

**REQUEST FOR PROPOSAL NO. HSS-26-041  
AMERICORPS  
COMPETITIVE AND FORMULA GRANT  
APPLICATIONS: 2026-2027  
FOR  
DIVISION OF SOCIAL SERVICES**

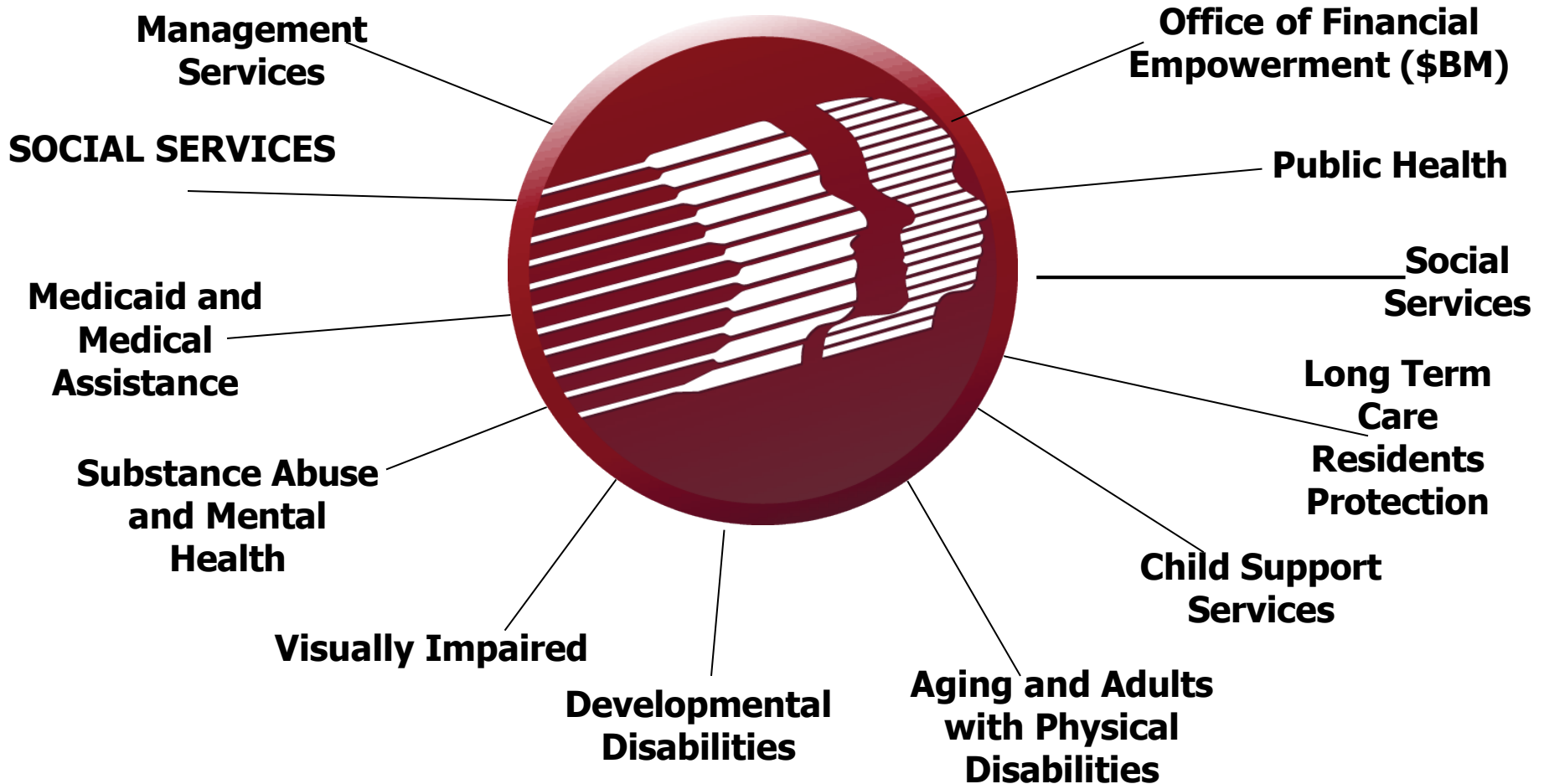


Department of Health and Social Services  
Division of SOCIAL SERVICES

State Office of Volunteerism/AmeriCorps  
Competitive, Formula and Planning Grants

