



### **Spring 2025 West Virginia AmeriCorps Formula Notice of Funding Opportunity**

Volunteer West Virginia announces a funding opportunity through AmeriCorps State Formula grants for eligible applicants. Potential applicants will apply to operate an AmeriCorps program solely in West Virginia utilizing at least 5 AmeriCorps members beginning in Fall, 2025 or Spring, 2026.

**Federal Agency Name:** AmeriCorps  
**Funding Opportunity Title:** Fiscal Year 2025 AmeriCorps State and National Grants  
**Assistance Listing Number:** 94.006

**Disclosure:** Publication of this Notice of Funding Opportunity (NOFO) does not obligate AmeriCorps or Volunteer West Virginia 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.

#### **Important Dates**

- Intent to Apply due by email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov) by 5:00 pm, Thursday February 20, 2025, for all new applicants.
- Applications are due in eGrants and any additional documents are due by email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov), by **Thursday, April 3, 2025, by 5:00 p.m.** Eastern Time.
- Successful applicants will be notified by June 15, 2025.

#### **Other Important Documents Available on Volunteer West Virginia Website**

- Application Instructions
- Mandatory Supplemental Guidance
- Performance Measure Instructions
- Operational and Financial Management Survey
- Budget Worksheet

#### **Technical Assistance**

Volunteer West Virginia encourages applicants to watch our application development webinars that are available to all applicants through On3Learn, a vendor experienced with developing AmeriCorps programs. To request access to the webinar series, send an email to [americorps@wv.gov](mailto:americorps@wv.gov).

Any other questions in regard to this NOFO should be submitted to [americorps@wv.gov](mailto:americorps@wv.gov). Questions will be answered in a timely fashion by Volunteer West Virginia staff.

## Important Changes from the 2024 NOFO

### NOFO Priorities

- Added a youth mental health priority
- Added a specific Public Health AmeriCorps priority

### Living Allowances

Minimum Living Allowance Increases:

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	\$14,400	\$28,560
Half-time	900	\$10,800	\$20,400
Reduced Half-time	675	\$8,100	\$15,504
Quarter-time	450	\$5,400	\$10,608
Minimum-time	300	\$3,600	\$8,568
Abbreviated-time	100	\$1,200	\$2,448

### Match

New Match Schedule

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%

### Page Limit

The maximum is 11 pages for all applicants.

### Narratives

- Added experience with managing grants to the Organizational Capacity Section.
- Added request for explanation of living allowance compared to cost of living in communities being served in Cost Effectiveness and Budget Adequacy Section.
- Deleted Budget Alignment to Program Design in in Cost Effectiveness and Budget Adequacy Section

### Budget

De minimus raised to 15% in compliance with OMB Guidance

## Full Text of the NOFO

### A. PROGRAM DESCRIPTION

#### A.1. Purpose of AmeriCorps Funding

Volunteer West Virginia, the State's Commission for National and Community Service, challenges West Virginians to strengthen their communities through service and volunteerism. The Commission administers West Virginia's AmeriCorps service programs in cooperation with local and state grantees. We also administer additional programming to help meet the state's volunteer and community service needs.

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 (See Section C.1 *Eligible Applicants*) 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:

##### 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.

### 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, in particular engaging disadvantaged communities in the planning process.

### 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.

## **A.2. Funding Priorities**

For this funding opportunity, AmeriCorps and Volunteer West Virginia will prioritize consideration from organizations that:

### Serve Communities:

- Serve communities with concentrated poverty and rural communities.
- Implement programs for or expand access to high-quality youth mental health and substance use recovery services and prepare AmeriCorps members to enter behavioral health careers. These may include individuals with lived experience with substance use and mental health challenges to support youth mental health efforts and continued AmeriCorps work on the opioid epidemic;
- Focus on improving the quality of life for veterans, active-duty members of the Armed Forces, and their families by recruiting veterans, military spouses, and their older children into national service;

### Benefit AmeriCorps Members:

- Provide benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
- Develop and train the next generation of public health leaders through service while addressing pressing community health challenges. Review Public Health AmeriCorps Priority in the Mandatory Supplemental Information for eligibility information;

Faith-Based

- Organizations that are faith-based; and

To receive priority consideration, applicants must show the priority area is a significant part of the program focus and intended outcomes. Priority consideration does not guarantee funding.

### **A.3. Performance Goals or Expected Outcomes**

#### **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, please refer to the [National Performance Measure Instructions](#).

### **A.4. Program Authority**

Awards under this NOFO 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**

Volunteer West Virginia expects a highly competitive AmeriCorps grant competition. Volunteer West Virginia reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

### **B.2. Estimated Award Amount**

Award amounts will vary as determined by the scope of the projects. Formula awards are unlikely to exceed \$500,000 due to funding constraints.

