

Responses to Questions for RFP # 1123  
AmeriCorps Formula 2023-2024

**New York State Commission on National and Community Service**  
**Programmatic and Evidence Information Session: [Recorded Webinar](#)**

**Technical Requirement Information Session: [Recorded Webinar](#)**

**AmeriCorps Resources**

**[Technical Assistance Calls and Webinars](#) / [Evidence Exchange](#)**

<b>Q1</b>	<b>Is this an RFP with an extended deadline?</b>
A1	No. The deadline for the submission of proposals is 4/17/2023 by 12:00 p.m. as shown in section 1.2 Calendar of Events
<b>Q2</b>	<b>Can an entity that did not apply to the previous one apply for this one?</b>
A2	Yes, the Commission welcomes new applicants. In addition to operating grants, RFP 1123 is offering planning grants, the Commission encourages existing contractors to apply for a planning grant for new projects. . Please see Section 11.0 for additional information.
<b>Q3</b>	<b>Do we apply on the NY gateway site or do we apply on the AmeriCorps site?</b>
A3	All proposals must be submitted electronically through AmeriCorps’s web-based system, <a href="#">eGrants</a> as stated in Section 1.2 Calendar of Events (Deadline for submission of Proposals in eGrants). Applicants use the <a href="#">Grants Gateway</a> to complete the Prequalification process. Please see Section 1.5 for the Deadline for Prequalification in Grants Gateway and see Section 3.2 for additional information on prequalification.
<b>Q4</b>	<b>Since our organization doesn’t have an existing AmeriCorps program, would we apply for a planning grant and then be required to apply again for the program grant in 2024?</b>
A4	New organizations are eligible to apply for a planning grant or an operational grant. The Commission encourages entities who are new to AmeriCorps, to apply for a planning grant, and although not required, it is expected to result in the grantee or its affiliated organizations applying for an operational grant, incorporating direct service by AmeriCorps members, for the 2024-2025 program year. See Section 11.0 for additional information. If you are awarded a planning grant and wish to then operate a program, you must reapply to the Commission.
<b>Q5</b>	<b>Can you confirm the minimum MSY is 10 (page 22, 4.2.A)</b>
A5	Yes. Programs must propose a minimum of 10 MSY in order to be considered for funding.
<b>Q6</b>	<b>Can you confirm the minimum living allowance rate is \$17,600 (page 24, 4.2.C)</b>
A6	Yes. The minimum living allowance for full-time members is currently \$17,600.

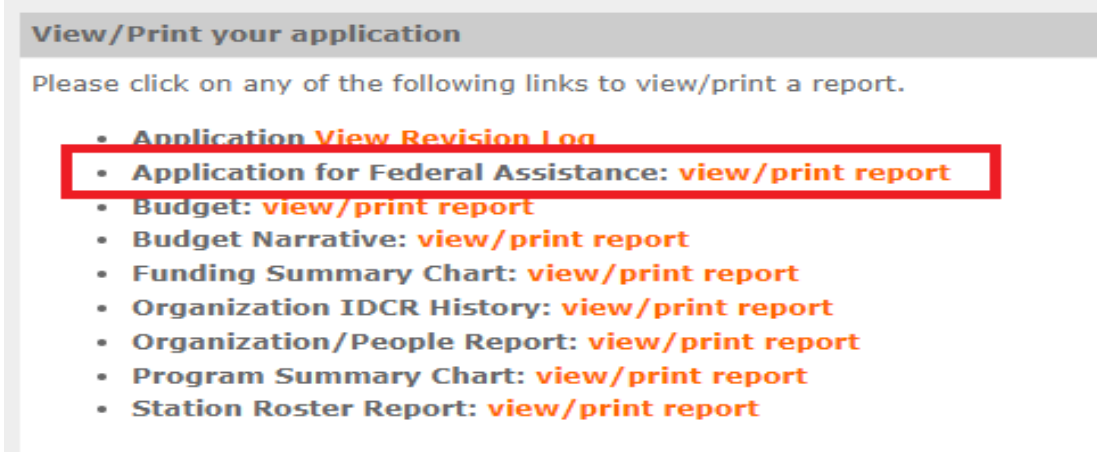
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AmeriCorps Formula 2023-2024