*DHSS MISSION: Improve the quality of life for Delaware's residents by promoting health and well-being, fostering self sufficiency and protecting vulnerable populations*

## **ALWAYS USE CAPTIVATING GRAPHICS THAT GET TO THE POINT**



# DIVISION OF SOCIAL SERVICES



**DIRECTORS OFFICE &  
SERVICE CENTER  
MANAGEMENT**

**FAMILY  
SUPPORT  
SERVICES**

**OFFICE OF  
COMMUNITY  
SERVICES**

**STATE OFFICE OF  
VOLUNTEERISM**

**The mission of the  
Division of SOCIAL  
SERVICES is to provide  
convenient access to  
human services, assist  
vulnerable populations,  
support communities  
and promote volunteer  
and service  
opportunities.**

# INFORMATION DECK



**This information session will explain the RFP boilerplate, the RFP process and address any questions or concerns from potential bidders.**



# STAKEHOLDERS



**Delaware Health and Social Services**

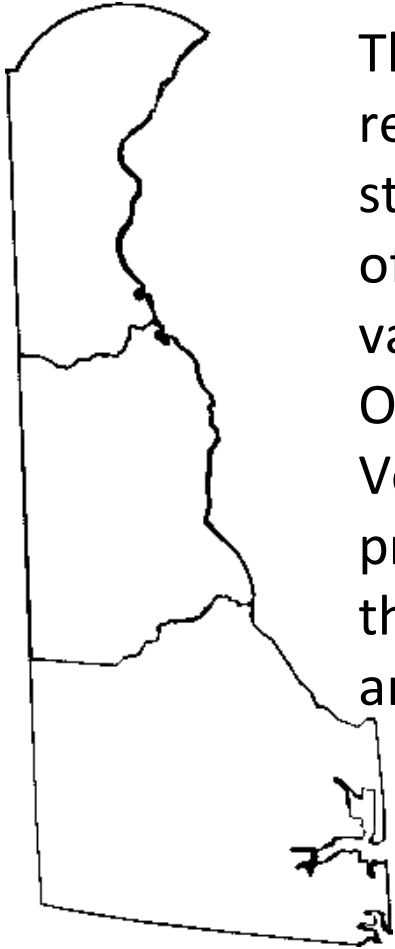
**Division of Social Services**

**State Office of Volunteerism**

**Governor's Commission on  
Community and Volunteer Service**

# State Office of Volunteerism

The State Office of Volunteerism (SOV) is Delaware's primary resource for volunteerism and national service. SOV provides statewide leadership for the promotion and encouragement of volunteerism to persons of all ages, and coordinates a variety of volunteer events, including: The Governor's Outstanding Volunteer Awards, and the Governor's Youth Volunteer Service Awards. The State Office of Volunteerism provides coordination and linkages with volunteer programs throughout the state, hosts a Volunteer Service Conference, and manages four direct volunteer service programs.



