State Of Alaska

Department of Commerce, Community, and Economic Development

Serve Alaska, State Service Commission

DRAFT

REQUEST FOR PROPOSALS (RFP)

FOR AMERICORPS PROGRAMS

SOLICITATION NUMBER:
AC-14

DATE OF ISSUE: October 7, 2013

DRAFT

This RFP is a DRAFT, as it is based off a federal Notice of Funding Opportunity. The NOFO for this program is also in a draft form. There WILL be changes to this RFP, but they are expected (per the federal agency) to be minor. A final RFP will be posted when allowable.

NOTE: Due to the Federal Shutdown, the hyperlinks in this document could not be verified for accuracy. When the websites are operating again, Serve Alaska will double check the links. Until an update has been issued, make sure the links are accurate, especially for 2014 information.

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IMPORTANT NOTICE – Read This First

Proposals are DUE November 4, 2013. See the RFP Timeline

This Serve Alaska RFP is a combination of the (DRAFT) Notice of Federal Funding Opportunity (NOFO) also called *notice* in this RFP and the (DRAFT) Application Instructions. Both of these documents should be references in their entirety for a complete picture of the grant/application needs and expectations. Although, **do NOT follow any timeline other than what is in this RFP**.

Applications may not exceed 15 pages for the Narratives, including the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. Serve Alaska strongly encourages applicants to print out the application from the "Review and Submit" page prior to submitting it to check that the application does not exceed the page limit. This limit does not include the budget, performance measures, evaluation plan or required supplementary materials (e.g., letters of commitment, organizational chart, logic model worksheet).

Reviewers will not consider submitted material that is over the page limit, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit non-required supplemental materials such as videos, DVDs, brochures, letters of support (other than those required for Governor and Mayor Initiative applicants), or any other item not requested in the *Notice*, application instructions or this RFP. Serve Alaska will not review or return them.

Re-Focusing of Funding
Serve Alaska and CNCS reserves the right to re-focus funding in the event of disaster or other compelling need for service.

Funding Restrictions
Grants under this program, except for full-time fixed-amount and EAP grants, are subject to the applicable Cost Principles under OMB Circulars 2 CFR Part 220(formerly A-21), 2 CFR Part 230 (formerly A-122), or 2 CFR Part 225 (formerly A-87) and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 215).

The Application Instructions conform to the Corporation for National and Community Service's online grant application system, eGrants. All funding announcements by the Corporation for National and Community Service (CNCS) are posted on www.nationalservice.gov and www.grants.gov.

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 40 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Amy Borgstrom, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the *Notice of Federal Funding Opportunity.* The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all subawards over $25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

Eligible Applicants:. Public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; Tribes; and intermediaries planning to subgrant awarded funds are encouraged to apply. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *Notice*.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice.* Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4), that engages in lobbying activities is not eligible to apply

Notice of Intent to Apply (NOIA): <u>Due October 14, 2013.</u> Each program that will be applying through Serve Alaska (recompetes and new applicants) for an AmeriCorps grant **must** complete a "Notice of Intent to Apply." Submit the NOIA in Word format via email to the contact listed on page 11 of this RFP:
This notice must include:

1. *Summary (one or two paragraphs) of what the program is proposing*
2. *Number of AmeriCorps members the program is expecting to enroll*
3. *Performance Measure(s)*
4. *A general budget (not detailed please)*
5. *Include match source(s)*

Theory of Change Logic Model : Due October 17, 2013. Each program that will submit an application, must submit a Theory of Change Matrix as directed under Requirements on page 14. Documents addressing the Theory of Change will be sent to groups that have inquired about this RFP, and any group submitting a Notice of Intent. If the information is needed, please notify the contact person on page 11 of this RFP. See Attachment B for the Logic Model. Applications submitted without a Theory of Change Logic Model will be considered non-compliant and will not be reviewed.

National Service Priorities:

This AmeriCorps State and National (AmeriCorps) *Notice of Federal Funding Opportunity Notice* (*Notice*) will focus grant making for fiscal year 2014 in six focus areas identified by the Serve America Act (SAA):

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

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS will provide grants to programs that demonstrate that they will engage AmeriCorps members in an evidence-based or evidence-informed approach to providing a service intervention that will result in intended solutions to community problems (e.g., based on proposed program's performance and evaluation data or research demonstrating the effectiveness of a similar intervention). Applicants will be awarded points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

CNCS requires that programs co-brand as AmeriCorps programs and that their participants consistently identify, and are recognized, as AmeriCorps members providing value to the community. Applicants will be asked to provide their implementation plans to ensure that this occurs. As this is mandatory in the event that an applicant is awarded grant funds no points will allocated to this section.

