



## **Request for Proposals & Instructions**

**2024-25 Public Health AmeriCorps Funds**

**RFP #2425WNCSB-PHA**

Issued by:

State of Wisconsin

Serve Wisconsin – Wisconsin National and Community Service Board

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

Access the NOI at: <https://forms.gle/mo8YXSgQdnvuSLpDA>

Notification of Intent must be submitted by  
**12:00 midnight Central on September 21, 2023**

All Proposals and Required Additional Documents must be received  
no later than **4:30 PM CT on October 10, 2023**

For further information regarding this RFP, contact [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov).

All questions must be submitted via email.

Questions on this RFP will be accepted until 12:00 Midnight, October 4, 2023

## Note From the Executive Director

Thank you for your interest in hosting AmeriCorps members. With the challenges we face across the state, it's time to harness the power of service more than ever. Whether your program focuses on serving communities with concentrated poverty, environmental stewardship, reducing polarization and community divisions, or advancing racial equity, we look forward to the positive impact your program will have in Wisconsin.

Welcome back! This document will walk you through this year's process. All applicants can find additional resources, videos, and contact information on the [Serve Wisconsin](#) website.

Last year we hosted 640 members across 24 programs, and we look forward to growing and strengthening our programs across the state. We are committed to supporting greater diversity, equity, and inclusion within Serve Wisconsin, our programs, and our AmeriCorps members.

At Serve Wisconsin, we view all funded organizations as our partners in achieving our mission to improve lives, strengthen communities, and foster civic engagement through service and volunteering. We are here to support you through the application process and beyond; the coming year promises to help us achieve even more together.

We can't wait to learn more about your program!

*Jeanne Duffy*

Executive Director, Serve Wisconsin

### **Serve Wisconsin**

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Madison, WI 53703

[servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov)

<https://www.servewisconsin.wi.gov/>

## 2023 Serve Wisconsin AmeriCorps Dates and Deadlines

Date	Item
August 29	RFP Released
September 21 @ midnight CT	<a href="#">Notification of Intent to Apply</a> due to Serve Wisconsin
October 4 @ midnight CT	Last day for submitting written inquiries regarding this RFP
October 6	Final Questions & Answers from applicants available
October 10 @ 4:30pm CT	<b>Applications and additional documents due to Serve Wisconsin</b>
October 10 @ 4:30pm CT	<b>Alternative Match Requests Due</b> (if applicable, via email)
November 14	Applications in eGrants will be returned to applicants for revisions/ clarifications following end of PE&D Meeting
November 28	<b>Revisions due to Serve Wisconsin, applications still pending Board-approval;</b> there may be further rounds of revisions after this date
December 5	<b>Program Evaluation &amp; Development Committee meeting</b> All recommended applicants are required to present to committee
December 14	<b>Wisconsin National and Community Service Board (Board) Meeting</b>
January 4, 2024	Board-approved applications due to AmeriCorps
Mid-July 2024	Expected AmeriCorps Notification Date of Public Health AmeriCorps grant awards
September 2024	Successful Public Health AmeriCorps grant applicants will be issued grant awards

Meeting dates will be posted on the [Serve Wisconsin](#) website and all meetings are publicized as open meetings. Please check the website for up-to-date schedules. Email [ServeWisconsin@wisconsin.gov](mailto:ServeWisconsin@wisconsin.gov) with any questions.

### Application Resources

Please use this document to apply for AmeriCorps Wisconsin Public Health AmeriCorps grant funding for program year 2024-2025.

These grants are awarded to organizations that currently operate a Public Health AmeriCorps grant from Serve Wisconsin and propose to continue to place AmeriCorps members in service solely within Wisconsin. Selected organizations will receive grants to support AmeriCorps member positions that engage members in service to meet critical needs in Wisconsin.

If you are not an organization that currently operates a Public Health AmeriCorps grant from Serve Wisconsin and propose to place AmeriCorps members in service solely within Wisconsin, you can find more information about Serve Wisconsin Competitive or Formula program grant opportunities at the [Serve Wisconsin website](#).

If you are a national or multi-state applicant, please refer to [AmeriCorps website list of funding opportunities](#). National applicants include Native Nations.

Use this document in conjunction with the AmeriCorps federal regulations ([45 CFR Chapter XXV](#) and [Chapter XII](#)), the AmeriCorps [Mandatory Supplemental Information](#), and the [AmeriCorps Public Health Performance Measure Instructions](#) to complete your AmeriCorps State grant proposal for program year 2024-2025.

This document, and other resources to help complete this application, can be found on Serve Wisconsin's [Public Health AmeriCorps Program RFP](#) webpage. This includes an All-Access Pass to On3Learn courses, which Serve Wisconsin encourages you to use in conjunction with writing your proposal. For details on how to access these, please see email [ServeWisconsin@wisconsin.gov](mailto:ServeWisconsin@wisconsin.gov) [as soon as possible](#).