State Office of Volunteerism programs include:

- AmeriCorps
- Foster Grandparent Program
- Volunteer Delaware 50+
- Volunteer Delaware



# **Governor's Commission on Community and Volunteer Service (GCCVS)**

**Established in 2004, by a Governor's Executive Order, The Governor's Commission on Community and Volunteer Service was established to facilitate volunteerism and service initiatives throughout the State of Delaware.**

**This Act consolidates the Delaware Community Service Commission (federally mandated through the Code of Federal Regulations 45 CFR 2550) with the Council of Volunteer Services.**

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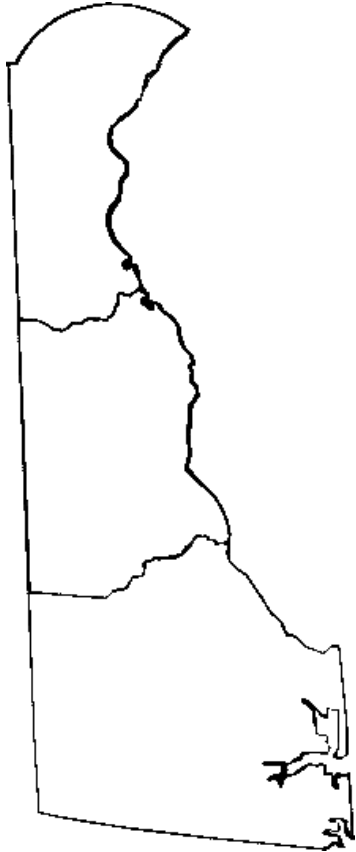
# GCCVS Grant Process

GCCVS is charged with administering the state's process. The process begins with a Request for Proposals (RFP) to solicit proposals that will be considered for submission to either the National Competition or Formula funding

**“Competitive funds”** compete with others nationally and are decided upon by the Corporation for National and Community Service. A minimum of 20 members is required.

- Applicants that are submitted for competitive funds and are not successful could also be considered for formula funds.

**“Formula funds”** compete at the state level with others for federal formula funding allotment (based on population) with decisions made by GCCVS in mid to late May. Planning grants are an option.



# SCOPE OF SERVICES

AmeriCorps State grants support a broad range of local service programs that engage thousands of Americans in intensive service to meet critical community needs. Applicants should respond to at least one of the Focus Areas (as outlined in the 2025 AmeriCorps Notice of Funding Opportunity), which are:

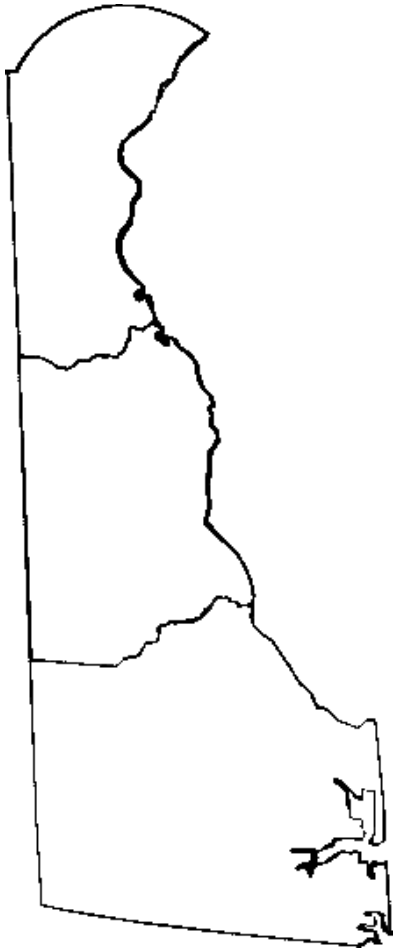
- Veterans and Military Families
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Disaster Services



## RESPONSE TO RFP

All components listed in this section  
are mandatory.

Proposals will be accepted until 1  
PM EST on March 16, 2026, at  
which time the proposals will be  
opened and recorded. The  
proposals must include:

