



Guidance: Volunteer Louisiana Fiscal Year (FY) 2027 State Formula Request For Proposals (RFP) process for New and Continuation Applications

The Volunteer Louisiana Commission administers federal grants from the AmeriCorps agency. AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps Volunteers (formerly known as “members”) in evidence-based or evidence-informed interventions/practices to strengthen communities through an approved national service position. Volunteers may receive a living allowance and other benefits while serving. Upon successful completion of their service, Volunteers earn a Segal AmeriCorps Education Award from the National Service Trust that Volunteers can use to pay for higher education expenses or apply to qualified student loans.

RFP Processes

Volunteer Louisiana invites current subgrantees from its portfolio and new organizations to apply for AmeriCorps funding through one of two processes.

- New applicants and current AmeriCorps State Formula programs seeking funding for a second or third year of their 3 year grant will apply through the **Volunteer Louisiana FY27 State Formula RFP process**.
- National Competitive programs seeking funding for a second or third year of their 3 year grant and State Formula programs completing their third year of funding for their 3 year grant will apply through the **FY27 National Competitive RFP Application Process**. That document is available upon request from the Volunteer Louisiana Director of National Service, Jacob Brumfield at jbrumfield@crt.la.gov

These RFPs are applicable to organizations that propose to place AmeriCorps Volunteers in service solely within Louisiana. If you are a national or multi-state applicant, please refer to the [AmeriCorps’ National list of Funding Opportunities](#) webpage.

For the purpose of Volunteer Louisiana’s FY27 State Formula RFP process, **New Applicants** are defined as organizations with programs that are not currently part of the Volunteer Louisiana’s AmeriCorps Louisiana portfolio (<https://volunteerlouisiana.gov/ameri-corps>).

Notice of Interest to Apply (NOI): Required for applicants by Sun., Jan. 3, 2027

Volunteer Louisiana requires **all applicants** for the **FY27 State Formula RFP process** to submit a Notice of Interest to Apply (NOI) by 11:59 p.m. on Sun., Jan. 3, 2027 via this online form: <https://forms.gle/rKF8tb2Js15afdYB6>.

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Additional Requirements for New Applicants

1. **Foundational Online Course:** In FY24, Volunteer Louisiana began requiring New Applicants to complete a 1 hour, online **AmeriCorps 101 for Staff** course hosted by On3Learn. Volunteer Louisiana asks that one representative of the organization who will be responsible for filing their State Formula application or administering the proposed program complete the course by Sun., Jan. 3, 2027 at 11:59 p.m.

AmeriCorps 101 for Staff <https://on3learn.digitalchalk.com/learn/americorps-101-for-staff-2>
60 mins., On3Learn website

- Users will need to add the training to your “cart” and use the Coupon Code “LASUB21” to zero out the cost. This course is provided at **no cost** through Volunteer Louisiana. If you have trouble with the system accepting this code, please contact me via e-mail or phone. **Do not pay for this training at all.**
- When the video mentions “AmeriCorps State” grants and programs, those are guided by our Volunteer Louisiana Commission office in Baton Rouge (us).

Once you complete the course, download the certificate, the representative must e-mail the Certificate of Completion to **both** Jacob Brumfield (jbrumfield@crt.la.gov) and Volunteer Louisiana (volunteerlouisiana@crt.la.gov).

For this session, users will need to add the training to their “cart” and use the Coupon Code “LASUB21” to **change the cost to \$0**. These courses are provided at **no cost** through Volunteer Louisiana’s On3Learn membership. If you have trouble with the system accepting this code, please contact the Volunteer Louisiana staff. **Do not pay for this training.**

If the applicant’s representative 1) completed the AmeriCorps 101 for Staff after August 1, 2025 **or** 2) submitted an FY26 State Formula application (Spring 2026), Volunteer Louisiana will waive the requirement to take the training again.

2. **Proposed Volunteer Position Description:** Volunteer Louisiana will ask all New Applicants to submit a proposed AmeriCorps Volunteer Position Description(s) with their application. Volunteer Louisiana believes that a well-written Volunteer Position Description will help applicant reviewers and the applicant understand the opportunities for its proposed AmeriCorps Volunteers and the Volunteers’ potential impact for delivering meaningful service.

An editable copy of AmeriCorps’ most recent **Volunteer (formerly Member) Position Description Outline** (October 2024) will be available online at <https://volunteerlouisiana.gov/grant-opportunities>.

Additional assistance for writing Volunteer Position Descriptions is available on the On3Learn platform as a 1-hour online course **Developing & Integrating AmeriCorps Member Position Descriptions** that builds

capacity around writing and implementing compliant, high quality and inclusive position descriptions. As a result of time in this course, users are able to define and integrate the essential elements of a compliant, high quality, and inclusive position description; write and promote position descriptions; and recognize the benefits of high quality and inclusive position descriptions.