### **B.3. Period of Performance**

Volunteer West Virginia anticipates making three-year grants. Volunteer West Virginia generally makes an initial award 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 applicants may not enroll prior to the start date of the award. AmeriCorps applicants may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any service hours an applicant performs prior to the applicant becoming a member in the system of record and the beginning of the member enrollment period.

### **B.4. Type of Award**

AmeriCorps Operating Grants: Volunteer West Virginia may award 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. Use the *C.1 Eligible Applicants* section and the *Mandatory Supplemental Information* for more information, including definitions of terminology (also available on the Volunteer West Virginia website).

<b>Grant Types</b>	<b>Cost Reimbursement</b>	<b>Fixed Amount</b>
Available Subtypes	Traditional	Full-Cost
Maximum Cost per MSY	\$25,000	\$25,000
Type of Slots in the National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes
Special Requirements	N/A	N/A
Financial Reporting Requirements	Yes	No
Available to new Applicants	Yes	No

FT = Full time, TQT = Three Quarter Time, HT= Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

### **C. ELIGIBILITY INFORMATION**

#### **C.1. Eligible Applicants**

The following non-federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award. See Section D.3. Unique Entity Identifier and System for Award Management (SAM) for more information.

#### **Threshold Issues**

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.
- All applicants must plan to place at least 5 AmeriCorps members solely in West Virginia.

#### **C.2. Cost Sharing or Matching**

##### **Fixed Amount Grants**

There is no match requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program. Volunteer West Virginia recommends that low-risk programs consider this options as it reduces administrative burden. New applicants are not eligible for Fixed Amount grants.

### Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section D.6. *Funding Restrictions* for more information.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60 and below.

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

Law requires that grantees that use other federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

### 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. If a waiver is received, your waiver must be provided to Volunteer West Virginia.

### C.3. Other Eligibility Requirements

Under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this Notice.

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

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability:

- that has been assessed,
- for which all judicial and administrative remedies have been exhausted or have lapsed,
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

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

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

## D. APPLICATION AND SUBMISSION INFORMATION

**D.1.** This NOFO should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on [Volunteer.wv.gov](http://Volunteer.wv.gov). The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

### D.2. Content and Form of Application Submission

#### D.2.a. Application Content

Complete applications must include the following elements:

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

#### D.2.b. Page Limits

There are page limits for the Narratives and Logic Model:

- Narratives
  - Applications must not exceed 11 double-spaced pages for the Narratives.
  - The application sections that count towards the page limit are the:
    - SF-424 Face Sheet
    - Executive Summary
    - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
  - The application page limit does not include the Budget, Performance Measures, or 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.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the NOFO. **Volunteer West Virginia strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission to confirm that the application does not exceed the page limit.**

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

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/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.

SAM registration must be renewed annually. Volunteer West Virginia recommends 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 address on all grant applications to AmeriCorps.**

Volunteer West Virginia will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, Volunteer West Virginia may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

Applications must include an Employer Identification Number.

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process.

#### **D.4. Submission Dates and Times**

##### **D.4.a. Application Submission Deadline**

Applications are due **Thursday, April 3, 2025, by 5:00 p.m. Eastern Time.**

Volunteer West Virginia will not consider applications submitted after the deadline unless a significant issue occurs, and express permission is granted by Volunteer West Virginia in advance of the deadline to submit late.

##### **D.4.b. Additional Documents Deadline**

Additional documents are due by the application submission deadline. See *Sections D.4.a. Application Submission Deadline* and *D.7.b. Submission of Additional Documents* for more information.

#### **D.5. Intergovernmental Review**

This NOFO 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 comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share.

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

**Table: Minimum and Maximum Living Allowance**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	\$14,400	\$28,560
Half-time	900	\$10,800	\$20,400
Reduced Half-time	675	\$8,100	\$15,504
Quarter-time	450	\$5,400	\$10,608
Minimum-time	300	\$3,600	\$8,568
Abbreviated-time	100	\$1,200	\$2,248

**2. Maximum Cost per Member Service Year (MSY)**

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis.

*New and reconpeting Commission subgrantees/applicants will be held to the maximum cost per MSY which is \$25,000.*

**3. 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 his or her term of service to use the Education Award. AmeriCorps will provide the updated Education Award amounts at the time of grant award.

**D.6.b. Indirect Costs**

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

- i. use the AmeriCorps Fixed Percentage Method (five/ten percent fixed administrative cost option) outlined in AmeriCorps’ [Indirect Cost Guidance](#);
- ii. use a Federally approved indirect cost rate if they have one;
- iii. use a 15 percent *de minimis* rate of modified total direct costs,
- iv. [may claim certain costs directly](#).