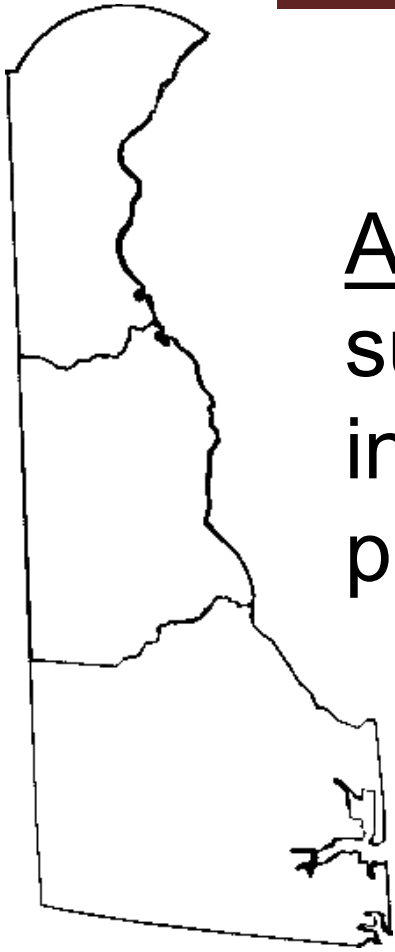


# RESPONSE TO RFP – Transmittal Letter

Transmittal Letter



## RESPONSE TO RFP – Transmittal Letter (pg. 2)



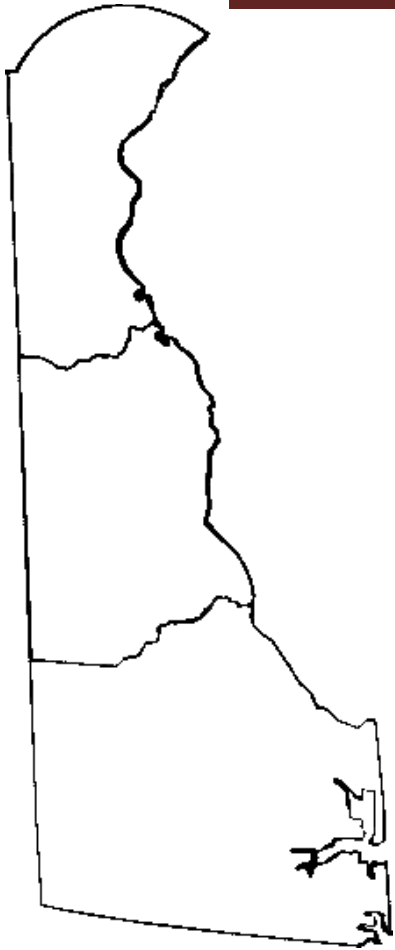
A Transmittal Letter (page 2) briefly summarizes the proposing firm's interest in providing the required professional services.



# RESPONSE TO RFP – Non-Collusion Statement

✓ Transmittal Letter

Attachment 3 – Non-Collusion Statement

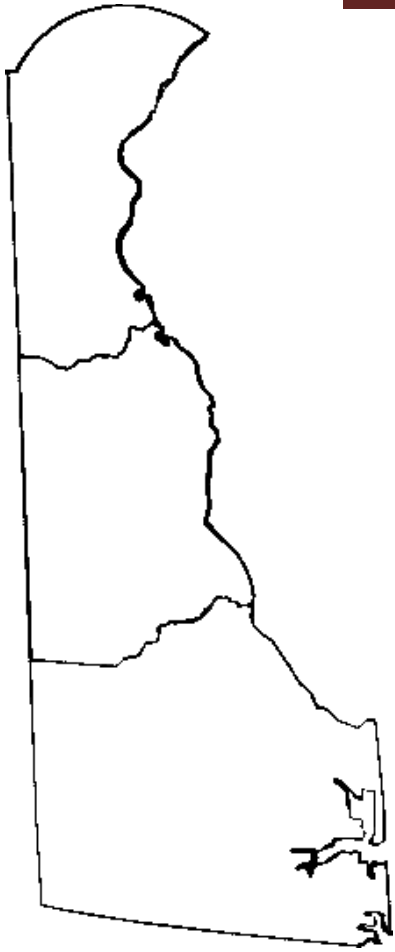


# Attachment 3 - Non-Collusion Statement



## RESPONSE TO RFP- Exceptions

- ✓ Transmittal Letter
- ✓ Attachment 3 – Non-Collusion Statement
- Attachment 4 – Exception Form



## Attachment 4 – Exception Form

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below by putting an “X” the box noted in the next sentence.