Q7	<p><b>How do we show future year budget amounts to account for increased future allowance rates for fixed-amount grants (page 40, 5.1.D)</b></p>
A7	<p>All budgets are submitted on an annual basis. Successful applicants under this RFP, will be awarded a NYS contract for a term of three (3) years. Those applicants will be required to submit a continuation application in eGrants for years two (2) and three (3) of their contract term, during which time, changes to your originally approved budget can be proposed.</p>
Q8	<p><b>Paragraph 1.6. Please give explicit instructions on which eGrant application to complete. Attached is a screen shot from eGrants. Please let us know which one to apply for. The due dates do not correspond.</b></p>
A8	<p>Full details were available during the technical information session and screenshot included below for reference.</p> <p><b>Please be advised that due date listed in eGrants is a federal deadline, not relevant to this RFP issued by NYS. The due date to respond to this RFP is April 17<sup>th</sup>, 12:00 PM (Noon) Eastern Time.</b></p> <div style="display: flex; align-items: flex-start;"> <div style="background-color: #fff9c4; padding: 10px; margin-right: 10px;"> <p style="text-align: center; color: red; font-weight: bold;">Cost Reimbursement</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><input type="radio"/> <b>FY 2023 AmeriCorps State and Territory Commission (New and Cont)</b>  <b>Due Date: 06/01/2023</b>  <b>Summary:</b> This application is for new, re-competing, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.</p> </div> <div style="background-color: #fff9c4; padding: 10px; margin-right: 10px;"> <p style="text-align: center; color: red; font-weight: bold;">Fixed Cost</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="radio"/> <b>FY 2023 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)</b>  <b>Due Date: 01/04/2023</b>  <b>Summary:</b> This application is for new, re-competing, or continuation state commission applicants, including territories with commissions, applying for fixed amount and EAP grants.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;"> <p><b>Initial Information</b></p> <p>Please provide the following initial information needed to create an application for this NOF. If you are creating a sub application, select a state, then a prime application.</p> <hr/> <p><b>NOFA information</b></p> <p>Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.</p> <p><b>NOFA:</b> FY 2023 AmeriCorps State and Territory Commission (New and Cont)  <b>Due Date:</b> 06/01/2023  <b>Summary:</b> This application is for new, re-competing, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants</p> <p>Which State are you applying to?  <input type="text" value="New York"/></p> <p>Select a Prime Application ID  <input type="text" value="23AC255627 - New York- Formula 2"/></p> <p style="text-align: center; color: red; font-weight: bold;">← Cost Reimbursement</p> </div> <div style="width: 48%;"> <p><b>Initial Information</b></p> <p>Please provide the following initial information needed to create an application for this NOFA. If you are creating a sub application, select a state, then a prime application. Selecting of a Prime is optional. To create a prime application, leave the state and prime application fields empty, and select either Formula or Competitive.</p> <hr/> <p><b>NOFA information</b></p> <p>Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.</p> <p><b>NOFA:</b> FY 2023 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)  <b>Due Date:</b> 01/04/2023  <b>Summary:</b> This application is for new, re-competing, or continuation state commission applicants, including territories with commissions, applying for fixed amount and EAP grants.</p> <p>Which State are you applying to?  <input type="text" value="New York"/></p> <p>Select a Prime Application ID if this is to be a sub application (optional)  <input type="text" value="23ES255798 - NY Commission Formula Fixed Amount Grant"/></p> <p style="text-align: center; color: red; font-weight: bold;">← Fixed Cost</p> </div> </div>