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**Table 1. Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations and this RFP, the regulations take precedence. Find an electronic version of the CFR here: [ecfr.gov/current/title-45/subtitle-B/chapter-XXV](https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV)

## I. Program Description

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 helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award that they can use to pay for higher education expenses or apply to qualified student loans.

Public Health AmeriCorps is investing significant resources through the American Rescue Plan Act workforce funding that will enable the recruitment, training, and development of a new generation of public health leaders who are ready to respond to the public health needs of the nation by providing public health service in communities. "Public health is the science and art of preventing disease, prolonging life, and promoting health through the organized efforts and informed choices of society, organizations, public and private communities, and individuals." (Center for Disease Control and Prevention, 2021.)

Public Health AmeriCorps has two main goals:

- Help meet public health needs of local communities by providing needed capacity and support in state and local public health settings and advancing more equitable health outcomes for communities who are currently or historically underserved.
- Provide pathways to good, quality public health-related careers by providing exposure through onsite experience, training, and more, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

Public Health AmeriCorps members will serve primarily in state, local, Tribal, and territorial public health departments or in service to public health departments. It is strongly recommended that AmeriCorps members serve in at least teams of two. AmeriCorps has found that placing at least two members at a service site location provides economies of scale and aids in retention of members.

To support the development of public health skills, Public Health AmeriCorps members will be required to complete a 16.1 hour no-cost online training provided through the CDC TRAIN platform during their service term. In addition to the mentorship and hands-on experience provided by grantees and/or host sites, AmeriCorps members will have access to additional optional professional development opportunities provided by AmeriCorps and its partners to foster interest in a public health career.

Only current Public Health AmeriCorps grantees, also known as PHA continuation applicants, are eligible to apply in response to this Request for Proposals.





## A. Who We Are

Serve Wisconsin is Wisconsin's National and Community Service Board. Our mission is to promote service, provide training, and allocate resources to programs that enrich lives and communities through service and volunteerism. We achieve this mission primarily through our work with AmeriCorps programs and AmeriCorps members throughout the state of Wisconsin. We are governed by a 21-member citizen board that is appointed by the Governor.

AmeriCorps is a federal agency that funds organizations to make a positive impact in communities. To support the placement of AmeriCorps members and AmeriCorps Seniors volunteers in communities, AmeriCorps provides more than \$800 million in grants every year.

## B. Funding Priorities

AmeriCorps recently released its [2022-2026 Strategic Plan](#) which defines the agency's goals, and objectives, and strategies to both meet and advance the agency's mission to improve lives and strengthen communities. Over the next 5 years, AmeriCorps will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper:

- partner with communities to alleviate poverty and advance racial equity;
- enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers;
- unite Americans by bringing them together in service;
- effectively steward federal resources and
- make AmeriCorps one of the best and most equitable places to work in the federal government.

AmeriCorps will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. The AmeriCorps federal agency will prioritize investment in the most critical issues of our time — public health, climate and the environment, and education and economic opportunity — within AmeriCorps' Focus Areas and we will increase our efforts to ensure our AmeriCorps members and community-based volunteers reflect the communities where they serve. We will target our investments toward communities where the need is greatest, particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

## C. Performance Goals or Expected Outcomes

AmeriCorps expects continuation applicants to use [Public Health AmeriCorps National Performance Measures](#) as part of a comprehensive performance measurement strategy that relies on both

performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.

All continuation applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. All continuation applications must include Public Health AmeriCorps determined performance measures. Please use Appendix 2 for the performance measures.

Each grantee will also be required to track and report the Performance Data Elements in its Program Progress Reports. The three Performance Data Elements are the number of AmeriCorps members:

- recruited from the geographic or demographic communities the program operates,
- with increased knowledge about public health, and
- who remain in the public health field post-service.

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

## **D. Federal Award Information**

### **Estimated Available Funds**

AmeriCorps expects high demand for continuation funding. The actual level of funding will be subject to the availability of funds.

### **Estimated Award Amount**

Award amounts will vary, as determined by funding availability.

### **Period of Performance**

The project period will be one year and may not begin before September 1, 2024.

### **Type of Award**

AmeriCorps Operating Grants provide funding for organizations to recruit and host AmeriCorps members. All continuation applications submitted under this Request for Proposals are limited to a Cost Reimbursement grant.