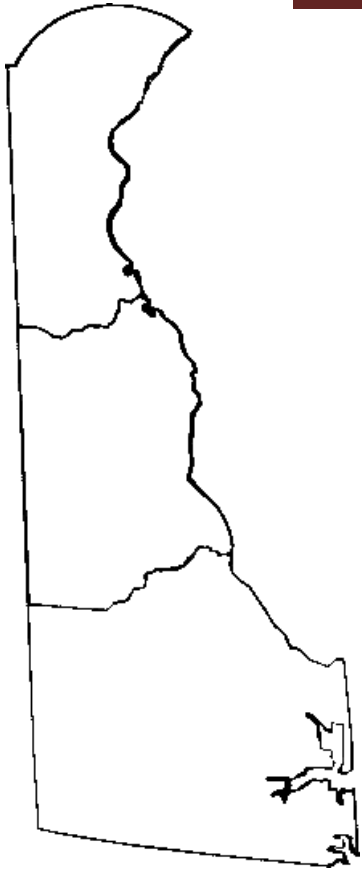
- By “X” this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

If you have more exceptions than the spaces provided, please copy the table & insert in the following (additional) pages.

Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.



## RESPONSE TO RFP- Confidential Information



- ✓ Transmittal Letter
- ✓ Attachment 3 – Non-Collusion Statement
- ✓ Attachment 4 – Exception Form
- Attachment 5 – Confidential Information Form



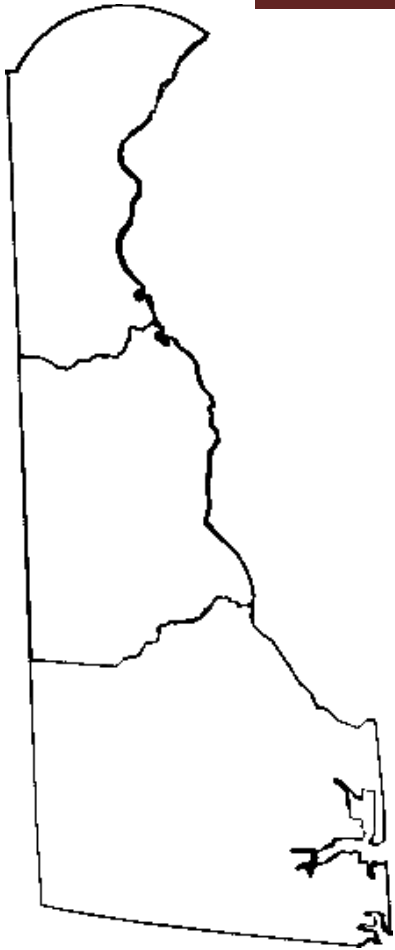
# RESPOND TO RFP - Confidential Information Form

By checking this box, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

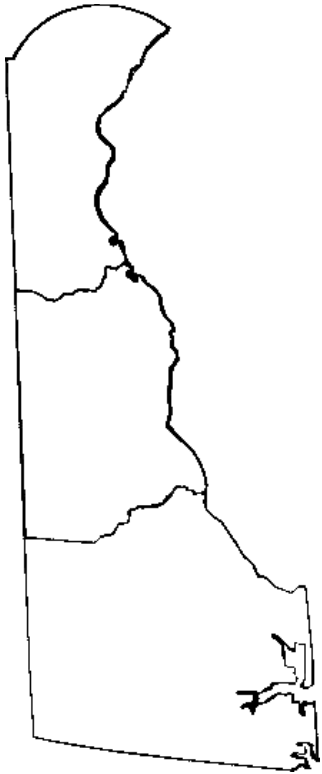
**Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.**