Responses to Questions for RFP # 1123  
AmeriCorps Formula 2023-2024

Q9	<p><b>The RFP states that awards in response to this RFP will result in multiyear contracts for a term of no more than thirty-nine (39) months from the contract start date, which consists of three (3) 15-month contract periods. However, three 15 month contract periods equal 45 months not 39 months. When calculating the start and end dates, should we calculate for 39 months or 45 months?</b></p>
A9	<p>When calculating the start and end date, it should be 15-months in nature as future program years funding are subject to approval.</p> <p>While it is a multiyear contract, awarded application could potentially be funded up three (3) program years with each program year consisting of 15 months. However, program years are not continuous in nature, but overlap. The second program year will start on the 13<sup>th</sup> month of the first program year, which means the fifth quarter of year one (1) will overlap with first quarter of year two (2). Same event will occur between second and third year, hence the overall contract term is thirty-nine (39) months.</p>
Q10	<p><b>In the e-grants portal, there are 5 separate sections for the narrative components of the proposal. The RFP says that the 10-page limit includes 1) Executive Summary, 2) Program Design, 3) SF-424A, and 3) Organizational Capacity/ Staffing. Under which section in the portal should the 10-page narrative be uploaded?</b></p>
A10	<p>The 10 pages limit should include the following:</p> <ul style="list-style-type: none"> <li>• SF-424, Face Sheet</li> <li>• Executive Summary</li> <li>• Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy narratives.</li> </ul> <p>eGrants will extract and organized your application based on the information you entered into eGrants Applicant Info, Application Info and Narratives. While application Narrative does ask certain information of the logical model, it is not to be confused with a separate section in eGrants that is labeled Logic Model.</p> <p>The Logic Model Section may not exceed three additional (3) pages.</p> <p>The application page limit does not include the Budget, Performance Measures, or any required additional documents.</p>
Q11	<p><b>The RFP states that for first year applications, an evaluation plan is not required, but under which section of the portal do we include Evidence Quality and Member Experience? Should these narratives be included in the Program Design narrative, or elsewhere?</b></p>
A11	<p>Evidence Quality and Member Experience are two subcategories under Program Design. They should be included in the Program Design narrative.</p>
Q12	<p><b>In the Review section of the e-grants portal, there is no option to print or view the narrative, contrary to what the RFP states. How do we determine the page length calculated by the portal if we cannot print the narrative?</b></p>

Responses to Questions for RFP # 1123  
AmeriCorps Formula 2023-2024

A12	<p>Upon clicking the review tab, there should be a section labeled “View/Print your application”, selecting “view/print report” next to “Application for Federal Assistance would provide a PDF version of your application. If encounter technical difficulties in eGrants, please contact their Helpdesk at 1-800-942-2677 or <a href="https://questions.americorps.gov/app/ask">https://questions.americorps.gov/app/ask</a></p>  <p><b>View/Print your application</b></p> <p>Please click on any of the following links to view/print a report.</p> <ul style="list-style-type: none"> <li>• <a href="#">Application View Revision Log</a></li> <li>• <b>Application for Federal Assistance: view/print report</b></li> <li>• <a href="#">Budget: view/print report</a></li> <li>• <a href="#">Budget Narrative: view/print report</a></li> <li>• <a href="#">Funding Summary Chart: view/print report</a></li> <li>• <a href="#">Organization IDCR History: view/print report</a></li> <li>• <a href="#">Organization/People Report: view/print report</a></li> <li>• <a href="#">Program Summary Chart: view/print report</a></li> <li>• <a href="#">Station Roster Report: view/print report</a></li> </ul>
Q13	<p><b>According to the RFP, the SF-424A form is included in the 10 page limit, but as a fillable form, how do we include it in the 10 pages? Is there another place in the portal to upload the SF-242A?</b></p>
A13	<p>No. When you print, save or submit your application, <b>the SF-242A will become page one of your application and be counted towards the ten-page limit.</b> Other sections, such as the logic model, may not be, and may have their own separate page limits. The applicant is responsible for ensuring that the page limits are followed. While eGrants will not prevent you from submitting a proposal over the page limits, the Commission will not read or review beyond the specified page limits.</p>
Q14	<p><b>Can you talk a little bit about the need for it to be "evidence based"? And, how is this met?</b></p>
A14	<p>An intervention is “evidence based” if past studies of the same or similar intervention demonstrate a positive impact on the community of need. Information about demonstrating evidence as well as past studies of successful interventions can be found in the <a href="#">pre-recorded webinar</a> and on <a href="#">AmeriCorps' Evidence Exchange</a>.</p>
Q15	<p><b>Can you talk a bit about the skillsets and work experiences of AmeriCorps members and how an agency would go about recruiting one, if an award is granted?</b></p>
A15	<p>Grantees define the skillset and work experience of AmeriCorps members that will be needed for successful implementation of their proposed interventions. Agencies have discretion over how they will recruit members (e.g., social media, word of mouth, etc.).</p>
Q16	<p><b>What is meant by regional intermediary?</b></p>
A16	<p>Regional intermediary organizations provide administrative support to enable smaller, less resourced organizations to participate in AmeriCorps programming.</p>

