



## Serve Kentucky Request for Applications Guidance 2024-25 AmeriCorps State Grants: **COMPETITIVE**

### 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.

### Serve Kentucky Competitive RFA Timeline

Aug. 21, 2023	Serve Kentucky RFA Guidance released
Sept. 15, 2023	Intent to Apply due to Serve Kentucky via <a href="#">online survey</a>
Oct. 4, 2023	Grant application, additional documents, and <a href="#">match waiver requests</a> due to Serve Kentucky
Oct. 5-Nov. 7, 2023	Internal and External Grant Review
Nov. 8, 2023	Grant review feedback provided to applicants
Nov. 21, 2023	Revised competitive grant applications due to Serve Kentucky
Dec. 13, 2023	Notification of Commission decision to submit applications to the AmeriCorps competition
Dec. 13-19, 2023	Serve Kentucky Resolution period
Dec. 20, 2023	Kentucky competitive applications submitted to AmeriCorps via eGrants (goal date)
Jan. 4, 2024	Kentucky competitive applications submitted to AmeriCorps via eGrants (actual due date)

### Required Resources

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

- [2024 Serve Kentucky Request for Applications](#) (This will be your main document.)
  - [2024 AmeriCorps State and National Notice of Funding Opportunity](#) (NOFO or Notice)
  - [2024 Mandatory Supplemental Information](#)
  - [2024 Application Instructions](#)
  - [2024 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 [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov). Please see Table 7 (Additional Document Requirements) in the Serve Kentucky RFA for details.

*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

**All current recompetete subgrantees should apply for competitive funds**, regardless of their current funding stream. However, Serve Kentucky retains the right to allow an exemption – **if requested and approved in advance of deadline**. Exemption requests will be reviewed on a case-by-case basis by Serve Kentucky staff. Examples of reasonable exemption requests include, but are not limited to, the probability of significant staff change, lack of staff or leave of absences (retirement, maternity leave, staff position not filled, etc.), being unable to meet current evaluation requirements, and/or anticipation of or planning for significant program design changes.

Exemption requests must be submitted via [email](#) by 5 p.m. EST on **September 16, 2023**.

*Note: Applications not approved by the Serve Kentucky Commission for submission to the national competition, and submitted applications that do not make it through the competitive process, may apply for formula funding in Spring 2024.*

## Application

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

- The grant period is a twelve-month period, beginning August 1, 2024 and ending July 31, 2025 or beginning September 1, 2024 and ending August 31, 2025.
- Minimum living allowance for full-time members is **\$18,700** – please refer to Table 3 (MSY & Living Allowance Amounts) in the Serve Kentucky RFA.
- Maximum allowable federal reimbursement is **\$25,000** per member service year (MSY). For Professional Corps and Education Award Programs, refer to Table 4 (Maximum Cost Per MSY) in the Serve Kentucky RFA.
- Continuation applicants may request to increase or reduce funding and/or slots. Please note that expansions requests may not be approved.

## Application Review Information

Serve Kentucky's internal and external application review will align with the application review information criteria published within the RFA (which is pulled directly from the 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 Serve Kentucky RFA. Funding is not guaranteed for any applicant – even for a current subgrantee, continuation or recompetitve 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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*Updated 8/18/23*