**Table 2. Grant Type**

	Cost Reimbursement
Maximum Cost per MSY*	\$27,000
Type of Slots in the National Service Trust**	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes
Availability of Funds linked to enrollment and retention of awarded MSYs	No
Financial Reporting Requirements	Yes
Available to new Applicants	Yes

\*Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

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

**Funding Requirements**

**a) Member Living Allowance**

- A living allowance is not considered a salary or wage.
- Programs are required to provide a living allowance for members serving in full-time terms of service.
- 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. The amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

**Table 3. Member Service Year (MSY) + Living Allowance Amounts**

Service Term	Minimum # of Hours	Member Service Year (MSY) Calculation	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	1.0	\$18,700	\$37,400
Three Quarter-time	1,200	0.70	n/a	\$26,180

Half-time	900	0.5	n/a	\$18,700
Reduced Half-time	675	0.381	n/a	\$14,212
Quarter-time	450	0.2646	n/a	\$9,724
Minimum-time	300	0.2116	n/a	\$7,854
Abbreviated-time	100	0.0705	n/a	\$2,244

*Exceptions to the Living Allowance Requirements*

Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

**b) 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 child care benefits 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.

**Table 4. Maximum Cost Per MSY**

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$27,000

**c) Cost Sharing or Matching**

There is no cost share or matching requirement per the Interagency Agreement with the Centers for Disease Control and Prevention (CDC), which has provided the funding for this program.

**d) Funding Restrictions**

- *Religious use.* AmeriCorps assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- *Political activity.* AmeriCorps assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State, or local election to public office.
- *Contracts or collective bargaining agreements.* AmeriCorps assistance may not be used to impair existing contracts for services or collective bargaining agreements.

- *Supplantation.* AmeriCorps assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive AmeriCorps support.
- *Nonduplication.* Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities currently provided.
- *Nondisplacement*
  - An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.
  - An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
  - A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
  - A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
  - A participant in any program receiving AmeriCorps assistance may not perform any services or duties, or engage in activities, that—
    - Will supplant the hiring of employed workers; or
    - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
  - A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
    - Presently employed worker;
    - Employee who recently resigned or was discharged;
    - Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
    - Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
    - Employee who is on strike or who is being locked out.
- Prohibited Activities – See Attachment G: Glossary for full text.

## II. Eligibility Information

### A. Eligible Applicants

Only current Public Health AmeriCorps grantees, also known as PHA continuation applicants, are eligible.

Entities must have a valid SAM registration and Unique Entity Identifier to receive an award.

### B. Continuation Applicants

Continuation requests apply only to programs that are currently in their first or second year of operation within a grant cycle.

The following programs are eligible to apply for competitive continuation funding: Marshfield Clinic Health Systems Community Corps; Marshfield Clinic Health Systems Recovery Corps; Sixteenth Street Community Health Centers; United Way Fox Cities Be Well Fox Valley; Wisconsin Association for Free and Charitable Clinics.

Continuation applicants must submit an application in order to be eligible to receive funding for the following year. **The submission deadline for continuation requests is October 10, 2023, by 4:30 PM Central Time.** Applications are submitted using [eGrants](#).

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

### 1) Other Eligibility Requirements

- Under Section 132A(b) of the [National and Community Service Act of 1990, as amended](#), organizations that have been convicted of a federal crime may not receive assistance described in this RFP.
- Continuation 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 the corporation is not eligible for an award under this RFP. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination 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.

## Other Considerations

Serve Wisconsin supports programs that actively engage qualified people with disabilities as AmeriCorps members and volunteers. These efforts are part of a larger initiative from AmeriCorps which supports efforts to increase participation in national service by people with disabilities. Serve Wisconsin stands behind the principle that everyone can serve their community and encourages programs to engage people with disabilities in their local service efforts.

## III. Application and Submission Information

This document should be used together with the [AmeriCorps federal regulations](#), [Performance Measures Instructions](#) and [Mandatory Supplemental Information](#).

Please note that Wisconsin organizations/applicants that apply to Serve Wisconsin through this *RFP* have different deadlines, more required additional documents, and different instructions than national applications. Please ensure that you use this RFP to complete your proposal to Serve Wisconsin and **not** the FY2024 Public Health AmeriCorps Notice of Funding Opportunity from AmeriCorps.

### A. How to Apply

1. Submit a mandatory Notification of Intent to Apply by September 21, 2023 at midnight CT <https://forms.gle/mo8YXSgQdnvuSLpDA>
2. Maintain a valid UEI number with the System for Award Management
3. Write a high-quality proposal that is responsive to this RFP
4. Submit required additional documents to [ServeWisconsin@wisconsin.gov](mailto:ServeWisconsin@wisconsin.gov) by October 10, 2023 at 4:30pm CT
5. Submit the application in eGrants by October 10, 2023 @ 4:30pm CT

#### 1) Notification of Intent to Apply

All applicants, including continuation applicants, must submit a Notification of Intent to Apply via an online form. This may be accessed at <https://forms.gle/mo8YXSgQdnvuSLpDA>.

Organizations that submit a Notification of Intent to Apply will receive a confirmation email from Serve Wisconsin within one business day. Send a message to [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov) if you encounter technical difficulties that prevent you from submitting a Notification of Intent to Apply via the Google Forms link.