CNCS is targeting AmeriCorps funding in the following focus areas:

Disaster Services:
Grant activities will:
- Increase the preparedness of individuals.
- Improve individuals' readiness to respond.
- Help individuals recover from disasters.
- Help individuals mitigate disasters.
- Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity:
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people. Grant activities will help economically disadvantaged people to:
• Have improved access to services and benefits aimed at contributing to their enhanced financial literacy.
• Transition into or remain in safe, healthy, affordable housing.
• Have improved employability leading to increased success in becoming employed.

Education:
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged individuals, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve improved academic outcomes. Grant activities will improve:
• School readiness for economically disadvantaged young children.
• Educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools.
• The preparation for and prospects of success in post-secondary education institutions for economically disadvantaged students.

Environmental Stewardship:
Grants will provide support for direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems. In addition, grants will support increased individual behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will:
• Decrease energy and water consumption.
• Improve at-risk ecosystems.
• Increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems.
• Increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

In addition, the Administration is exploring ways to provide service, training, education, and employment opportunities for young Americans through protecting, restoring and enhancing public and tribal lands. CNCS is exploring potential programs along the lines of a “21st century Civilian Service Corps” that can facilitate conservation service work on public lands and encourage a new generation of natural resource managers and environmental scientists, particularly in low income and disadvantaged communities.

Healthy Futures:
Grants will meet health needs within communities including access to care, aging in place, and childhood obesity. Grant activities will:
• Improve access to primary and preventive health care for communities served by CNCS-supported programs.

• Increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible.
• Increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families:
Grants will positively impact the quality of life of veterans and improve military family strength. Grant activities will increase:
• The number of veterans and military service members and their families served by CNCS-supported programs.
• The number of veterans and military family members engaged in service through CNCS-supported programs.
To the greatest extent possible, proposed activities should be aligned with the Veteran and Military Family National Performance Measures.

Governor and Mayor Initiative
CNCS will be continuing its pilot of the Governor and Mayor Initiative, which will be given priority consideration in Tier 1. CNCS will accept one application per state. The application must address a pressing challenge the Governor wishes to solve in her or his state. A Governor must apply with one Mayor in his or her state and a minimum of two nonprofits. In conjunction with the Mayor, the Governor will be responsible for identifying and selecting those nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of commitment from all relevant parties. If the Governor and Mayor have not yet selected partnering nonprofit entities, they should describe the process that the Governor and Mayor will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how several nonprofits working together, with the Governor's office serving as a convener, will effectively deploy AmeriCorps members for a collective impact. Only the Governor, Mayor, their designated government office (but not the state commission), or a public university may apply for grants under the Governor and Mayor initiative. Applications from other entities will be deemed non-compliant and will not be considered under this initiative.

For example, a Governor and a Mayor in a state could conclude the most pressing challenge facing the state is its high school graduation rate. The Governor and/or Mayor would submit one application describing:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (State, locality, and nonprofit entities).
- The proposed theory of change and program model.
- How they will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Additional Program Models
Capacity Building:
In addition to the seven focus areas described above, grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services* in CNCS' six focus areas. Capacity building

activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include:
• Recruiting and/or managing community volunteers.
• Implementing effective volunteer management practices.
• Completing community assessments that identify goals and recommendations.
• Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

Encore Programs:
Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

Professional Corps
Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. Applicants are eligible to apply for funding for a portion of the program costs. Professional Corps members' salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

Serve Alaska:
A prime focus of Serve Alaska, as directed by the agency's Commission, is to address the unmet needs of underserved communities. Staff will assess Program Design, particularly focusing on evidence-basis for the proposed solution(s) to the identified community problem(s), appropriateness of national service as a solution, and potential quality of the member experience; Organizational Capability; and Cost Effectiveness and Budget Adequacy.

Serve Alaska also focuses on Social Needs, specifically:

- Violence Prevention

Special consideration may be given for quality proposals focusing on this specific need.

Valuable Online Resources/References

Note: Due to the Federal Government shutdown, these hyperlinks could not be verified. Please pay special attention when utilizing these links that they are accurate and are correct for the 2014 NOFO.

2014 Application Instructions: This is a **MUST** read – this document has all the details needed to submit a complete and nationally competitive application. Any details that are not included on this document are included in CNCS's Application Instructions. Be sure to use the timeline in this RFP only, if submitting grants to the State Commission. (The 2014 DRAFT Application Instructions will be available with this RFP on the State's Public Notices Website.)

Notices of Funding Opportunities (NOFO): Resource that lists the open NOFO's for CNCS. The NOFO is also a **MUST** read for applicants. Any instructions that are not contained in the Application Instructions are included in the NOFO. The NOFO explains in more detail Performance Measures, the Tier status of funding priorities and other important, specific grant information. (The 2014 DRAFT NOFO will be available with this RFP on the State's Public Notices Website.)

