorps State and National
Application
250 E Street, SW, Suite 300
Washington, DC 20525~~

~~Please use a non-U.S. Postal Service carrier to avoid security-related delays. Applicants must include an explanation and related documents about why they could not submit their application electronically. Applications must be received by the deadline.~~

~~All deadlines and requirements in this Notice also apply to paper applications. AmeriCorps does not accept applications submitted via fax or email.~~

D.7.b. Submission of Additional Documents

Your application might not receive funding if you do not upload your documents by the application deadline or do not correctly label your documents. **Applicants should wait until directed by Volunteer Louisiana to file this documentation.**

Additional documents for all applicants:

1. Labor union concurrence, if applicable.
2. Operational and Financial Management Survey. Submit electronically using the [online form](#). Forms submitted as a PDF, or any other document format may not be accepted.

If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

E. APPLICATION REVIEW INFORMATION

E.1. Selection Criteria

Each applicant must describe a project that will use AmeriCorps members effectively to solve a significant community problem.

Applications must have a well-designed plan with clear justification for the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly.

Do not assume all sub-criteria are of equal value.

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
• Community and Logic Model	25
• Evidence Tier	0
• Evidence Quality	0
• Notice Priority	0
• Member Experience	25
Organizational Capability	25
• Organizational Background and Staffing	15
• Member Supervision	6
• Commitment to Civic Engagement	4
Cost-Effectiveness and Budget Adequacy	25
• Member Recruitment	8
• Member Retention	9
• Data Collection	8

E.1.a. Executive Summary, 0 percent:

Please fill in the blanks of these sentences to complete the Executive Summary. There are two options for the second paragraph; please choose the appropriate language for your application. Do not deviate from this template:

“The [Name of the organization] will have [Number of] AmeriCorps members in [the locations the AmeriCorps members will serve, e.g. - City, State or State(s)]. AmeriCorps members will [service activities the members will do]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

Cost Reimbursement grant applicants:

The AmeriCorps investment will be matched with \$[amount of projected match], \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding.”

Fixed amount grant applicants e.g., EAP, Full-Cost Fixed, No Cost Slots:

In addition to the AmeriCorps investment, \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding will support the project.”

E.1.b. Program Design, 50 percent:

1. Community and Logic Model, 25 points

The applicant will provide a detailed summary of the community problem, including:

- How the inequities faced by underserved communities may contribute to the problem.
- How the [CDC’s Social Vulnerability Index](#) explains the extent of the problem.
- How the applicant’s intervention(s) will lead to the outcomes identified in the organization’s Logic Model.

The applicant must describe in the Logic Model

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services.
 - Setting and community condition where the intervention is delivered.
 - Number of AmeriCorps members who will deliver the intervention.
 - Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention.
- The core activities that members will deliver as part of the intervention including:
 - Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention).
 - Dosage of each activity (e.g., the number of hours per session or sessions per week).
 - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted, etc.). If applicable, identify which [National Performance Measures](#) will be used as output indicators.
- Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which National Performance Measures will be used as outcome indicators.

Programs should include short, medium, or long-term outcomes. Applicants are not required to measure all components of their Logic Model. The applicant’s performance measures should be consistent with the program’s Logic Model and should represent significant program activities.

Applicants with multiple interventions should include the above information for each intervention in the logic model.

2. Evidence Base, - Will not be required of State Formula Applicants

3. Notice Priority, 0 points

The applicant's proposed program fits within one or more of the [AmeriCorps funding priorities](#).

4. Member Experience, 25 points

- The applicant describes how AmeriCorps members will be provided leadership and skill development opportunities, including training and certifications
- The applicant describes how the organization will provide members an asset-based orientation to the community.
- The applicant describes team and cohort building activities for AmeriCorps members
- The applicant describes strategies to support and retain members throughout the service year

E.1.c. Organizational Capability, 25 percent:

1. Organizational Background and Staffing, 15 points

- The applicant describes the roles, responsibilities, and structure of the staff that will be implementing and providing oversight of the program.
- The applicant describes their organization's mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.
- The applicant describes their organization's experience with managing grants, especially federal or state grants. Include your past performance in meeting:
 - Grant goals and objectives.
 - Compliance and reporting requirements.

Note: if you do not have experience with managing grants, please indicate that.

- The applicant has facilitated, partnered, or participated in educational or workforce development programs e.g. work experience or job training programs, etc.

2. Member Supervision, 6 points

- The applicant describes how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service. E.g., structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.
- The applicant describes how AmeriCorps supervisors will be adequately trained to follow AmeriCorps and program regulations, priorities, and expectations. E.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.

