Request for Applications

AmeriCorps Member Placement
through Washington Service Corps

Program Year 2026 - 2027

Release Date: **March 3, 2026**

This guidance document accompanies our 2026-27 Request for Applications form, and contains the following information:

INTRODUCTION

Purpose

Washington Service Corps (WSC) invites organizations to apply to host WSC AmeriCorps member(s) for the 2026-27 program year in a **project they create** that aligns with WSC program goals. <mark>Watch our video to learn more about designing an AmeriCorps project.</mark>

AmeriCorps members meet real community needs through service while building job skills. We are interested in partnering with organizations that will support and develop AmeriCorps members as future leaders in our nation's workforce and civic engagement.

Grant Period

The period of performance of any contract resulting from this Request for Applications (RFA) is scheduled to begin September 1, 2026, and will be in effect through August 31, 2027.

Funding and Performance Measurement Contingency

In the event funding for Washington Service Corps is reduced or eliminated, or if federal program requirements change, this Request for Applications may be terminated or modified without advance written notice and will be subject to renegotiation under the new AmeriCorps funding level, requirements, terms and conditions or clarification/negotiation.

Technical Assistance

<mark>Prior to starting your application, please thoroughly review this guidance document in its entirety</mark>.

Submit questions regarding our programs or the application form to wscmail@esd.wa.gov.

We are hosting live Q&A sessions via Microsoft Teams Monday - Friday at 11:30 a.m.:

Join on your computer or Teams mobile app: Click here to join the meeting

Or call in (audio only)
(833) 322-1218 (Toll-free) | Conference ID: 632 214 446#

Any additional technical assistance provided in the future will be posted on our RFA webpage.

INTRODUCTION

What is AmeriCorps?
- A national service program
- AmeriCorps members provide direct service to meet a community need
- Members are not employees
- Members receive:
  - A monthly living allowance
  - Health insurance
  - Training and professional development
  - Money to pay expenses related to higher education after service (e.g. college tuition)

An AmeriCorps member's position must enhance or expand the services provided by their host site; not to maintain existing services. A member position cannot be the same or substantially similar to staff or volunteer positions at their site.

WSC program goals focus on
- Disaster preparedness
- Economic opportunity
- Environmental stewardship
- Healthy futures

Host site responsibilities
- Recruit and supervise your AmeriCorps members (with technical support from WSC)
- Provide mentorship and professional development opportunities
- Track service hours and results
- Follow all AmeriCorps and WSC policies

Timeline and cost
- Service terms run Fall 2026 – Summer 2027
- WSC AmeriCorps members serve full-time (40 hours/week) for up to 10.5 months
- WSC shares the cost of the AmeriCorps member with the host site
- Host site selects a WSC living allowance amount for their members
- Host site pays a program participation fee for each member ($9,200 - $30,300 based on selected service term and living allowance)

INTRODUCTION

Who can apply

- State, local, and tribal government organizations;
- Nonprofit, private organizations with IRS 501(c) status, including faith-based organizations (*organizations that focus solely on advocacy, lobbying or religious proselytizing are NOT eligible*);
- Schools, school districts, educational service districts, colleges, universities;
- Federal entities may apply if the funding being used to pay the program participation fee is allowed by the federal funding source (written confirmation must be available).

How to apply

- Complete our online application. Your application will consist of:
  - Online application form
  - WSC member position description
  - MyAmeriCorps recruitment listing
  - Project performance measurement plan
  - Wage Theft Certification form (if requested)
- Your application must include:
  - The community need you want to address
  - Member activities
  - How you'll support your members
  - How you'll measure progress and success of your project
- Applications are reviewed on a rolling basis until application period is closed

If you would like to apply for more than one project, you must submit a separate application for each project.

PROGRAM INFORMATION

Member living allowance (stipend)

For the 2026-27 program year, there are four tiers of monthly living allowance (stipend) available:

Stipend Tier	Washington Service Corps		
	Monthly Stipend	Per 10.5-Month Term	Per 8.5-Month Term
Tier 1	$1,942.86	$20,400	$16,514
Tier 2	$2,438.10	$25,600	$20,723
Tier 3	$3,157.14	$33,150	$26,835
Tier 4	$3,723.81	$39,100	$31,652

*** Unless otherwise stipulated by WSC, all members serving in the same project must receive the same living allowance amount.