General Resource to Access Important URL's: Contains NOFO's, Performance Measure Instructions, Access to eGrants, and Application Instructions

eGrants: Online system to submit your application

Create a New eGrants Account: Need to do this to apply, if one doesn't exist for your organization.

2014 National Performance Measures Instructions – Capacity Building

2014 National Performance Measures Instructions – Disaster Services

2014 National Performance Measures Instructions – Economic Opportunity

2014 National Performance Measures Instructions – Education

2014 National Performance Measures Instructions – Environmental Stewardship

2014 National Performance Measures Instructions – Healthy Futures

2014 National Performance Measures Instructions – Veterans and Military Families

Use this RFP, and the 2014 Application Instructions in conjunction with the 2014 *Notice of Federal Funding Opportunity (Notice)*, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The *Notice* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),[1] and other information that changes each year for all AmeriCorps grant programs.**

[1] One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

The AmeriCorps regulations include pertinent information (see Table 1, below). Applicants can read the *Notice of Federal Funding Opportunity and Application Instructions* online. The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 1: Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Notice of Federal Funding Opportunity,* which takes precedence over the
3. Application Instructions which takes precedence over the
4. Serve Alaska RFP (except for Serve Alaska specific requirements and timelines)

Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested. Serve Alaska will not review or return them.

New and Recompeting Program Application Information

Please use the following guidelines and instructions if you are a new or re-competing applicant applying for the following grants: AmeriCorps State and State Education Award Program (EAP). Applications will only be accepted electronically, via eGrants. *Continuation proposals (grants currently in year 1 or 2 of their cycle) use the Continuation Instructions on page 33.* **For complete application instructions, refer to the 2014 Application Instructions referenced above.**

The deadline for this competition is **November 4, 2014** at **4:00 pm Alaska Standard Time.**

State of Alaska Contact Person:
All correspondence having to do with this RFP shall be sent to:

Margy Hughes
Program Coordinator
550 W 7th Ave, Suite 1770
Anchorage, Alaska 99501
Margaret.Hughes@alaska.gov
(907) 269-4674

Inquiries specific to this RFP must be via writing/email. Phone calls will not be allowed.

The Corporation and Serve Alaska require that all applicants make every effort to submit their applications electronically utilizing the Corporation's web-based application system, eGrants. ***All requirements described herein apply to electronic applications. If you cannot apply electronically, due to extenuating circumstances, you must contact Serve Alaska immediately.***

Deadline for Receipt of Proposals
Late applications may be accepted only if the applicant submits a letter explaining the extenuating circumstance which caused the delay. Such letter must be sent to Serve Alaska via email to the contact listed on this page, within 24 hours of the due date. Late applications are evaluated on a case-by-case basis.

RFP Timeline

RFP Timeline	Date
AmeriCorps RFP Released	October 7, 2013
Mandatory Pre-Application Teleconference	October 11, 2013
Notices of Intent Due @ 4pm	**October 14, 2013**
Theory of Change Matrix Due @4pm	**October 17, 2013**
Applications Due @ 4PM local	**November 4, 2013**
Commission Decision on Funding	November 21, 2013
Notify Applicants of Status	November 22, 2013
Clarification Begins	November 22, 2013
Grievance Due	**November 29,2013**
Applications Re-submitted in eGrants	December 27, 2013
Funding Announcements	Spring 2014

<u>Mandatory</u> Pre-Application Teleconference

A mandatory Pre-Application Teleconference will be held on October 11, 2013, at 10am.

Please call 800.315.6338, passcode: 4637#.

If you have any questions, refer to the contact on page 11 of this RFP.

Pre Award Risk Assessment

Serve Alaska will conduct a pre-award risk assessment regarding financial and organizational capacity to administer federal grants with each new AmeriCorps application submitted for funding. The information contained in the assessment is intended to help the Commission understand the agency/organization and to evaluate its overall operational and financial controls. Serve Alaska staff and the Commission will review all assessments prior to awarding a grant. If the Commission determines that an applicant's operational and financial controls are deficient, the Commission may postpone the grant award until sufficient corrective action is completed or may refrain from awarding the grant altogether. Monitoring timelines will be created in consideration of pre-award risk assessment results.

Appeal Process

In the event the Application Review committee does not recommend funding an application, the following appeal procedure must be followed.