**Submitting a Notification of Intent to Apply by September 21, 2023, is mandatory.** Applications submitted by applicants who have not submitted a Notification of Intent to Apply by the deadline will not be considered for funding.

### **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. See the [SAM Quick Guide for Grantees](#) for more details.

SAM registration must be renewed annually. Serve Wisconsin is responsible for ensuring our state applicants have compliant registrations. We suggest 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.

AmeriCorps 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, AmeriCorps 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.

## **IV. Submitting Your Grant Application in eGrants**

### **A. Important Details About eGrants**

- Applicants must submit applications electronically via the AmeriCorps web-based system, [eGrants](#).
- 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.
- This RFP should be read together with the [AmeriCorps federal regulations](#), Budget Instructions, and the [Public Health AmeriCorps National Performance Measure Instructions](#), which are incorporated by reference. These documents can be found on the Serve Wisconsin website. The full Regulations are available [online](#).

- Contact the AmeriCorps Hotline at (800) 942-2677 or via the [web form](#) if a problem arises when creating an account or preparing or submitting the application. Information about the AmeriCorps Hotline hours are posted [online](#) as well.
  - 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 their application via eGrants.
  - You must then submit a brief paragraph including your eGrants ticket number issued to you by the AmeriCorps Hotline with your explanation of the technical issues that prevented you from submitting in eGrants on time via email to [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov) before the application submission deadline.

## B. Continuation Applications

### How to Submit Your Continuation Request

1. Start on the eGrants homepage in the “Creating an Application” section. Select **Continuation/Renewal**.
2. You will be shown a list of grants that are eligible to be continued. Select “continue” to the right of the grant you wish to continue.
  - Make sure you select the correct one.
  - Do not start a new application.
3. Select a NOFA
  - Select: FY 2024 AmeriCorps State and Territory Commission (New and Cont)
  - Select Serve Wisconsin’s Public Health AmeriCorps prime grant #22ACEWI001 with application ID: 24AC259580
  - The system will copy your most recently awarded application.
4. Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, the Authorized Representative will click the **SUBMIT** button.

Be sure to review the entire RFP when preparing your request. If you have questions about the content of your continuation request, please contact the RFP Manager at [ServeWisconsin@Wisconsin.gov](mailto:ServeWisconsin@Wisconsin.gov).

#### i. Applicant Information and Application Information

- Update the Applicant Info and Application Info Sections in eGrants, if necessary.
- If you make any changes in these sections, add a short description of those changes in the Continuation Changes narrative field.

#### ii. Narrative

Do not modify the original narrative fields that were copied from your previous application, including:

- Rationale and Approach/Program Design
- Organizational Capability
- Cost-Effectiveness and Budget Adequacy

- Evaluation Summary or Plan
- Amendment Justification
- Clarification Information and
- Continuation Changes.

Serve Wisconsin and AmeriCorps expect that programs will maintain a consistent program design for the duration of the three-year project period; however, Serve Wisconsin and AmeriCorps recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the following changes listed below during the continuation process:

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget Revisions

Describe the above changes in the Continuation Changes narrative field, if any. The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants. The six-page limit for the Continuation Changes narrative field is an aggregate for the full grant cycle (typically two continuation application cycles). If you are applying for a continuation for the third year of funding, add any new continuation changes for the third year above any changes you described for the previous continuation year.

**Any continuation applicant not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.**

### iii. Logic Model

Continuation applicants should not enter content into these fields.

### iv. Performance Measures

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures.

Continuation applicants whose measures do not align with the [AmeriCorps 2024 Public Health Performance Measure Instructions](#) must revise their measures to conform with the 2024 instructions.

To revise performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures (see Appendices A and B for instructions).

Describe the performance measure changes in the Continuation Changes narrative field, if any. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

### v. Program Information

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

**a. AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes. Your program does not have to fit any of the priorities.

**b. Grant Characteristics**

Check any grant characteristics that are a significant part of the proposed program.

**vi. Additional Documents**

In addition to the application submitted in eGrants, you are required to submit all additional documents as part of your application. After you have submitted the documents, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at AmeriCorps”. Please see Table 5 (below) for a complete list of documents.

**vii. Budget**

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year.

Incorporate any required AmeriCorps increases (such as an increase to the minimum member living allowance) into your budget.

Serve Wisconsin retains a 2% share of the 5% federal funds available to programs for administrative costs and this needs to be identified within your budget. See Attachment C for more details.

Please budget for any living allowance increases, the 2% share Serve Wisconsin will retain, and any other budgetary changes.

Continuation applicants may apply for expansions, but AmeriCorps does not expect to award expansions in FY 24 for Public Health AmeriCorps. Expansions are increases in dollars, MSY, and/or members. Expansion requests may not exceed the cost/MSY threshold in the table above.