** Amounts listed here are before taxes and other federal deductions are withheld.

Member service terms

Service terms will be as follows:

10.5-Month Term	8.5-Month Term
9/1/2026 – 7/15/2027	9/1/2026 – 5/15/2027
9/16/2026 – 7/31/2027	9/16/2026 – 5/31/2027
10/1/2026 – 8/15/2027	10/1/2026 – 6/15/2027
10/16/2026 – 8/31/2027	10/16/2026 – 6/30/2027
	11/2/2026 – 7/15/2027
	11/16/2026 – 7/31/2027
	12/1/2026 – 8/15/2027
	12/16/2026 – 08/31/2027

PROGRAM INFORMATION

Program participation fee

- The program participation fee for WSC projects will be based on the total number of members enrolled in the Organization's project by the last start date.

- WSC will send an invoice once the Organization's members are enrolled, with payment due within 30 days after the invoice date.

  - The fee may be pro-rated in the event of a member exiting service prior to the originally scheduled term end date, and the circumstances under which the fee may by adjusted.

- If a 10.5-month service term is originally selected for a position but not enrolled by October 16, the position may be converted to an 8.5-month term (if program slots are available) with the expectation that the Organization continue recruiting to fill the awarded position.

- If a 10.5-month service term is converted to an 8.5-month term, the fee for the 8.5-month term will apply.

Per-Member Program Participation Fees Washington Service Corps				
	10.5-Month Service Term			**8.5-Month Service Term**
	Members Enrolled in Project:			
Stipend Tier	**1-8 Members**	**9-14 Members**	**15+ Members**	
Tier 1	$11,600	$9,300	$7,800	$9,200
Tier 2	$16,800	$14,500	$13,000	$13,400
Tier 3	$24,350	$22,050	$20,550	$19,550
Tier 4	$30,300	$28,000	$26,500	$24,350

BEFORE STARTING AN APPLICATION

Follow these steps to build your project and subsequent application:

1) First, determine the appropriate focus area and performance measure that aligns with the need you want to address (see page 9);

2) Then, complete a performance plan that reflects the numerical output and outcome targets that your project will accomplish;

3) Then, complete a position description form for each unique position (see page 10);

4) Then, complete a recruitment worksheet for each unique position.

The application form also includes narrative questions to be answered (see page 8), and you may be asked to submit a Wage Theft Certification form.

All forms you will need are posted on our application webpage.

APPLICATION REVIEW

Applications will be reviewed and scored by a panel of WSC staff. Applicants should expect at least 10 business days for review.

All components of an application will be evaluated based on thoroughness and thoughtfulness. Evaluation will include a review of the applicant organization's compliance with AmeriCorps regulations, WSC policies, procedures and contractual stipulations if the applicant organization has previously hosted a WSC or Washington Reading Corps member.

Some applicants may receive a request to provide clarifying information and/or make adjustments to align with AmeriCorps and/or WSC program requirements. This information is used by WSC staff in making award considerations. Applications may be recommended for an award even if they are not asked clarification questions. A request for clarification does not guarantee an award.

Failure to respond to requests for clarification adequately and in a timely manner will result in the removal of an application from consideration. The person listed as the Application Submitter will be the individual contacted for clarification requests and award notice.

APPLICATION QUESTIONS

In this application form, you will be asked to complete the following:

- The focus area applicable to your project

- The name of your project

- The monthly living allowance (stipend tier) you select for all members in the project

- The total number of member placements requested for the project

- The number of unique positions in the project

- The number of members in each position

- The community problem your proposed project seeks to address

- Your organization's goals and how the AmeriCorps project and member activities will expand those goals

- Your plan to provide mentorship and coaching to help your members grow and develop during their term

- The community resources available in your area or within your organization for supporting members during their service term

- Professional development trainings you anticipate providing to your member

- Additional training resources and/or professional certifications or credentials available to members through your organization *(resources and certifications can be provided by external entities that you help connect your member to)*

- A detailed member recruitment plan you are prepared to implement

- The project performance measure(s) applicable to your project

- A completed project performance plan

- Completed position description form for each unique position

- Completed recruitment worksheet for each unique position

- Contact information for your organization's contract signer (and reviewers, if needed), fiscal/accounting, and primary site staff for the project.