The appeal procedure of Serve Alaska is as follows:

Serve Alaska will notify proposal applicants of the Application Review results and potential funding recommendations.

a. If the applicant has substantive objections to the results of the Application Review Group, the applicant may request a reconsideration of the recommendation by Serve Alaska.
b. A request for reconsideration of the Application Review must be made to the Chair of Serve Alaska by the due date noted in the timeline.
c. If a request for reconsideration is made, Serve Alaska shall hear such additional information as may be deemed appropriate and pertinent to the matter involved. A delegation of not more than three representatives of the requesting applicant may present such additional information. In its discretion, Serve Alaska may invite discussion or comments from others knowledgeable in the matter being appealed.
d. Serve Alaska shall send to the applicant and others as deemed appropriate, its written determination pursuant to the request for reconsideration. Such determination shall be final.
e. If an application, which has previously been rejected by Serve Alaska, is submitted for reconsideration in a substantially altered condition, Serve Alaska shall treat this grant as a new grant request, and all policies and procedures relating to a new grant will apply.

<u>Universal Identifier:</u>

Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM) and CCR

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM).

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: http://fedgov.dnb.com/webform.The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. After obtaining a DUNS number register with SAM at https://www.sam.gov/portal/public/SAM/.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to (*link not included in DRAFT NOFO*).

Applications must register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually.

We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to www.bpn.gov/CCR.

Other Information

Program Types
Through this RFP, there are two funding sources available through the Serve Alaska. One is the State AmeriCorps Program and the other is State AmeriCorps Education Award Program (EAP).

1. **AmeriCorps State**

Serve Alaska is seeking to fund **AmeriCorps State Programs** that are community nonprofit organizations, faith-based groups, schools, tribes and local governmental agencies that demonstrate community impact and solve community problems through an evidence-based approach which meet local needs in Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, Veterans and Military Families and Violence Prevention.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address community needs. An AmeriCorps member is an individual who is enrolled in an approved national service position and engages in community service. Upon successful completion of their service, members receive an education award from the National Service Trust.

Proposals selected by Serve Alaska are put forward to the Corporation to participate in a nationwide competition. Applicants will be informed of Serve Alaska's intent of submitting a proposal to the nationwide competition.

2. **State Education Award Program (EAP)**

The Alaska AmeriCorps Education Awards Program (EAP) seeks to broaden the network of national service programs and strategies utilizing AmeriCorps members to better meet Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, Veterans and Military Families, Violence Prevention, and other human needs. An Education Award Program complements organizations with existing volunteer programs, institutions of higher learning with community based placements for federal work-study students, graduate programs in areas of social work, education, science and health, and other program designs. The grant is intended to add value to programs by providing participants/ members with post-service education awards.

Organizations put forward to participate in a nationwide competition by Serve Alaska are eligible to apply for a small grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to $800 per Member Service Year (MSY.) There is no match requirement for EAP grants.

Requirements:

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All additional required documents that are not possible to attach in eGrants are due in a single packet by the application deadline unless otherwise noted. See below for a list of required documentation. All documents should be attached to a single email and sent to the contact listed on page 11 of this RFP. Your email subject should include your organization name and Application ID number from eGrants.

Required Additional Documents: (due 11/4/13 unless noted)

- Theory of Change Worksheet (See section 2.b. of the NOFO) **(due 10/17/13)**
- Organizational Chart (See section 3.a. of the NOFO)
- Letters of Commitment from most significant community partners (See section 3.a of the NOFO)
- Performance Measure worksheet on Volunteer Generation (Serve Alaska specific)
- Participation in the mandatory three Days of Service (Serve Alaska specific)
- Letters of Commitment for Governor and Mayor Initiative (if applicable)

Applications submitted as part of the Governor and Mayor Initiative must check the "Governor and Mayor Initiative" box in the Performance Measure tab and email a letter of endorsement cosigned by the Governor and Mayor, as well as signed letters of commitment from partnering nonprofits to the contact person listed on page 11 of this RFP by the application due date in order to be considered for this Initiative.

Requirement Specific for Serve Alaska State Programs:

When submitting the required documents, include written clarification to describe how your program will fulfill any of the Serve Alaska requirements or focus areas. This includes the requirements of the Serve Alaska Performance Measures on Volunteer Generation and programs must utilize the Performance Measure Form on Volunteer Generation attached to this RFP. Also, explain how your program will plan and participate in the required Days of Service. Use this format to address anything specific you feel is relevant to Serve Alaska's priorities and requirements.

Travel: A minimum $2,000 line item for Staff Travel **must** be included in this year's proposed budget. This will be used for Serve Alaska's approved training or meeting attendance. (This does not apply to EAP programs.)