Link: <https://on3learn.digitalchalk.com/delivery/course/32808b966f80fcd016f8c5955675d82/328094c299383b16019939d4c8b84ca8>

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FY27 Timeline for AmeriCorps State Grants: State Formula Applicants

Fri., Aug. 28, 2026	Volunteer Louisiana releases FY27 Request for Proposals
Wed., Sept. 17 – Fri., Sept. 25	Volunteer Louisiana hosts RFP Reviews for State Formula applicants. (See RFP Review Sessions with Volunteer Louisiana section in this document)
Mon., Sept. 28	Volunteer Louisiana opens grant applications in America Learns' <i>Grant Gateway</i> . Volunteer Louisiana will provide info to applicants about this new system in September
Sept. 28 – Dec. 17	Volunteer Louisiana hosts RFP Training and Technical Assistance Sessions for applicants (See RFP Drop-In Training and Technical Assistance Sessions section in this document)
Sun., Jan. 3, 2027 by 11:59 p.m.	Deadline for All Applicants (New and Continuation) to submit their Notice of Intent to Apply (NOI) via the Online form: https://forms.gle/FVgYkk84Uj7Z3J2z6
Sun., Jan. 3, 2027 by 11:59 p.m.	Deadline for at least one representative from each New Applicant organization to complete the 1-hour AmeriCorps 101 for Staff online course. See the Additional Requirements for New Applicants section (p. ii) for access and submission info.
Mon., Jan. 11 – Fri., Feb. 26	Additional RFP Drop-In Training and Technical Assistance Sessions offered . Session dates and times will be shared with applicants after the Jan. 3 Notice of Intent to Apply deadline.
Sun., Feb 28, 11:59 p.m.	State Formula RFP applications due in America Learns' <i>Grant Gateway</i> for New and Continuation applicants.
Wed., March 10, TBA between 10 a.m. and 2 p.m.	Volunteer Louisiana Commission may host some Continuation RFP applicants for presentations at Quarterly Board meeting (more information to follow)
Mon., March 15	Volunteer Louisiana Commission will update any New Applicant organization(s) whose applications do not meet a minimum score to proceed in the FY26 RFP process. For all New Applicant organizations that do meet a minimum score to proceed and for Continuation applicants, Volunteer Louisiana will issue letters the week of March 15 listing application items that need clarification or correction. Applicants will be invited to schedule an optional, individual clarification meeting on Zoom between March 17 and 31 to discuss those items.
Wed., March 17 – Wed., March 31	Volunteer Louisiana hosts clarification meetings with State Formula applicants on Zoom over 8 weekdays (does not include March 22, 23, or 26).
March 15 – April 11	Applicants can continue to refine their State Formula applications in America Learns' <i>Grant Gateway</i> .
Sun., April 11, 11:59 p.m.	Final State Formula RFP applications due in America Learns' <i>Grant Gateway</i> .
Second half of April	AmeriCorps Committee of the Volunteer Louisiana Commission Board will review all State Formula RFP applications and prepare recommendations for discussion at the May 12 Quarterly Board meeting.
Wed., May 12, TBA between 10 a.m. and 2 p.m.	Volunteer Louisiana Commission may request New and Continuation RFP applicants to present at Quarterly Board meeting (more information to follow). All State Formula applicants will be notified of RFP funding status after this Board meeting.
Thurs., May 13 – Tues., May 18	Awarded State Formula applicants must upload brief application materials into eGrants per Volunteer Louisiana's instructions.
Fri., May 21 (anticipated)	Volunteer Louisiana Commission submits selected State Formula applicants via eGrants to AmeriCorps.
By Aug. 1, 2027 (anticipated)	AmeriCorps will issue Notice of Grant Awards (NOGAs) to Volunteer Louisiana for selected State Formula applicants. In turn, Volunteer Louisiana will issue State of Louisiana Annual Grant Agreements. Awarded programs may begin operating within their Performance Period dates.

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RFP Review Sessions with Volunteer Louisiana

Volunteer Louisiana will host Reviews Sessions to assist potential applicants with learning more about the **FY26 State Formula RFP Application Process**

New Applicants

- Fri., Sept. 18 9 – 10 a.m. [Zoom link to first Sept. 18 session](#)
Meeting ID: 980 0657 1956 Passcode: 680209
- Fri., Sept. 18 1 – 2 p.m. [Zoom link to second Sept. 18 session](#)
Meeting ID: 933 9325 1866 Passcode: 233058
- Mon., Sept. 21 2 – 3 p.m. [Zoom link to Sept. 21 session](#)
Meeting ID: 963 3377 3842 Passcode: 180855
- Fri., Sept. 25 9 – 10 a.m. [Zoom link to Sept. 25 session](#)
Meeting ID: 973 1214 1990 Passcode: 841070