3. Commitment to Civic Engagement, 4 points

- The leadership and staff of the organization are prepared to engage their communities' challenges through service.
- The applicant addresses the organization's readiness to engage their communities through its teams, such as its Board of Directors, and organization staff and leadership, volunteers - and through its potential AmeriCorps members.

E.1.d. Cost-Effectiveness and Budget Adequacy, 25 percent:

1. Member Recruitment, 8 points

- The applicant describes budget expenses to support recruitment of AmeriCorps members best suited to serve the community e.g. from geographic or demographic communities in which the program operates.
- The applicant describes how the AmeriCorps member living allowance and other benefits are adjusted within the maximum and minimum living allowance to accommodate for regional variations in contributing to cost of living including: housing, transportation, food, and other expenses. This may vary depending on a program's type of member slots, e.g. FT, PT, RPT, etc.

2. Member Retention, 9 points

- The applicant provides a description of budget expenses to support retention of AmeriCorps members. E.g., additional member benefits such as paying above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.

3. Data Collection, 8 points

- The applicant provides a description of budget expenses to support data collection, continuous improvement activities, and evaluation of the interventions and impact on the community and the member experience.

E.1.e. Evaluation Plan, 0 percent:

All applicants enter N/A in the *Evaluation Summary or Plan* field of the Narrative. Any other text entered in this field will not be reviewed.

E. 1. f. Amendment Justification, 0 percent:

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

E.1.g. Clarification Information, 0 percent:

Enter N/A. This field will be utilized should an applicant be funded.

E.1.h. Continuation Changes, 0 percent:

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

E.2. Review and Selection Process

Volunteer Louisiana will engage External Reviewers with relevant expertise to assess the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations

described in this RFP packet. The determinations made by reviewers may be different from what the applicant self-determined upon submission of its application. Volunteer Louisiana will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.

The stages of the review and selection process follow:

E.2.a. Initial Application Compliance and Eligibility Review

Volunteer Louisiana will do an initial compliance and eligibility check before reviewing applications. To pass this check, applicants must:

- Be an eligible organization,
- Have an active SAM.gov registration, and
- Submit an application by the submission deadline.

Eligibility assessment is intended to ensure that only those applications that are eligible for award are reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

E.2.b. Application Review

External Review

External Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy,

Internal Review

AmeriCorps will review and assess the input from the State Service Commissions about National Direct applications. Staff will also assess budget compliance, and review for prohibited activities.

Post-Review Quality Control

After the initial review process is complete, AmeriCorps staff will review the initial results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment. This additional level of review will be used to ensure fairness and provide assurances that an application was not disadvantaged in the original review.

E.2.c. Pre-Award Risk Assessment

Volunteer Louisiana staff will assess the risks to the program posed by each applicant to determine an applicant's ability to manage Federal Funds. This evaluation is in addition to those about the applicant's eligibility and the quality of its application on the basis of the E.1. Selection Criteria. Results from this assessment will inform funding decisions. If Volunteer Louisiana determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Applicants may not be selected for funding if Volunteer Louisiana determines that the applicant's risks cannot be mitigated.

In assessing risks, AmeriCorps may consider:

1. Due Diligence, including:
 - Federal debt delinquency;

- Suspension and debarment;
 - Information available through Office of Management and Budget (OMB)- designated sources of government-wide eligibility qualification or financial integrity information, such as:
 - [U.S. Treasury Bureau of Fiscal Services](#);
 - [System for Award Management \(SAM\)](#); and
 - *Do Not Pay*.
 - Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations;
 - IRS Tax Form 990;
 - [Oversight.gov](#); and
 - Public Litigation Records.
2. Operational and Financial Management, including:
 - Financial stability; and
 - [Operational and Financial Management Survey \(OFMS\)](#).
 3. Past Performance, including:
 - Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
 - Timely compliance with applicable reporting requirements;
 - Accuracy of data reported;
 - Validity of performance measure data reported;
 - Conformity to the terms and conditions of previous Federal awards;
 - Ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients;
 - Timely closeout of other awards;
 - Meeting matching requirements;
 - Extent to which any previously awarded amounts will be expended prior to future awards; and
 - Meeting [National Service Criminal History Check \(NSCHC\) compliance](#).
 4. Other Programmatic Risks, Financial, Organizational, Compliance, and Fraud including:
 - Publicly available information, including from the applicant organization's website;
 - Amount of funding requested by the organization; and
 - Other elements, such as keyword searches for prohibited activities.

E.2.d. Consideration of Integrity and Performance System Information

Before to making any award that exceeds \$250,000, AmeriCorps must consider information about the applicant from the designated integrity and performance system accessible through [SAM.gov](#).

Any applicant may comment upon information previously entered by another Federal agency in the designated integrity and performance systems accessible through [SAM.gov](#).