## RESPONSE TO RFP – Business References

- ✓ Transmittal Letter
- ✓ Attachment 3 – Non-Collusion Statement
- ✓ Attachment 4 – Exception Form
- ✓ Attachment 5 – Confidential Information Form
- Attachment 6 – Business References



# RESPOND TO RFP – Business References Form



## RESPONSE TO RFP- Letter of Intent



- ✓ Transmittal Letter
- ✓ Attachment 3 – Non-Collusion Statement
- ✓ Attachment 4 – Exception Form
- ✓ Attachment 5 – Confidential Information Form
- ✓ Attachment 6 – Business References

Appendix C – Letter of Intent

# Appendix C – Letter of Intent

## Basic Applicant Info

Type of Applicant (nonprofit, government, etc.): \_\_\_\_\_

Geographic Area to be Served:

\_\_\_\_\_

Amount of Funds Requested and Total Project Budget

**Question 1:** Brief Description of Program (300 words)

\_\_\_\_\_



## Appendix C – Letter of Intent – Q1

### Federal Focus Areas and Priorities

Education

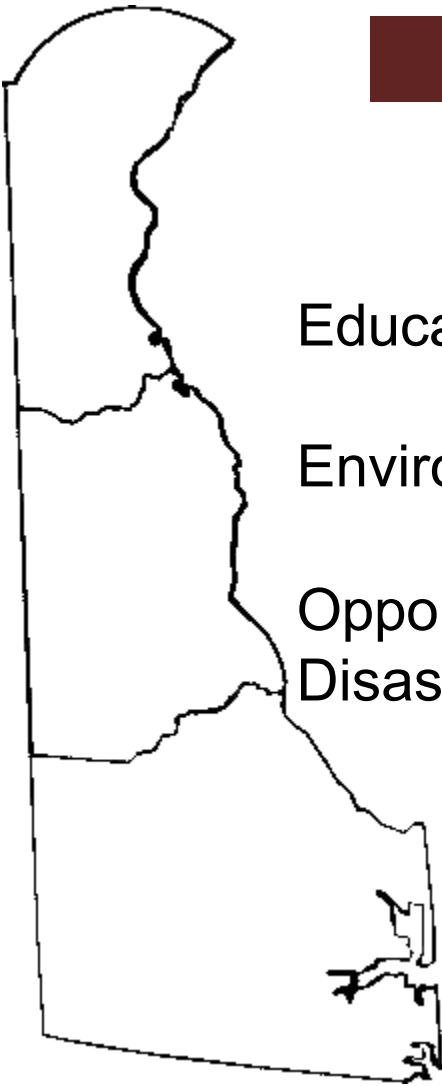
Healthy Futures

Environment Stewardship Veterans and Military Families

Opportunity

Disaster Services

**Question 1:** Briefly describe the purpose of your proposed program, including “the need” to be addressed and the desired impact on the community (300 words):



## Appendix C – Letter of Intent – Q2



### **Delaware Expectations of All Programs:**

- Disability inclusion in the design and delivery of the program
- A collaborative approach to program planning, design and delivery
- Demonstrated ability to successfully administer an AmeriCorps or other federal grant
- Addressing underserved or areas of extreme poverty that are not currently served by AmeriCorps programs

**Question 2:** Describe how your program will address these expectations (max 300 words)

# RESPONSE TO RFP- Readiness Self-Assessment



- ✓ Transmittal Letter
- ✓ Attachment 3 – Non-Collusion Statement
- ✓ Attachment 4 – Exception Form
- ✓ Attachment 5 – Confidential Information Form
- ✓ Attachment 6 – Business References
- ✓ Appendix C – Letter of Intent