APPLICATION NARRATIVES

Your application must describe a project that is intended to help address a significant community problem by deploying AmeriCorps member(s) in service activities to benefit the target population (or environmental habitat/species).

Utilize the following guidance while completing your application:

What is the specific community problem your proposed project seeks to address?
Describe the need in the community that your project is intended to help address through AmeriCorps member activities during the service term.

The unaddressed need or gap must align with a single focus area described on page 9.

Provide quantitative data to help illustrate the community problem.
The narrative and data points provided must be applicable to the specific need/gap that you seek to address, demonstrating your understanding of the current problem and how it is measured over time.

Only providing generalized demographics of the broader community is insufficient.

Outline your organization's goals and explain how the AmeriCorps project and member activities will expand those goals.
AmeriCorps member positions cannot be the same, or fundamentally similar, as existing staff or volunteer positions at your organization (or school district, if you're applying on behalf of school(s).

Describe (1) your proposed project and specific member activities, and (2) how these are designed to either provide new services or programming, or help expand existing program models.

Outline how you plan to provide mentorship and coaching to help your member(s) grow and develop during their term.
Describe your plan for how your member(s) will receive sufficient guidance and support from their primary supervisor to have a successful term of service (e.g. timing of check-ins, development plan, performance assessment, etc).

Community resources available in your area or within your organization for supporting members.
Provide specific examples of supports available in the local community (service area) that you could refer your member to if needed during their service term.

List at least one professional development training you anticipate providing to your member(s).
Provide at least one training opportunity intended to help your member prepare for their post-service employment/career path.

List additional training resources and professional certifications or credentials available to members.
Provide at least one training and/or professional certificate/credential that your organization can provide or connect your member to. Preferably, these align with the member's field of service (e.g. public education, public health, environmental conservation, etc).

Provide a detailed member recruitment plan that you are prepared to implement.
Describe how you will advertise your member position(s) through specific recruitment avenues, platforms and in-person or virtual opportunities. Your strategy should include a variety of methods you're prepared to execute.

FOCUS AREAS AND PERFORMANCE MEASURES

All awarded projects are required to track and report on at least one aligned performance measure related to the selected focus area and member service activities.

Focus areas and WSC performance measures are listed below. Click on the blue hyperlinks to learn more.

Focus Area - Disaster Services refers to unmet needs relating to assisting local communities to prepare, respond, and mitigate impacts of disasters and to increase community resiliency to emergencies.

Performance measure:
- [Disaster Preparedness](#)

Focus Area - Economic Opportunity refers to unmet needs relating to economic opportunities for individuals including job readiness and housing services.

Performance measures:
- [Job Placement Services](#)
- [Financial Literacy](#)
- [Job Readiness](#)
- [Adult Basic Education](#)
- [Housing Services](#)

Focus Area - Environmental Stewardship refers to unmet environmental needs within local communities, such as habitat/riparian restoration and public education.

Performance measures:
- [Environmental Education](#)
- [At-Risk Ecosystems](#)

Focus Area - Healthy Futures refers to unmet health needs within low-income communities including access to health care, disease prevention and food security.

Performance measures:
- [Access to Care](#)
- [Food Distribution](#)
- [Food Security](#)
- [Health Education (includes nutrition education and opioid abuse prevention)](#)
- [Services to Live Independently](#)

==**NOTE:** If you're considering a project that doesn't align with any of the WSC performance measures above, please [contact us](#) to request a consultation **BEFORE** submitting an application.==

Applicant-Determined - Performance Plan Guidance
Applicant-determined performance measures are intended for projects whose interventions, outputs and outcomes do not fit under existing WSC measures. An applicant-determined measure must (1) fall under an AmeriCorps focus area and (2) reflect an intended change in beneficiary (participant) knowledge, attitude, behavior, or conditions resulting from the AmeriCorps member's service. Follow our [instructions](#) to create an applicant-determined performance measure and plan.