Continuation Applicants

- Thurs., Sept. 17 2 – 3 p.m. [Zoom link to Sept. 17 session](#)
Meeting ID: 918 6263 6797 Passcode: 357383
- Wed., Sept. 23 9 – 10 a.m. [Zoom link to Sept. 23 session](#)
Meeting ID: 943 4821 6291 Passcode: 759311
- Fri., Sept. 25 11 a.m. – Noon [Zoom link to Sept. 25 session](#)
Meeting ID: 998 4341 9953 Passcode: 626887

RFP Drop-In Training and Technical Assistance Sessions with Volunteer Louisiana

For **FY26 State Formula RFP Process** applicants

- Mondays, 11 a.m. – Noon (CT) Sept. 28 – Dec. 21
- Thursdays, 9 – 10 a.m. (CT) Oct. 1 – Dec. 17 (not including Oct. 22, Nov. 19, & Nov. 26)

All sessions on Zoom:

[Zoom link to all Drop-In sessions](#)

Meeting ID: 565 642 0319

Passcode: 038863

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AmeriCorps' Information Sessions (Live and Recorded) for Applicants

<https://www.americorps.gov/funding-opportunity/fy-2027-ameri-corps-state-national-grants>

- **AmeriCorps State and National 101**

Overview of AmeriCorps the agency, AmeriCorps State and National the program, and the FY 2027 AmeriCorps State and National Notice of Funding Opportunities.

Note: The portion of the presentation focused on the FY 2027 AmeriCorps State and National Notice of Funding Opportunities will not apply in full to applicants for Volunteer Louisiana's **FY26 State Formula RFP Process**. Contact Volunteer Louisiana with any questions.

- **FY 2027 AmeriCorps State and National Competitive Notice of Funding Opportunity:**

Overview of the FY 2027 ASN Competitive Notice, how to apply, and application requirements.

Note: This presentation will focus on the separate **FY27 National Competitive RFP Application Process**. It **does not apply** to applicants for Volunteer Louisiana's **FY26 State Formula RFP Process**. Contact Volunteer Louisiana with any questions.

- **FY 2027 AmeriCorps State and National Best Practices for Performance Measures:**

Overview of Performance Measures, performance measure requirements, and best practices for developing performance measures.

- **Best Practices in Budget Development**

An overview of the function of an AmeriCorps budget, the budget management process, and the keys for submitting a compliant and competitive AmeriCorps budget and budget narrative.

Note: Portion of the presentation will relate to Volunteer Louisiana's **FY26 State Formula RFP Process** while other portions are specific to the separate **FY27 National Competitive RFP Application Process**. Contact Volunteer Louisiana with any questions.

- **Active [SAM.gov](https://sam.gov) Registration Instructions**

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Optional Online Courses related to AmeriCorps and Grant Expectations

1. Volunteer Louisiana offers the following online training resources for all RFP applicants:

Foundational and Technical Assistance courses through On3Learn

[Link to On3Learn.com Catalog of Online Courses](#)

On3Learn offers many supplemental courses to help applicants and organizations with grant awards navigate AmeriCorps' expectations and explore best practices. Follow the instructions in the Required Online Course section above to access these recommended e-courses and other e-courses:

- AmeriCorps 101 for Staff (foundational course)
- Technical Assistance Courses
 - Developing and Integrating Logic Models
 - Selecting and Developing Performance Measurements
 - The AmeriCorps Evidence Series
 - Understanding the AmeriCorps Budget - Part 1: Compliance & Technical Components
 - Understanding the AmeriCorps Budget - Part 2: Budget Types & Financial Reporting

For these sessions, users will need to add the training to their "cart" and use the Coupon Code "LASUB21" to **change the cost to \$0**. These courses are provided at **no cost** through Volunteer Louisiana's On3Learn membership. If you have trouble with the system accepting this code, please contact the Volunteer Louisiana staff. **Do not pay for this training.**

When the video mentions "AmeriCorps State" grants and programs, those are guided by our Volunteer Louisiana Commission office in Baton Rouge (us).

2. Volunteer Louisiana offers the following online training resources for all RFP applicants:

Foundational and Technical Assistance courses: AmeriCorps' ASN Academy Learning Path

<https://litmos.americorps.gov/home/LearningPath/241807>

Time varies per e-course

This a series of e-courses gives an overview of AmeriCorps State and National, from grants and programs to State Commissions and AmeriCorps Volunteers. The following four e-courses are helpful to understand AmeriCorps and the Volunteer Louisiana State Formula RFP process:

- ASN 101: Introduction to AmeriCorps State and National
- ASN 201: AmeriCorps State and National Grants
- ASN 301: Restrictions, Requirements, and Regulations
- ASN 401: AmeriCorps Members (now known as "Volunteers")

In order to request a new account on the AmeriCorps Learning Management System (Litmos), email LearningCampus@AmeriCorps.gov.

- Additional Litmos access info is available here: [Link to How to Create a Litmos Account](#)

NOTE: For these optional courses, Volunteer Louisiana does not need a copy of the certificate(s) of completion.