



Serve Kentucky Request for Applications Guidance 2023-24 AmeriCorps State Grants – **Public Health AmeriCorps**

General Information and Timeline

Serve Kentucky is the conduit for federal funds from the AmeriCorps federal agency. Single state applicants must go through Serve Kentucky’s request for applications (RFA) process and may not apply directly to AmeriCorps. The legal authority for Serve Kentucky to award AmeriCorps subgrants is found in the Kentucky Revised Statutes (KRS 194A.578). The process for federal funding as outlined in this document is established as a requirement by the federal awarding agency for disbursement of AmeriCorps federal funds and does not conflict with the state procurement process outlined in KRS 45A.085 Competitive negotiation.

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 from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

Public Health AmeriCorps will invest \$400 million, over five years, from 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 AmeriCorps (PHA) 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.

Serve Kentucky Public Health AmeriCorps RFA Timeline

Aug. 22, 2022	Serve Kentucky Public Health AmeriCorps RFA Guidance released
Sept. 16, 2022	Intent to Apply due to Serve Kentucky via online survey
Oct. 14, 2022	Grant application and additional documents due to Serve Kentucky
Oct. 17-Nov. 18, 2022	Internal and External Grant Review
Nov. 21-Dec. 1, 2022	Feedback from grant review compiled; clarifications requested
Dec. 2, 2022	Grant review feedback provided to applicants
Dec. 9, 2022	Revised competitive grant applications due to Serve Kentucky
Dec. 15, 2022	Notification of Commission decision to submit applications to the PHA competition
Dec. 16-22, 2022	Serve Kentucky Resolution period
Jan. 3-4, 2023	Kentucky competitive applications submitted to AmeriCorps via eGrants

Required Resources

PHA applicants are **required** to complete applications for funding in accordance with:

- [2023 Public Health AmeriCorps Notice of Funding Opportunity](#) (NOFO or Notice)
- [2023 Mandatory Supplemental Information](#)
- [2023 Application Instructions](#)
- [2023 Public Health AmeriCorps Performance Measure Instructions](#)

Serve Kentucky serves as the State Commission referenced in the NOFO and other AmeriCorps documents. These and other resources are located on both the [Serve Kentucky website](#) and [AmeriCorps website](#).

Note: Dates referenced in the NOFO materials are for National Directs (programs operating in multiple states) and State Commissions such as Serve Kentucky. At no time during the process should applicants contact AmeriCorps directly.

Submitting Additional Documents

All documents must be submitted via email to AmeriCorps@ky.gov.

- **All applicants:** Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section of the PHA NOFO and Mandatory Supplemental Information for detailed instructions by Evidence Tier.
- **All applicants:** [Operational and Financial Management Survey \(OFMS\)](#) as a Word document (PDF will not be accepted).
- **Recompeting applicants:** Evaluation plan or report, as required. Please see the Evidence Tiers definitions in the MSI and Section E.1.e. *Evaluation Plan* of the PHA NOFO for further information.
- **New Kentucky applicants:** [Online Serve Kentucky Organization Readiness Assessment](#)

*Note: **Do not** send additional documents to the AmeriCorps inbox referenced in the NOFO; it is for State Commission (Serve Kentucky) use only.*

Training and Technical Assistance

Current and potential applicants may request [one-on-one training and technical assistance online](#) before the grant application deadline. Resources will also be posted on the [Serve Kentucky website](#).

Serve Kentucky Requirements

Application

Please refer to the [Mandatory Supplemental Information \(MSI\)](#) for definitions of AmeriCorps terms.

- 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.
- The PHA grant period is a twelve-month period, beginning August 1, 2023 and ending July 31, 2024.
- Minimum living allowance for full-time members is **\$17,600** – please refer to the Minimum and Maximum Living Allowance table on page 12 of the 2023 PHA NOFO.
- Maximum allowable federal reimbursement for PHA is **\$28,800** per member service year (MSY).
- Applicants are required to meet the AmeriCorps evaluation requirements as identified in the 2023 PHA NOFO and 2023 Mandatory Supplemental Information.
- Continuation applicants may request to increase or reduce funding and/or slots. Please note that expansions requests may not be approved.