All methods must be applied consistently across all Federal awards.

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](#).

The agency’s Indirect [Cost Guidance](#) provides more information on applicant’s options for Indirect Cost Rates. Use the [Indirect Cost Rate \(IDCR\) User Instructions](#) to enter the organization’s indirect cost rate. Applicants should also submit IDCR information via email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov) with additional documents.

**D.6.c. Pre-Award Costs**

Pre-award costs, where authorized, are allowed after receiving written approval from Volunteer West Virginia.

## **D.7. Other Submission Requirements**

### **D.7.a. Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). Volunteer West Virginia recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

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

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

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

### **D.7.b. Submission of Additional Documents**

Applicants are required to submit the additional documents listed below by email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov) by the application submission deadline.

All applicants

1. Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section and Mandatory Supplemental Information for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.
2. Most recent single audit for organizations expending more than \$750,000 in federal funds annually or audited financial statements if the organization expends less than \$750,000 in federal funds annually.
3. Cost Allocation Plan (if applicable).
4. Explanation of how in-kind is documented (if match funding sources includes in-kind).
5. Labor union concurrence (if applicable).

New and Recompeting Applicants only:

1. Operational and Financial Management Survey (form available on Volunteer West Virginia Website)

**Additional documents must be emailed to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov) with the following subject line: "Legal Applicant Name" – "Application ID Number." Emails should include:**

- the legal applicant name and its point of contact information.
- the application ID number.
- a list of documents that are attached to the email by file name, labeling each document type according to the above numbered list.
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all

required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.

- If the size of an applicant’s files requires multiple emails, please also include an ordering system in the subject line, such as “(1 of 3).”

Failure to submit the required additional documents, following the email instructions in this section, by the deadline and in the format requested above may have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

Please do not submit any items that are not requested in this NOFO and Guidance. Volunteer West Virginia will not review or return them.

## 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
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
● <b>Community and Logic Model</b>	24
● <b>Evidence Tier</b>	12
● <b>Evidence Quality</b>	8
● <b>Notice Priority</b>	0
● <b>Member Experience</b>	6
<b>Organizational Capability</b>	<b>25</b>
● <b>Organizational Background and Staffing</b>	15
● <b>Member Supervision</b>	10
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>25</b>
● <b>Member Recruitment</b>	8
● <b>Member Retention</b>	9
● <b>Data Collection</b>	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, 24 points**

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

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.

F

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, 20 points

The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier. Second, the quality of the applicant's evidence, how the evidence aligns with funding priorities (*A.2. Funding Priorities*), and how the evidence supports the proposed program.

### Evidence Tier, 12 points

Each applicant will receive an evidence tier assessment. This is based on the relative strength of the applicant's evidence base and the likelihood that the proposed intervention will lead to the outcomes identified in the Logic Model narrative.

AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, **applicants should not be deterred from applying for funding due to their current evidence level**. In 2024, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 55 percent, Moderate 16 percent, Preliminary 19 percent, and Pre-Preliminary 11 percent.

To qualify for the Preliminary, Moderate, or Strong evidence tier, applicants may submit up to two evidence documents, plus the evaluation report from their last three-year grant cycle, if applicable. If multiple evidence documents are submitted by the applicant, the most recent – as measured by the date of completion or publication– will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.

The intervention evaluated in the submitted evidence documents must match the intervention proposed by the applicant in the Community and Logic Model sections of the application. Use the *Mandatory Supplemental Information* for a definition of same intervention). Applicants must meet all requirements of an evidence tier to be considered for that tier.

Submitted evidence documents that do not sufficiently match the intervention will not be reviewed or receive any points.

In the Evidence Tier section of the application narrative, applicants must:

- Summarize the study design and key findings of the evidence documents submitted, plus, if applicable, the evaluation report from their last three-year grant cycle; and
- Describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

Applicants should provide citations for the studies they describe.

### Evidence Quality, 8 points

Reviewers will score the quality of an applicant's evidence and the extent to which it supports the proposed program design.

Standards for scoring in the Preliminary, Moderate, or Strong evidence tiers:

Submitted evidence documents:

- Are of satisfactory methodological quality and rigor for the type of evaluation conducted e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.;

- Describe evaluations that were conducted relatively recently, preferably within the last six years; and
- Show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

Standards for scoring in the Pre-Preliminary evidence tier:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years; and
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

### **3. Notice Priority, 0 points**

The applicant's proposed program fits within one or more of the *A.2 AmeriCorps Funding Priorities*.