Volunteer Generation Performance Measure: ALL sub-grantees will need to track a Performance Measure as a Serve Alaska grant requirement (not the Corporation):

1. **Volunteer Generation Plan**
    a. How your program will encourage and track Members' volunteer generation
    b. The number of volunteer opportunities created
    c. The number of volunteers generated
    d. The number of volunteer hours tracked

This Volunteer Generation Performance Measures will NOT be entered into e-grants

Days of Service: Each year-round program is required to *organize* and have members participate in at least THREE National Days of Service during their program year. Ideally these National Days of Service, ***organized by the Sub Grantee***, and/or AmeriCorps Member(s) would encourage esprit d' Corps among members. MLK Day and 9/11 Day of Remembrance are required, with the third being the choice of the program. Less than year-round programs will have this requirement reduced by Serve Alaska on a sliding scale. Every program must register the Day of Service at least one week in advance on Serve Alaska's Facebook Page. Programs are also required to post their activities conducted (preferably with photos) on Serve Alaska's Facebook page after their day of service, if possible the day of, but no later than a week after the event.

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Application Review Information

Assessment Criteria

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. We urge your organization to submit a high quality application carefully following the guidance in the *Notice* and in the Application Instructions. The quality of your application will be an important factor in determining whether your organization will receive funding. Your application will be assessed as follows:
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Threshold issues
Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. A few examples follow. If an applicant wants a grant for a Professional Corps, its application should demonstrate that the community, in which it will place professionals, has an inadequate number of said professionals. If an applicant wants a fixed amount grant, its application should reflect that only full-time or less than full-time positions serving in a full time capacity will be permitted. An application for the Mayor's and Governor's initiative should clearly reflect that the application is from one Governor, one Mayor, and a minimum of two nonprofits.

Selection Criteria – Scoring Your Application

Each application must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community need and respond to the following criteria.
In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Plan.

1. *Executive Summary (Required- 0 percent)*

Please fill in the blanks of these sentences to complete the executive summary.

The [Name of the organization] will have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will be]. At the end of the 1st program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] that will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area of [Focus Area(s)]. The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

Fixed-amount grant applicants should list their leveraged resources as they are not required to match.

CNCS will post these summaries on **www.nationalservice.gov** in the interest of transparency and open government.

2. Rationale and Approach/Program Design (50%)

In assessing how you will meet the criteria, reviewers will consider the quality of your response to the following:

a. Problem/Need (9 points)
Describe the community needs the AmeriCorps members will be addressing. Provide information about the extent/severity of the need in the community(ies) where your proposed AmeriCorps members will serve and cite specific relevant data such as unemployment rate as well as the poverty rate.

b. AmeriCorps Members as Highly Effective Means to Solve Community Problems Evidence-Based/Evidence-Informed and Measurable Community Impact (25 points)
Please complete and submit by the application deadline the Logic Model chart (See Attachment B). This chart should be printed and e-mailed to the contact listed on page 11 of this RFP as an attachment to the application as described under Requirements, page 14.

1. Theory of Change and Logic Model (17 points)

Applicants will be awarded up to 17 points for providing a detailed theory of change (logic model) using the Logic Model Worksheet (see Attachment B). Logic model (also referred to as theory of change) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally.

Points will be awarded based on clarity and completeness of the logic model. The logic model shall depict:

- Number of locations or sites in which members are providing direct services
- Number of AmeriCorps members that will be delivering the intervention or program model
- The core activities that define the intervention or program model that members will be implementing or delivering
- The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
- The dosage of the intervention (e.g., the number of hours per session or sessions per week)
- The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The indicators and data collection tools that will be used to measure and track program outcomes

In addition to completing the Logic Model worksheet, describe how the intervention is designed to address the problem described in the previous section and what evidence there is to support that the intervention will lead to the outcomes identified in the theory of change. Why should CNCS invest in this project?

Applicants that selected Tier 1 or Tier 2: CNCS' expectation is that at least 30 percent of your MSYs are in the complementary program measures or priority measures above. If that is not the case, please explain in the narrative why it was not possible to meet the 30% threshold.

2. Evidence Base (8 points)

Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). In this section, applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge. This section shall include specific citations of studies and/or publicly available evaluation and research reports. In this section, the applicant should indicate whether the body of evidence suggests that their intervention is evidence-informed or evidence-based based on the definition below. Points will be awarded based on:

1) the amount of evidence;
2) the quality of evidence based on the study design;
3) the degree of match between the program model evaluated in the studies and the one proposed by the applicant; and
4) meeting the criteria for evidence-informed or evidence-based, with higher points going towards evidence-based programs.

Evidence informed means that:

a) there is at least one study that is a correlational study with statistical controls for selection bias; quasi-experimental study that meets the What Works Clearinghouse Evidence Standards with reservations (click here for standards) or randomized controlled trial that meets the What Works Clearinghouse Evidence Standards with or without reservations and

b) The study referenced in paragraph (a) found a statistically significant or substantively important (defined as a difference of 0.25 standard deviations or larger), favorable association between at least one critical component and one relevant outcome presented in the logic model for the proposed process, product, strategy, or practice.