Budget

In addition to the general requirements in the Application Instructions, **Kentucky applicants must budget for:**

- Travel costs (lodging, meals, mileage, etc.) for members and staff to attend “Launch,” an annual training event including a swearing-in ceremony, to mark the kick-off the AmeriCorps service year (typically a two-day event held in Central Kentucky during mid-October).
 - *Recommended: travel costs for member mid-year training event (typically a two-day event held in two regional locations during mid-April).*
- Travel costs for program staff to attend Serve Kentucky-sponsored training/technical assistance meetings (four meetings, including a 2-day event).
 - *Recommended: travel costs for program staff to attend regional conferences sponsored by [America’s Service Commissions](#).*
- Adequate Program Staffing (Personnel costs may be on the federal share, grantee share or a split):
 - For programs with 20 or less members, you must budget for 100% usage of a full-time program director, or the equivalent of 100% split between no more than two individuals, such as a program director and member coordinator.
 - For programs with more than 20 members, you must budget for one full-time program director and one part-time member coordinator.
 - For programs with more than 30 members, you must budget for one full-time program director and one full-time member coordinator.
 - For programs with more than 40 members, you must provide a chart via email with staff organization and roles for managing members.
- Administrative/indirect costs up to **1% for Serve Kentucky** (see budget instructions for details).
- AmeriCorps-compliant member management and reporting system, such as [America Learns’](#) AmeriCorps Impact Suite or [OnCorps Reports](#).
 - Any other system requires approval from Serve Kentucky before use.
- The cost of conducting National Service Criminal History Checks (NSCHC) for all members and non-members in a “covered position” (program/organization staff that receives all or part of their salary through the grant and/or site supervisors listed as in-kind on the budget narrative).
 - Serve Kentucky recommends budgeting \$80 per member or non-members in a covered position. This amount is an overestimate but covers the potential for unforeseen (and allowable) expenses related to conducting a compliant NSCHC process.
 - Serve Kentucky strongly recommends grantees utilize the two AmeriCorps-contracted vendors to conduct the required NSCHC processes: [Fieldprint and Truescreen](#).
 - Failure to conduct compliant NSCHC may result in significant disallowed costs.
- One Member Service Year (MSY) is equivalent to one 1,700-hour full-time AmeriCorps position. New or entry-level grant applications are encouraged to request the equivalent of eight full-time members (8 MSYs) to be cost-effective.
- Member gear: **AmeriCorps members must wear an AmeriCorps logo while serving** – preferably clothing with the AmeriCorps logo. Items with the AmeriCorps logo are a required budget expense.

Please note: Subgrantees may not begin charging expenses to the AmeriCorps grant until a signed Memorandum of Agreement (MOA) and Grant Award are in place. The Grant Award incorporates the approved application as part of a binding commitment under the grant, as well as the AmeriCorps regulations and grant provisions.

Please note: AmeriCorps and Serve Kentucky reserves the right to re-open the RFA and/or reallocate funding if member slots are not filled in a timely manner, or in the event of disaster or other compelling need for service.

Application Review Information

Serve Kentucky's internal and external application review will align with the application review information criteria published on pages 17-23 of the 2023 PHA NOFO. Serve Kentucky staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. If an application meets compliance standards, Serve Kentucky staff will assess each application's content. Some applicants may receive requests to provide clarifying information and/or make changes to their application, including program design, budget, or statistical support information. A request for clarification from AmeriCorps or Serve Kentucky does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion may result in the removal of the application from consideration.

Grant Review Panel and Program Committee

Serve Kentucky Commissioners and an external Grant Review Panel will review applications. The panel is comprised of current and former commissioners, individuals familiar with AmeriCorps National Service programs, and volunteers with federal grant experience. All grant reviewers are required to each sign forms certifying (1) that they have no real or perceived conflicts of interest, and (2) that they will not disclose any confidential information about the programs until after the grant review process is completed.

Assessment Criteria

The grant review panel will assess each of the applications based on how well the applicant answers the questions and follows the directions included in the PHA NOFO and Application Instructions. Funding is not guaranteed for any applicant – even for a current subgrantee, continuation or recompetete applicant.

The Commission Program Committee assesses applications on risk and past performance, when applicable. In addition to the feedback provided by the grant review panel, the Commission Program Committee may take other factors into consideration, including governor-identified priorities, state and local needs, focus areas, funding priorities, geographical, and target populations.

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