### **4. Member Experience, 6 points**

- The applicant describes how AmeriCorps members will be provided leadership and skill development opportunities.
- The applicant describes how the organization will provide members an asset-based orientation to the community.

### **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, 10 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.

**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:**

Enter N/A.

**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 West Virginia will engage external and staff reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this NOFO. The determinations made by reviewers may be different than those the applicant self-determined in its application.

The stages of the review and selection process follow:

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

Volunteer West Virginia will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published in this NOFO and advances to the next stage of the review process.



An application is compliant if the applicant:

- is an eligible organization
- has a valid SAM.gov registration
- submitted a complete application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further 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 review and assess the evidence criteria in the NOFO. Volunteer West Virginia will recruit and select reviewers with demonstrated expertise. All external reviewers will be screened for conflicts of interest.

### **Internal Review**

Volunteer West Virginia staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the NOFO.

## **E.2.c. Applicant Clarification**

Volunteer West Virginia and/or AmeriCorps may ask an applicant for clarifying information. This information will be used to make funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

## **E.2.d. Pre-Award Risk Assessment**

Volunteer West Virginia staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage federal funds. This evaluation is in addition to assessments of the applicant's eligibility and the quality of its application based on the Selection Criteria. Results from this evaluation will inform funding decisions. If Volunteer West Virginia 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. Additionally, if Volunteer West Virginia concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, Volunteer West Virginia and/or AmeriCorps may consider the following criteria:

Due Diligence:

- federal debt delinquency
- suspension and debarment
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - Federal Awardee Performance and Integrity Information System (FAPIIS)
  - U.S. Treasury Bureau of Fiscal Services
  - System for Award Management (SAM)
  - "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
- Public Litigation Records

Operational and Financial Management:

- financial stability

Past Performance:

- applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
  - timeliness of compliance with applicable reporting requirements
  - conformance to the terms and conditions of previous federal awards
  - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
  - meeting matching requirements
  - the extent to which any previously awarded amounts will be expended prior to future awards
  - national service criminal history check compliance.

Other Programmatic Risks:

- publicly available information, including information from the applicant organization's website

**E.2.e. Consideration of Integrity and Performance System Information**

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

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

**E.2.f. Selection for Funding**

The review and selection process are designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Funding Priorities (See Section A.2. *Funding Priorities*)
  - meaningful representation of
    - rural communities
    - innovative community strategies

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. Volunteer West Virginia will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps' web-based management system to be considered for AmeriCorps' assessment of the strategic considerations (see *Selection for Funding* section.) Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

Volunteer West Virginia reserves the right to prioritize funding existing awards over making new awards. Volunteer West Virginia reserves the right to fund applications in an amount other than at the requested level of funding and will document the rationale for doing so.

***Volunteer West Virginia and AmeriCorps reserve 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 that will be used to assess applications.***

### **E.3. Feedback to Applicants**

Applicants will receive feedback from the external review and the staff review of their compliant applications upon request. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

### **E.4. Transparency in Grant-making**

Volunteer West Virginia is committed to transparency in grant-making. Submitted program narratives for successful applications will be available upon request.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1. Federal Award Notices**

Volunteer West Virginia will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by early June 2025 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 Cooperative Agreement is the authorizing document. An awardee may not expend federal funds until the start of the Period of Performance identified on the Cooperative Agreement unless it has received a written pre-award cost approval from Volunteer West Virginia.

### **F.2. Administrative and National Policy Requirements**

#### **F.2.a. Uniform Guidance**

All awards made under this NOFO 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](#).

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

AmeriCorps may request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

#### **F.2.c. AmeriCorps Terms and Conditions**

All awards made under this NOFO will be subject to 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 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 [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.2.e. Official Guidance**

All AmeriCorps active Guidance is available on the agency's Guidance webpage: <https://www.americorps.gov/about/agency-overview/official-guidance>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

#### **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 ([2 CFR §200.315](#)).

#### **F.4. Reporting**

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future AmeriCorps funding.

#### **F.5. 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.

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

#### **G. CONTACT**

For more information, email [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov).

For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677. AmeriCorps Hotline hours are posted at <https://questions.americorps.gov/app/ask>. Potential applicants can also use this link: [eGrants Questions](#). Be prepared to provide the application ID, organization's name, and the name of the NOFO to which the organization is applying.

## H. OTHER INFORMATION

### H.1. Re-Focusing of Funding

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

## I. IMPORTANT NOTICES

**Public Burden Statement:** Public reporting burden for collection of information under this NOFO 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 NOFO that they are not required to respond unless the OMB control number and expiration date are current and valid. (See [5 C.F.R. 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.

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C 552a) requires that we notify you that the information requested under this NOFO 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. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the 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.