Quasi-experimental study means a study using a design that attempts to approximate an experimental design by identifying a comparison group that is similar to the treatment group in important respects. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards with reservations (they cannot meet What Works Clearinghouse Evidence Standards without reservations).

Randomized controlled trial means a study that employs random assignment of, for example, students, teachers, classrooms, schools, or districts to receive the intervention being evaluated (the treatment group) or not to receive the intervention (the control group). The estimated effectiveness of the intervention is the difference between the average outcome for the treatment group and for the control group. These studies, depending on design and implementation, can meet What Works Clearinghouse Evidence Standards without reservations.

Evidence-based: Means evidence from previous studies whose designs can support causal conclusions (i.e., studies with high internal validity), and studies that in total include enough of the range of participants and settings (i.e., studies with high external validity). This is defined as:

(1) more than one well-designed and well-implemented experimental study or well-designed and well-implemented quasi-experimental study that supports the effectiveness of the practice, strategy, or program; or
(2) one large, well-designed and well-implemented randomized controlled, multisite trial that supports the effectiveness of the practice, strategy, or program.

c. Member Training (8 points)

- What are the anticipated training topics and the timeline for member training?
- How and when will the applicant ensure that members and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?

d. Member Supervision (8 points)

Describe the plan for supervising members that ensures they will receive adequate support and guidance.

e. Commitment to AmeriCorps Identification (Required - 0 points)

- How will the program participants know they are AmeriCorps members?
- How will the communities in which they serve know they are AmeriCorps members?
- How will the applicant's program ensure that its participants will wear the AmeriCorps logo daily?
- How will the applicant ensure participants are prepared to speak about their AmeriCorps experience to members of the community?

3. Organizational Capability (25 percent)

In assessing how the applicant will meet the criteria, reviewers will consider the quality of your response to the following:

a. Organizational Background and Staffing (7 points/10 points for new applicants)

- Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- Describe the applicant organization's prior experience administering AmeriCorps grants or other federal funds. Please email an organizational chart to the contact listed on page 11 of this RFP.

As documentation of community support and commitment to the program, please submit letters from the applicant's most significant community partners. The letters should include what the partners see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members. Please email them to the contact listed on page 11 of this RFP.

b. Compliance and Accountability (11 points/15 points for new applicants)

- How will the applicant's organization ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the Grantee, subgrantee, and service site locations (if applicable)?
- How will the applicant's organization prevent and detect compliance issues?

- How will the applicant's organization hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

c. Past Performance For Current Grantees and Former Grantees Only (7 points for recompeting applicants and formula Grantees)
Describe the applicant's performance against performance measure targets during its last three years of program operations.

- How successful has the applicant been in solving the identified problem?
- If the applicant did not meet performance targets, provide an explanation and describe the plan for improvement.

Describe any compliance issues and areas of weakness/risk identified during the last full year of program operation at your organization, your subgrantees (if applicable), and service site locations (if applicable). If the applicant, its subgrantees, and/or service site locations had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

Enrollment: If the program enrolled less than 100% of the slots received during its last full year of program operation, provide an explanation, and describe the plan for improvement. Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Retention: If the applicant was not able to retain all of its members during the last full year of program operation, provide an explanation, and describe the plan for improvement. While CNCS recognizes retention rates may vary among effective programs depending on the program model, the expectation is that Grantees to pursue the highest retention rate possible. Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

d. Continuous Improvement (0 points)
Describe the plans for soliciting timely and regular feedback from internal and external stakeholders to inform continuous improvement efforts. Describe the plans for using data to inform continuous improvement.

4. Cost Effectiveness and Budget Adequacy (25 percent)
In assessing how the applicant will meet the criteria, reviewers will consider the quality of your response to the following:

For Cost-Reimbursement grants:
a. Cost Effectiveness (13 points)
Cost Per Member Service Year (MSY)
Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. Having a low cost per member is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. If the applicant requests above the maximum, it must justify your request. Please note that such requests are rarely approved.

All recompeting and continuation Grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost including why this

increase could not be covered by grantee share. This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs associated with the grant.

Maximum Cost per Member Service Year (MSY)
Maximum Costs per MSY are set forth in Table 2 below. CNCS considers comparative costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

Continuation and recompeting Grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. This applies even if the increased cost per MSY is less than the maximum.

New and recompeting State Commission sub-Grantees/applicants will be held to the maximum cost per MSY for their grant type. This does not affect continuation programs currently funded at a higher cost per MSY.