In the Continuation Changes narrative field, provide line-by-line detailed descriptions of each budget change.

You will receive communication from Serve Wisconsin or AmeriCorps with detailed instructions for submitting a completed unexpended funds form that aligns with your continuation application.

**viii. Review, Authorize, and Submit**

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their

accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review; Authorize; Assurances; Certifications; Verify; and Submit.

Read the Authorization, [Assurances](#), and [Certifications](#) carefully.

The person who authorizes the application must be the applicant’s Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. **A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.**

Be sure to check your entire application prior to submission to ensure that there are no errors. When you verify the application eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission.

If someone else is acting in the role of the applicant’s Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory that may appear and show on the application as the Authorized Representative.

**Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.** Individuals may establish an eGrants account [at the eGrants website](#) and selecting “Don’t have an eGrants account? Create an account.”

Please direct all questions about these application instructions and attachments in writing to the RFP Manager at [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov).

### C. Late Applications

Submitting an application after the deadline will result in disqualification of the application.

**Table 5. Additional Document Requirements**

Document	Description	Required for Continuation
Audit	Most recent audit for your organization, or other financial statements if you have not had an audit. <b>If a management letter was provided as part of your audit, it must be included with the audit you submit.</b> <i>Wisconsin state agencies and universities do not need to provide the State audit.</i>	Yes
Labor Union Concurrence	If a program applicant:	If applicable

	<p>a) Proposes to serve as the placement site for AmeriCorps members; and</p> <p>b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and</p> <p>c) Those employees are represented by a local labor organization, - then the application must include the written concurrence of the local labor organization representing those employees.</p> <p>If a program applicant proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:</p> <ul style="list-style-type: none"> <li>• AmeriCorps members won't be placed in positions that were recently occupied by paid staff.</li> <li>• No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.</li> </ul>	
Federally approved Indirect Cost Agreement	Applicants that include a federally approved indirect cost rate amount in their budget must enter the current approved indirect cost rate agreement in eGrants at the same time they submit their application. See <b>Attachment F</b> , eGrants Indirect Cost Rate User Instructions.	If applicable
Delinquent Federal Debt	Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in Word or PDF format.	If applicable
Organizational Chart	Submit this with the rest of your additional documents.	Yes
IRS Determination Letter	Letter reflecting approval or denial of tax-exempt status; Include any amendments	If applicable

Cost Allocation Plan	Submit this with the rest of your additional documents, unless you are using the CNCS-Fixed Percentage Method (Five/Ten Percent Fixed Administrative Costs) option for administrative/indirect costs.	If applicable
Alignment with Wisconsin State Service Plan	This is Attachment I. Submit this with the rest of your additional documents.	Yes
Priority Specific Documents	Rural Intermediaries must provide letters of support from the consortium members.	If applicable
Additional Checklists	There are two separate checklists: Additional Document Submission Checklist and the Budget Checklist.  They are Attachments H + E. These should be submitted but failure to include them will not disqualify your application.	Yes

### Submission Instructions for Additional Documents

For each document you submit, please clearly title each individually and include a header or title within the document that includes the legal applicant’s name on each document. Please do not combine additional documents into one large document.

Additional documents should be submitted via email. Submit all additional required documents as individual attachments via email to [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov) with the subject line: 2024-2025 AmeriCorps Proposal – [Organization Name] [AmeriCorps Program Name]. If an alternate submission method is required, please contact [servewisconsin@wisconsin.gov](mailto:servewisconsin@wisconsin.gov) by September 26, 2023.

All additional documents must be **received** by Serve Wisconsin by the deadline of October 10, 2023 at 4:30pm CT. Timely submission of emailed document packets will be determined by the date the email was received by Serve Wisconsin. If additional information and/or clarifications are needed, it is the applicant’s responsibility to reply in a timely manner. Occasionally, emails with many attachments can take significant time to send and receive. Please take this into consideration when sending and submit in enough time for Serve Wisconsin to receive by the 4:30pm CT deadline.

## V. Proposal Selection and Award Process

### A. Procuring and Contracting Agency

This Request for Proposals (*RFP*) is issued by the Wisconsin National and Community Service Board/Serve Wisconsin, which is the sole point of contact for the State of Wisconsin during the selection process. All contracts resulting from this RFP will be administered by Serve Wisconsin.

Serve Wisconsin selects applications using a multi-stage review and selection process. This process includes Board, staff, and peer review and evaluation of prior performance, where applicable.

In accordance with State Statute 16.22(2)(h), Serve Wisconsin must give priority to the greatest extent practicable to persons providing youth corps programs when awarding grants. Youth Corps programs are given priority with two additional points when they are otherwise comparable.