Appendix D – Readiness Self-Assessment

## Appendix D – Readiness Self-Assessment

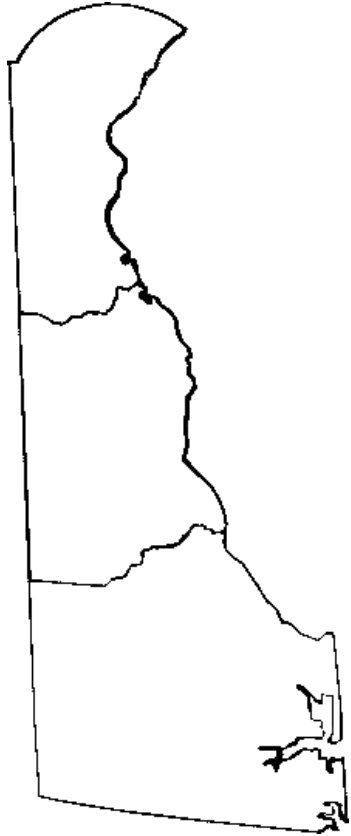
### Is My Organization Ready to Apply for an AmeriCorps Grant?

This Readiness Assessment asks simple questions to help you determine whether your organization is poised to successfully apply for and implement an AmeriCorps grant. Read each question carefully and answer honestly. This assessment is a tool to help you plan for the implementation and administration of an AmeriCorps grant-funded program.

Completion of the assessment does not guarantee AmeriCorps funding through GCCVS or the Corporation for National and Community Service. The Readiness Self-Assessment will be used by GCCVS to determine if the organization is financially ready for an AmeriCorps Grant.



# RESPONSE TO RFP- Pre-bid Presentation



- ✓ Transmittal Letter
- ✓ Attachment 3 – Non-Collusion Statement
- ✓ Attachment 4 – Exception Form
- ✓ Attachment 5 – Confidential Information Form
- ✓ Attachment 6 – Business References
- ✓ Appendix C – Letter of Intent
- ✓ Appendix D – Readiness Self-Assessment
- ✓ Appendix E – Verification of SAM.GOV Registration
- ✓ Appendix F – Prebid PowerPoint Presentation (here!)

## RESPONSE TO RFP – Bid Submission



**ALL PROPOSALS MUST BE SUBMITTED ONLINE** at <https://dhss.bonfirehub.com/>.

**Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted.**

The State reserves the right to reject any non-responsive or non-conforming proposals.

The selected proposals will be notified of award by May 22, 2026 and will be eligible to submit the Application for CNCS funding.

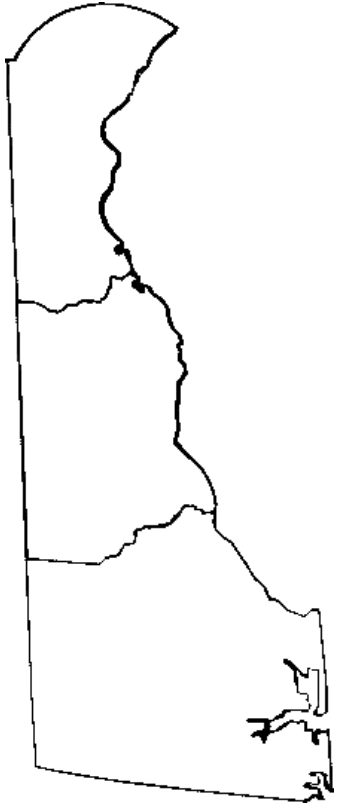
# TIMELINE

The schedule of events subject to the RFP is outlined below:

Public Notice Date:	<b>January 23, 2025</b>
Deadline for Questions Date:	<b>February 9, 2026</b>
Response to Questions Posted by:	<b>February 23, 2026</b>
Deadline for Receipt of Proposals Date:	<b>March 16, 2026 at 1:00 PM EST</b>
Estimated Notification of RFP Award Date:	<b>May 22, 2026</b>

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# Please Remember



## **Restrictions on Communications with State Staff**

All requests, questions, or other communications about this RFP shall be made through Bonfire at <https://dhss.bonfirehub.com>. Communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on information posted at <https://dhss.bonfirehub.com>.