Table 2: 2013 Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State Program (cost reimbursement)	$13,300
Professional Corps Grant (Cost Reimbursement)	$2,000
Professional Corps Fixed-amount Grant	$2,000
Education Award Program Fixed-amount Grant	$800
Full time Fixed-amount Grant	$13,000

For Cost Reimbursement and Full-time Fixed Grants
Discuss how the program is a cost effective approach for addressing the community need(s) identified in the application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective. Applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.

For Fixed Amount grants (Full-time and EAP):
Discuss how the applicant will raise the additional resources it will need to manage and operate an AmeriCorps program beyond the fixed amount. Identify the total amount the applicant has budgeted to operate the program, including the fixed-amount from the CNCS and Grantee share and how your program determined that amount. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care, and criminal history checks. Education Award Programs are not required to pay living allowances or cover health care for members, but must conduct criminal history checks.

b. Budget Adequacy (12 points)

Applicants must fill out the budget and complete the budget narrative in eGrants and provide the following information in the application narrative:

- Identify the non-CNCS funding and resources necessary to support the project.
- Discuss the adequacy of the budget to support the program design and objectives.
- Indicate the amount of non-CNCS resource commitments (in-kind, and cash) secured to date and the sources of these commitments.
- Describe plans for securing additional resource commitments, potential sources, and timeline.

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which the budget is clear.
- The extent to which the budget includes sufficient resources to carry out the program effectively.
- The extent to which the program will obtain financial and in-kind resources to support program implementation.
- Whether an applicant adequately budgeted for its required share of costs.

5. *Evaluation Summary or Plan* (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting Grantees. If the applicant is recompeting for AmeriCorps funds for the first time the program must submit your evaluation plan, the Evaluation Summary, or Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit your evaluation report according to the instructions in V. E., below as well as an evaluation plan for the next three-year period.
Evaluation plans must include the following:

- A description of the intervention or program to be implemented by members. The description must include a theory of change and a clear statement of the outcomes anticipated.
- A description of the program evaluation design including research questions, research methodology and the outcomes that will be measured.
- A description of the data collection procedures including the types and sources of data, the population or sample, and a data analysis plan. The organization's data management system should be addressed if it will be used to collect data for the evaluation.
- A description of how the evaluation results, both interim and final, will be used.

The evaluation requirements differ depending on the amount of your grant, as described in 45 CFR § 2522.710:

- If you are a State and/or National Grantee (other than an Education Award Program grantee), and your average annual CNCS program grant is $500,000 or more, you must arrange for an external evaluation of your program, and you must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.
- If you are a State and/or National Grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program Grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any

subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

A formula program will be considered a recompeting application, if it satisfies the CNCS definition of "same project," below, and has been funded in formula for at least one three-year cycle. If the project satisfies the definition of same project, and the applicant has completed one three-year cycle, you will be required to submit an evaluation plan. If the project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

Two projects will be considered the same if they:

- Address the same issue areas
- Address the same priorities
- Address the same objectives
- Serve the same target communities and population
- Utilize the same sites
- Use the same program staff and members

Programs need to get approval from their CNCS program officers to be considered a new project.

6. *Amendment Justification* (0 percent)

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

7. *Clarification Information* (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

8. *Continuation Changes* (0 percent)

Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

Performance Measures

Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives.

Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families

- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith organizations
- Community-based organizations,
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- Other
- Percentage of MSYs in Tier 1 Performance Measures
- Percentage of MSYs in Tier 2 Performance Measures

All applicants must submit performance measures with their application. See Attachment B for instructions for entering performance measures.

For more information about Performance Measures go to:
http://www.nationalserviceresources.org/star/ac

For more information about the National Performance Measures go to:
http://www.nationalserviceresources.org/national-performance-measures/home.

Documents:

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B. of the Application Instructions) a federally-approved indirect cost agreement (if applicable and as indicated in the *Notice*), and other required documents listed in the *Notice* (if applicable) via the e-mail listed in the *Notice*, as part of your application. For this RFP, follow the instructions listed under Requirements page 14. After you have submitted the documents to Serve Alaska, change their status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at CNCS."

A. Evaluation

Submit any completed evaluation plan or report as described in E., of the Application Instructions. Select Evaluation and select "Sent" once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS may already have it on file. Please cc Serve Alaska in the email submission. If not emailed, please notify the contact person listed on page 11 of this RFP.

B. Labor Union Concurrence

1) If a program applicant:
   a) Proposes to serve as the placement site for AmeriCorps members; and
   b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and

c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

2) If a program applicant:
   a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
      i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff.
      ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, "program applicant" includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

If either 1) or 2) above applies to you, please select "Enter New," name the new document 1) "Labor Union Concurrence," or 2) "Displacement Assurance" and select "Sent."