## **B. Initial Application Compliance and Eligibility Review**

Serve Wisconsin will conduct an initial Eligibility Review to determine if an application meets the eligibility requirements as detailed in this RFP and advances to the next stage of the review process.

An application is compliant if the applicant:

1. Is an eligible organization
2. Is eligible to submit to Serve Wisconsin
3. Submitted an 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, a determination of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and ineligible will not receive an award.

## **C. Serve Wisconsin Application Review**

### **Internal Review**

Serve Wisconsin staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the RFP. For current and recent Serve Wisconsin grantees, past performance will also be considered. Performance criteria may include up to three years of data, if available, including enrollment rate, retention rate, 30-day exit compliance, performance measures results and timely reporting.

Staff will be screened for conflicts of interest.

Serve Wisconsin staff complete a technical review of continuation changes, including any changes to logic model, performance measures, and budget. Staff will prepare funding recommendations to the Board based on the results of the staff technical review and state level peer review. Following final Board approval of applications, staff may request technical changes to applications.

**Performance Scoring.** Performance scoring percentages will be considered by the Board for applications requesting funding to continue existing programs including recompetes and continuation applications. A program's performance is based on the following criteria: enrollment and retention rates; 30-Day compliance with exiting members; meeting performance measure targets; and timeliness of reporting.



Per Board policy, any Continuation Competitive application that has a performance scoring percentage less than 80% (inclusive of rounding to two places after the decimal point) will be eliminated from further consideration for Competitive funding, unless the Board decides to waive the 80% requirement based on evidence of a corrective action plan to include benchmarks and associated milestones. The Board could choose to recommend to CNCS that the application be funded based on this plan.

For current and recent Serve Wisconsin grantees, past performance will also be considered. Performance criteria may include up to three years of data, if available, including enrollment rate, retention rate, 30-day exit compliance, performance measures results and timely reporting.

Staff will be screened for conflicts of interest.

### **Post-Review Quality Control**

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

### **Pre-Award Risk Assessment**

Serve Wisconsin and AmeriCorps staff will evaluate the risks to the applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If Serve Wisconsin determines that an award will be made to an applicant with assessed risks, additional monitoring activities and training that correspond to the degree of assessed risk may be applied to the award. Continuation applicants may not be selected for funding if Serve Wisconsin or AmeriCorps determine that the applicant's risks can not be mitigated.

In assessing risks, Serve Wisconsin and AmeriCorps may consider the following criteria:

- Due Diligence, including:
  - Federal debt delinquency
  - Suspension and debarment
  - Information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as:
    - [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
  - 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
  - Meeting National Service Criminal History Check (NSCHC) compliance (Use [National Criminal History Check Requirements section](#) and the [NSCHC webpage](#) for more information)
- 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
  - Other elements, such as keyword searches for prohibited activities

Continuation applicants will find information to help them understand pre-award due diligence checks in the AmeriCorps Due Diligence Review Process and Compliance training available on the AmeriCorps [Manage Your Grant webpage](#). This content will help continuation applicants obtain due diligence compliance and remain compliant throughout the grant life.

### **Applicant Clarification**

Serve Wisconsin may ask an applicant for clarifying information which is used to make funding recommendations. 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.

### **Feedback to Applicants**

Following the application reviews, applicants will receive feedback from the internal review of their compliant applications. This feedback will be based on the review of the continuation application as submitted and will not reflect any information provided during clarification.

### **Program Evaluation & Development Committee Meeting**

If applicant passes staff review, the application will be considered at the meeting of the Program Evaluation & Development (PE&D) Committee of the Wisconsin National Community Service Board.

Each application needs to have at least one representative present at this meeting to give a brief presentation to Committee members. For existing programs, past performance will be considered as well. More details about this meeting will be available to qualified applicants.

### **Wisconsin National Community Service Board Meeting**

The applications that the PE&D Committee recommends for funding then make their way to the full Wisconsin National Community Service Board for consideration. Attendance at this meeting is not required for applicants. More details about this meeting will be available to qualified applicants.

## **D. AmeriCorps/Federal Review**

The applications that the Wisconsin National Community Service Board approves will be submitted to AmeriCorps for federal review. For information on AmeriCorps' review process, please see pages 13-15 of the [AmeriCorps Public Health AmeriCorps Notice of Funding Opportunity](#).

AmeriCorps staff will review the continuation changes narrative field and any changes in the budget and/or performance measures. AmeriCorps reserves the right to award applications in an amount other than at the requested level of funding.

### **Consideration of Integrity and Performance System Information**

Prior to making any award that exceeds the \$250,000, AmeriCorps is required to review and consider any information about the continuation applicant that is in the designated integrity and performance system accessible through [SAM.gov](#) (see [41 USC §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 continuation applicant may review information in the designated integrity and performance systems accessible through [SAM.gov](#) 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 [SAM.gov](#).