Note: The performance measures listed in this document may be revised based on the potential release of future guidance from AmeriCorps, pre-award clarification of WSC AmeriCorps grant application, or grant award. Data collection approaches and reporting could be re-negotiated during the grant period.

MEMBER POSITION DESCRIPTION

In our program,
- the majority (at least 51%) of a member's service activities must be direct-service*; and

- capacity building activities, including volunteer recruitment/management, must directly benefit the AmeriCorps project – not the organization in general.

* Direct service activities provide a direct, measurable benefit to the target individuals, community or environmental habitat of the project.

Examples of direct service and indirect service:

Direct Service		Indirect Service
Restoring salmon habitat		Collecting data related to member's service activities
Teaching English to immigrants		Creating outreach flyers related to member's service
Providing job readiness training		Recruiting volunteers for a service project event

Service Activities
- Description of service activities must reflect specific tasks.
  - Not acceptable: "Administrative", "Miscellaneous", "Other tasks as needed"

- AmeriCorps members cannot supervise host site staff nor beneficiaries (including school students).

Prohibited Service Activities
Federal regulations and Washington Service Corps prohibit certain activities by members <u>and project staff</u> while charging time to the AmeriCorps project, or accumulating service or training hours; **review the complete list on our website: https://washingtonservicecorps.org/prohibited-activities/**

Examples of prohibited activities include:
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

- Preparing any part of a grant proposal or performing other fundraising functions to help the [organization] achieve its match requirements, or to pay the [organization's] general operating expenses;

- Fundraising, unless under the following circumstances: if it provides direct support to a specific service activity; falls within the project's approved objectives; is not the primary activity of the project; and does not exceed 10% of the total hours served in the member's term.

Site-Provided Training
Do not include general orientation to your organization or service site in this section. Trainings listed here should reflect what you outline in your application to WSC.

FREQUENTLY ASKED QUESTIONS

Does WSC interview and place members on behalf of host sites?

No; it is the Organization's responsibility to actively recruit, interview and select candidates for their positions. WSC will support by posting position listings online, forwarding applications to host sites, and attending career fairs and outreach events. When sending applications, WSC does not assess candidates for suitability to a given site or position.

Is there a minimum number of hours a member must serve each week?

Yes; in our programs, members must serve 40 hours per week to ensure that they complete the required minimum number of hours for their term of service.

My organization needs someone to recruit and oversee our volunteers. Can we have an AmeriCorps member do that?

Yes, to a limited degree (most of the member's service activities must be direct service). Volunteers recruited and/or managed by the member must be performing activities related to the project and member positions awarded by WSC – not for the organization at large.

Can members help with our outreach and social media needs?

Members can do a limited amount of outreach activities for the position in which they serve – but not for the organization in general. For example, if a member will be coordinating a service project related to their position (e.g. planting trees at a park) to include a call to the local community to volunteer at, they can help create flyers and social media posts about the event.

Can members help with fundraising?

Members can do a limited amount of fundraising directly related to the position in which they serve; they cannot raise funds or in-kind match for the organization in general. Time spent fundraising cannot exceed 10% of the member's total service term hours.

ESTIMATED TIMELINE

RFA Release Initial Request for Applications distributed and posted on WSC website	March 3, 2026
Evaluation and Scoring Process Application review and clarification period	2 weeks after receipt of application
Anticipated notification of award status to applicants	3 weeks after receipt of application
At your site **Start recruiting as soon as possible to fill your AmeriCorps positions.** Recruitment and interviews of AmeriCorps member candidates by host site.	Begins immediately upon award *Factor in at least 8-10 weeks for member recruitment and selection.*
Form and guidance provided from WSC Office: Contract sent out for signature (via DocuSign) by WSC	2 weeks after award
Signed contract due to WSC	2 weeks after receipt of contract; must be received prior to first member start date
Written Union Concurrence due to WSC, if applicable	2 weeks after award
Insurance certificate, or statement of self-insured status, submitted to WSC. Requirements outlined in Member Placement Contract Section 11.	2 weeks after award
Program Participation Fee invoice issued	Dependent upon member enrollment
Deadline to submit payment to WSC for Program Participation Fee	30 days from invoice date