AmeriCorps may consider applicant comments when completing its review of risk. AmeriCorps may also consider other information about any applicant receiving an award, including those under \$250,000.

E.2.e. Selection for Funding

The review and selection process are designed to:

- Identify how well eligible applications are aligned with the [application selection criteria](#).
- Build a diversified portfolio based on the following strategic considerations:
 - a. Volunteer Louisiana Funding Priorities (Use Section A.2. Funding Priorities) meaningful representation of
 - i. rural communities
 - ii. innovative community strategies
 - b. Volunteer Louisiana discretion to advance strategic goals

Volunteer Louisiana reserves the right to prioritize funding existing awards over making new awards.

Volunteer Louisiana 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. *Volunteer Louisiana reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria (E.1.) that will be used to assess applications.*

E.2.f. Applicant Resolution

Volunteer Louisiana may ask an applicant for information after notification of competition results to resolve any issues prior to award. Volunteer Louisiana will ask all grantees for a written compliance implementation plan that includes notification of waste, fraud, and abuse to the agency's OIG. An applicant's failure to respond adequately and in a timely manner may result in the removal of its application from the award process.

E.3. Feedback to Applicants

Each compliant applicant will receive feedback from the External Review of its application.

E.4. Transparency in Grantmaking

Volunteer Louisiana is committed to transparency in grant-making. A list of all approved applications for continuation, new and re-competing applications will be published within 90 business days after all grants are awarded.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

Volunteer Louisiana will make awards following the selection announcement. Volunteer Louisiana anticipates announcing the results of this funding opportunity by mid-May 2024 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin activities. The Notice of Grant Award (NOGA) signed by the Office of Grant Administration is the authorizing document. An awardee may not expend Federal Funds until the start of the Period of Performance identified on the Notice of Grant Award.

F.2. Administrative and National Policy Requirements

F.2.a. Uniform Guidance

All awards made under this Notice must follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in [2 CFR Parts 200](#) and [2205](#).

F.2.b. Requests for Monitoring or Payment Integrity Information

AmeriCorps will request information from grantees to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). If grantees do not respond promptly to these requests, then their funds may be placed on manual hold, reimbursement only status, or other restrictions as appropriate.

F.2.c. AmeriCorps Terms and Conditions

All grants must follow the FY 2025 AmeriCorps General Terms and Conditions, and the FY 2025 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain mandatory compliance and reporting requirements, and applicants should review these instructions prior to any Notice of Grant Award. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant webpage](#).

F.2.d. National Service Criminal History Check Requirements

The National Service Criminal History Check, NSCHC, is a specific screening procedure established by law to protect the beneficiaries of national service. Use [45 CFR 2540.200- 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

F.3. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so per [2 CFR 200.315](#).

F.4. Continuation Funding Information and Requirements

Organizations that have current AmeriCorps State and National awards that will be in program Year 2 or Year 3 in FY 2025 are considered continuation applicants. Continuation applicants must submit an application to be eligible to receive funding for the FY 2025 program year. Continuation applicants must follow the requirements for continuation application content as outlined in the Application Instructions.

Please use the [Application Instructions](#) for how to request use of unexpended funds.

Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the [selection criteria](#) published in this Notice.

Continuation application review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff's knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

Volunteer Louisiana reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

RFP continues on next page

G. FEDERAL AWARDING Agency Contacts

For more information, call (202) 606-7508 or email AmeriCorpsGrants@americorps.gov.

H. Other Information

H.1. Technical Assistance

Volunteer Louisiana will host technical assistance calls to answer questions about the funding opportunity and eGrants collection of information via the ***VOL LA FY25 Face Sheet and Narrative Word file*** and the ***Vol LA FY25 State Formula Excel file***. Volunteer Louisiana strongly encourages all applicants to participate in these sessions. Information for these technical assistance calls ~~is available on the Volunteer Louisiana Grant Opportunities page: <https://volunteerlouisiana.gov/grant-opportunities>~~ will be communicated directly with applicants. Resources applicants need to effectively manage their grant award and training and technical assistance materials are found on AmeriCorps' [Manage Your Grant webpage](#).

H.2. Re-Focusing of Funding

AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

I. IMPORTANT NOTICES

I.1. Public Burden Statement

Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. Use [5 CFR 1320.5\(b\)\(2\)\(i\)](#). This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2026.

I.2. Privacy Act Statement

The Privacy Act of 1974, [5 U.S.C §552a](#), requires that we notify applicants that the information requested under this Notice of Funding is collected pursuant to [42 U.S.C. §12592](#) and 12615 of the [National and Community Service Act of 1990 as amended](#), and [42 U.S.C. §4953](#) of the Domestic Volunteer Service Act of 1973 as amended.

Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. assistance.

Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.

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