AmeriCorps may consider comments by any continuation applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the [Risk Assessment Evaluation section](#).

### **Selection for Funding**

Pending funding availability, AmeriCorps seeks to award successful continuation applications at FY 23 funding levels. AmeriCorps does not expect that available funding will be able to accommodate expansion requests in this FY 24 continuations award process.

If FY 24 continuation funding requests exceed total funding available, AmeriCorps anticipates that the maximum funds awarded for each FY 24 continuation grantee will be their FY 23 award amount offset by their respective unexpended funds.

Funding awarded to a successful continuation application may be a portion of the amount requested and may be less than the total maximum award described above.

Use the following example to better understand the award process if available funding is less than total continuation award requests received by AmeriCorps:

FY 23 grantee was awarded \$100,000 in FY 23. The grantee has \$50,000 in unexpended funds. The grantee requests \$100,000 in FY 24 continuation funding. The maximum amount of funding that will be awarded is \$50,000 which would provide the grantee with a total FY 24 budget of \$100,000 (equal to the amount of their FY 23 award).

If AmeriCorps does not have sufficient funds to provide the maximum award amount described above, AmeriCorps expects to equitably distribute available funding across all successful continuation applications, proportionate to each prior year award amount.

AmeriCorps reserves the right to award continuation applications in an amount other than at the requested level of funding and will document the rationale for doing so.

AmeriCorps 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.

### **Applicant Resolution**

AmeriCorps may also ask a continuation applicant for information after notification of funding opportunity results to resolve any issues prior to award.

## **E. Appeal of Grant Decision**

Applicants can only protest or appeal violation of procedures to the Wisconsin National Community Service Board that are outlined in this RFP or fall within the grant selection process. Ranking and scoring by the peer reviewers is not subject to protest or appeal. Notice of intent to protest and any protests must be made in writing. Individuals should make their protests as specific as possible and should fully identify the procedural issue being contested. Any written notice of intent to protest must be filed with the Board and received in no later than five (5) working days after the notices of intent to award are issued. Any written protest must be received within ten (10) working days after the notice of intent to award is issued. Via Email: The Board Chair, Wisconsin National & Community Service Board: [ServeWisconsin@wisconsin.gov](mailto:ServeWisconsin@wisconsin.gov). The appeal will be reviewed by the Program Evaluation & Development Committee of the Board and a recommendation will be forwarded to the Board for consideration. The decision of the Board may be appealed to the Secretary of the

Department of Administration within five (5) working days of issuance. A copy of such appeal must also be filed with Board. The appeal must allege a violation of a Wisconsin statute or a section of the Wisconsin Administrative Code.

## **VI. Award Administration Information**

### **A. Federal Award Notices**

AmeriCorps will make continuation awards following the grant selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by July 2024. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin grant activities. The Notice of Grant Award is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Period of Performance identified on the Notice of Grant Award.

### **B. Administrative and National Policy Requirements**

#### **Uniform Guidance**

All awards under the criteria in this RFP are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR 200](#) and [2205](#).

#### **Requests for Monitoring or Improper Payment Information**

AmeriCorps may request documentation from award recipients in order to monitor the award or to ensure compliance with legal requirements, including 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.

#### **AmeriCorps Terms and Conditions**

All awards made under this RFP will be subject to the FY 2024 AmeriCorps General Terms and Conditions, and the FY 2024 AmeriCorps State and National Program Specific Terms and Conditions. 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 on the [AmeriCorps Manage Your Grant](#) webpage.

#### **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. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. The law requires grantees to

conduct and document NSCHCs on persons (including award-funded staff, national service participants, or volunteers) receiving a salary, living allowance, stipend or education award through a program receiving AmeriCorps funds. This includes staff who receive part of their salary through a subgrant.

- Award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on the award. Limited exceptions are described in [45 CFR §2540.201v](#).
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. Use the [NSCHC regulations and guidance](#).
- The cost of conducting NSCHCs is an allowable expense under the award and the individual subject to the NSCHC must not be required to cover the cost.
- Grantees must use the two AmeriCorps-approved vendors to conduct the required NSCHCs. See the NSCHC Regulations and Guidance and information on the two approved NSCHC vendors on the [AmeriCorps NSCHC](#) webpage.
- Failure to conduct a NSCHC may result in significant disallowed costs.

Recipients must complete the following criminal history checks:

- A Truescreen National Sex Offender Public website
- Truescreen Wisconsin State criminal history record repository or agency-designated alternative for the individual's State of residence AND State criminal history record repository or agency-designated alternative for the individual's State of residence, and
- Fieldprint fingerprint-based check of the FBI criminal history record database

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

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

- Refuses to consent to a criminal history check;
- Makes a false statement in connection with a criminal history check;
- Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- Has been convicted of murder, as defined in 18 USC 1111.