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AmeriCorps Formula 2023-2024

<b>Q16</b>	<b>How many awards will be given out?</b>
A16	The amount of award is allocated by the federal funder, is based on the proposals received, and is subject to funding availability and the approval of Commission members.
<b>Q17</b>	<b>Are there typical award amounts for first time awardees?</b>
A17	Yes. AmeriCorps generally awards new grantees between 10 and 50 MSYs. Applicants will apply for a proposed number of MSYs and the proposed budget will be set according to the number of MSYs
<b>Q18</b>	<b>Is a new project for those have been founded before? I would be brand new never funded?</b>
A18	<p>New application is defined as an application that was never funded before or currently on the third year of their grant cycle.</p> <p>A project is defined by the difference of its program model and structure from prior or currently existing projects; it is not necessarily a new application. A new project is defined as a different project that proposes significant changes to program model or structure compared to a past or existing application.</p> <p>An application may be considered a new application if it is not currently funded or on the final year of the grant cycle. Whether the new application is considered a new project depends on if the scope of changes an applicant plans to propose meets the definition of significant changes listed in the <a href="#">2023 AmeriCorps State and National Mandatory Supplemental Information</a>. See Section 4.2 for additional information.</p>
<b>Q19</b>	<b>If you currently have a Federally funded project that will end this year and are now applying in the formula pool, is this considered a new project?</b>
A19	It depends. If the applicant proposes significant differences from their currently funded project among the six (6) criteria found in <a href="#">§ 2522.340</a> , then they should submit their application as a new project.
<b>Q20</b>	<b>What is 10 to 50 MSY? I don't understand</b>
A20	Applicants submit a proposal to recruit AmeriCorps members representing a proposed number of Member Service Years (MSYs). New programs must request no fewer than 10 MSY and are encouraged to request no more than 50 MSY. Members are not required to serve in full-time equivalent positions, which are equal to one MSY, so less than full-time slot types will be a fraction of a full-time slot. For instance, two half-time members equals one full time member or one MSY. Thus, funding is determined by the number of MSYs proposed. See chart on p. 7 of <a href="#">2023 AmeriCorps State and National NOFO</a> .
<b>Q21</b>	<b>So, in the Fixed Grant is the funding provided upfront, and the reimbursement is after spending? Only difference?</b>
A21	No. Fixed Cost Grantees do not receive up front reimbursement. Reimbursements for Fixed Cost Grants are tied to the number of hours served by members. These grants are suitable for programs that expect high member recruitment and retention of AmeriCorps members since reimbursement is determined by the number of hours members serve.

Responses to Questions for RFP # 1123  
AmeriCorps Formula 2023-2024

<b>Q22</b>	<b>Must the proposed project or program support all of NYS in order to be considered?</b>
A22	No, the proposed project does not need to support all of New York State. It should support the community of need as defined by the applicant.
<b>Q23</b>	<b>A follow-up question to my previous question about size of community served -- can we apply for funding for specific boroughs or neighborhood(s) in a particular borough -- or is that "community" too small?</b>
A23	Yes, you may propose to serve specific locations. A community is not limited to just geographic area or size, but rather to a targeted population who shares a common issue. The application requires the applicant to define the community they plan to serve and community problem they are encountering.
<b>Q24</b>	<b>The RFP had about 6 priority areas to choose from, but today you focused on COVID -- is this for different or additional funding</b>
A24	Yes. While the six (6) priority areas are determined by AmeriCorps regulations, COVID-19 response is an additional priority area identified by New York State and includes bonus points for applicants that propose to address it. However, applications that specifically address COVID-19 response must still fit within one of the broader six (6) priority focus areas.
<b>Q25</b>	<b>Can you go over the living allowance vs \$28,800 cost per MSY again?</b>
A25	Living Allowance is a living stipend for full-time service members. AmeriCorps programs are encouraged to pro-rate their living allowance for less than full-time members, but are not required to provide a living allowance.  Maximum Cost per Member Service Year (MSY) is a budget concept where you may request AmeriCorps funding up to a specific amount times the number of MSY the application propose. The \$28,800 cap is on cost/MSY and NOT on living allowances. See Section 4.2.D for additional information.
<b>Q26</b>	<b>I think we are confused about what is a continuation and what is new.</b>
A26	If your program is not currently funded, or currently on year 3 of the grant cycle, your application for funds for the following program year will be considered a new application.  If your program is currently funded and on year 1 or year 2 of the grant cycle, your application for funds for the following program year will be considered a continuation application.
<b>Q27</b>	<b>If you are in a situation where there's a match in the budget and you ask for the full cost per MSY but are awarded less funding, can you still have the same amount of MSYs and cover it with a higher match?</b>
A27	Award values are subject to funding availability and Commission and AmeriCorps federal approval. If you are awarded a grant for less than the amount you requested, you will have an opportunity to redraft your budget during the Commission's clarification period.
<b>Q28</b>	<b>Do we submit a new application if we already have a grant with AmeriCorps?</b>

Responses to Questions for RFP # 1123  
AmeriCorps Formula 2023-2024

A28	Please refer to RFP Section 4.2. Whether a project or program is considered the same, new, or additional (or none of the above) is solely determined by the federal AmeriCorps agency. If you currently operate an AmeriCorps program or programs and are unsure as to how your proposed project is classified, you should follow the instructions in Section 4.2.
Q 29	<p>Just some quick questions on the forms that we're required to fill out and submit for AmeriCorps-related RFPs.</p> <ol style="list-style-type: none"> <li>1. <b>Form OCFS-2634:</b> We're considered the contractor, correct? And so our board members would sign?</li> <li>2. <b>Form OCFS-3460:</b> We don't deal with a lot of businesses, but partner with a lot of fellow non-profit organizations. Should we take those into account for M/WBE goals?</li> <li>3. <b>Form OCFS-4629:</b> For the project staffing, that concerns our staff (not including AmeriCorps members we plan to intake), correct? And we'll count as "Youth Development" for the program area?</li> </ol>
A29	<ol style="list-style-type: none"> <li>1. This is the NON-Collusive Bidding Certification required by State Finance Law. The 'bidder' referenced would be the contractor and the officers of the contractor would be those who would sign.</li> <li>2. The OCFS 3460 is the Equal Employment Opportunity Policy it only refers to the overall goals that are assigned to the contract. Regarding Not for Profit (NFP) Organization affiliations, NFP's are not usually certified MWBE's and so would not be eligible to be taken 'into account' for goal purposes. Any businesses that are taken 'into account' towards the goal assigned to a award would need to be providing a commercially useful function (CUF) towards the provision of the services or achievement of the deliverables for the award. Those 'other businesses' that are only providing incidental support would not be counted.</li> <li>3. Yes, this form concerns the contractor's staff. The form should count/identify only staff being paid out of the funds of <u>this</u> award not all of the contractor's staff.</li> </ol>
Q30	How do we calculate the various terms of service, as they relate to Member Service Years?
A30	A full-time AmeriCorps member term = 1 Member Service Year (MSY). A half-time member = .5 MSY. There are several iterations of service terms, which are all pro-rated in relation to an MSY. The Application Instructions (page 32) provides the calculation for each term, and a chart to help applicants total the number of MSYs included in an application.