See [45 CFR 2540.200 – 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

### **Official Guidance**

All AmeriCorps active Guidance is available on the [agency's Guidance webpage](#). 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.

## **Use of Material**

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to grantees and non-grantees, 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](#)).

## **Reporting**

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

Cost Reimbursement grantees are required to provide annual progress reports and semi-annual financial reports through eGrants, AmeriCorps' web-based grants management system and an internal or external evaluation report as required by the AmeriCorps regulations [45 CFR §2522.500-2522.540](#) and [§2522.700-2522.740](#).

In addition, at the end of the award period, a grantee must submit final financial and progress reports that are cumulative over the entire award period and consistent with the closeout requirements. The final reports are due 120 days after the end of the period of performance.

Award recipients will be required to report at [Federal Funding Accountability and Transparency Act Subaward Reporting System \(FSRS\)](#) on all subawards over \$30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients and subrecipients must have the necessary systems in place to collect and report this information. Use [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have in place 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):

- Data measures what it intends to measure
- Data reported is complete
- Grantee collects data in a consistent manner
- Grantee takes steps to correct data errors
- Grantee 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.

## C. Technical Assistance

Serve Wisconsin intends to provide technical assistance to ensure that strong proposals are developed. The following policies will be followed as a fair process for the provision of technical assistance:

1. Technical Assistance will be equally available to all prospective applicants.
2. Staff will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. For fairness and transparency, questions may only be submitted via email to [ServeWisconsin@wisconsin.gov](mailto:ServeWisconsin@wisconsin.gov).
3. Staff will only provide answers to specific questions and make general comments regarding the Regulations and RFP, as opposed to providing specific programmatic suggestions for a particular applicant.
4. Staff will not review proposal drafts.
5. In compliance with federal regulations regarding conflict of interest, WNCS Board members will not provide any form of technical assistance to a potential grant applicant. Instead, they will refer applicants to the RFP Manager.
6. Serve Wisconsin will provide applicants with technical assistance on entering and submitting proposals in AmeriCorps' web-based grants management system and will provide guidance on how to access assistance from the National Service Hotline.

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all continuation applicants to participate in these sessions. Information for these technical assistance calls is available on the [AmeriCorps' Funding Opportunities website](#).

Resources continuation applicants need to effectively manage their grant award, including eGrants instructions, terms and conditions, individual match waiver, pre-award requirements, financial reporting requirements, and training and technical assistance materials are found on the [Manage Your Grant webpage](#).



## VII. Notices

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All funding announcements by the Corporation for National and Community Service (AmeriCorps) are posted on [americorps.gov](#) and [grants.gov](#).

**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 form. 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 (see [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, 2024.

**Privacy Act Notice:** The Privacy Act of 1974 ([5 USC §552a](#)) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to [42 USC §§12592](#) and [12615](#) of the [National and Community Service Act of 1990, as amended](#), and [42 USC §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.

**Indirect Cost Rates:** AmeriCorps allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% *de minimis* rate of modified total direct costs or may claim certain costs directly as outlined in [2 CFR §200.413](#). Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs. All methods must be applied consistently across all federal awards.

**Universal Identifier:** Applicants must include a Unique Entity Identifier (UEI) in eGrants at the time of submission. Applicants must obtain their UEI and register their entity through the [System for Award Management](#). All grant recipients are required to maintain a valid registration, which must be renewed annually.

The Grantee Administrator role in eGrants is the only user that can add the UEI to eGrants. The UEI is added to the organizational attributes page, and then will automatically populate onto all of the applications that are tied to the organization.

## VIII. Appendices and Attachments

The Appendices listed below are for your reference.

The Attachments listed below are to be sent as Additional Documents via email by October 10, 2023 at 4:30pm CT. Please review specific instructions in the Additional Documents section.

### A. Appendices are for your reference

- Appendix 1: [Performance Measure eGrants Module Instructions and Checklist](#)
- Appendix 2: [Public Health AmeriCorps Performance Measure](#)
- Appendix 3: [Cost Reimbursement Budget Instructions](#)
- Appendix 4: [Cost Reimbursement Budget Worksheet](#)
- Appendix 5: [AmeriCorps eGrants Indirect Cost Rate User Instructions](#)
- Appendix 6: [AmeriCorps Mandatory Supplemental Information](#)
- Appendix 7: [Glossary](#)
- Appendix 8: [Serve Wisconsin Formula Funding Process](#)
- Appendix 9: [Peer Review Form](#)

### F. Attachments must be submitted (if applicable)

- Attachment A: [Additional Documents Checklist](#)
- Attachment B: [Cost Reimbursement Budget Checklist](#)
- Attachment C: [Alignment with Wisconsin State Service Plan](#)

Additional documents can be found on the Serve Wisconsin Public Health [AmeriCorps Program RFP webpage](#).