C. Federally-approved Indirect Cost Agreement
Applicants applying to Serve Alaska that include a federally approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to the contact listed on page 11 of this RFP at the same time they submit their application as explained in Requirements, page 14.

D. Other Documents
Provide other required documents list in the *Notice* and this RFP(if applicable) as directed on page 14, as part of your application.

E. Delinquent on Federal Debt
Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation as directed on page 14.

F. Submission Instructions for Evaluations, Labor Union Concurrence, Indirect Cost Rate Agreements, and Other Required Documents
Please submit the required documents to the contact person listed on page 11 of this RFP with the subject line of the name of your organization and the application ID number. This information must be received at Serve Alaska by the deadline listed on page 11 of this RFP.

Submitting Your Application in eGrants

CNCS requires that all applicants submit applications electronically via the CNCS web-based application system, eGrants. This requirement applies to continuation grantees, as well as new and recompeting applicants.

Because it is a unique system, it is recommended that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in your word processing software likely will be different than what will appear in eGrants. See more details under 2.Page Limits in the *Notice*.

Contact the National Service Hotline at 800-942-2677 or National Service Online Help if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID, organization's name, and the NOFO to which your organization is applying. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. ET Monday through Friday. Also, send a detailed e-mail, including the eGrants ticket number, to Margaret.Hughes@alaska.gov before the deadline.

If technical issues will prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

Application Information: (please also review the 2014 Application Instructions)

New applicants need to establish an eGrants account by clicking "Don't have an eGrants account? Create an account."

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA: (Currently, there are no NOFOs/ NOFAs to select. Until there is a FINAL NOFO, it wont appear here. This information will be updated when a final NOFO has been released.)

Serve Alaska will review each application in a state-level pool. If your application is successful at the state level, it may be submitted for funding at the National (Corporation) level. Your application consists of the following components. Please make sure to complete each one.

Application Sections:

I. Applicant Info
II. Application Info
III. Narratives
IV. Performance Measures
V. Documents
VI. Budget
VII. Review, Authorize, and Submit

I. Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you are submitting your application in hard copy, you will find the SF 424 in Attachment A of the Application Instructions.**

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
- If you are applying for the first time and have never had an AmeriCorps State or National grant, select **New**
- If you are a current planning grantee applying for an implementation grant, select **New**
- If you are a previous Grantee that has been funded through state formula grants and/or were an unsuccessful recompete applicant in previous years, select **Previous**.

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the *Notice*.
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.D.
- State Application Identifier: Enter N/A.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- If you plan to request a waiver of the volunteer leveraging requirement please select “Request a waiver” at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- Total Match. Enter the total dollar amount of match being proposed.

- Total Private Match. Enter the dollar amount of private match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Leveraged funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Leveraged funds source. Enter the sources/investors of the leveraged funds.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Leave the box for "Program Initiative" blank unless otherwise noted in the *Notice*.
- The "Estimated Funds Requested" box will be populated automatically after you complete the budget.
- Multi-State Operating Sites. Please fill in the following information for your operating sites: organization name, city, and state, amount of funding going to the operating site, number of proposed AmeriCorps members that will be located at the site.
- Opt in to the National Service Registry.
- AmeriCorps Identity/Co-branding. Check all the boxes that apply.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *Notice*. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice.*
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Plan.

Note: The Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *Notice* and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

Evaluation Summary or Plan
If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting grantees. If you are recompeting for AmeriCorps funds for the first time you must submit a summary of your evaluation efforts or plan to date in the Evaluation Summary or Plan field in eGrants. If you are recompeting for a subsequent time, you must submit your evaluation report according to the instructions in V. E., below. An evaluation report may be submitted in place of an evaluation plan. Please see the NOFO/ Application instructions for more details.

Amendment Justification
Enter N/A. This field will be used if you are awarded a grant and need to amend it.

Clarification Information
Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.

Continuation Update
Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

IV. Performance Measures

Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives.

All applicants must submit performance measures with their application. See Attachment B in the Application Instructions for instructions for entering performance measures.

For more information about Performance Measures go to:
http://www.nationalserviceresources.org/star/ac

For more information about the National Performance Measures go to:
http://www.nationalserviceresources.org/national-performance-measures/home.

V. Documents

In addition to the application submitted in eGrants, you are required to provide documents. These documents have been explained on page 14 of this RFP (Requirements) and page 24 (Documents) as well as the Application Instructions and 2014 NOFO.

After you have submitted the documents, change the status in eGrants from the default "Not Sent" to the applicable status "Sent," "Not Applicable," or "Already on File at CNCS."

VI. Budget Instructions

For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants (Attachment F) and the Budget Worksheet (Attachment G) to prepare your budget.

A. Match Requirements

Program requirements, including requirements on match are located in the AmeriCorps regulations and summarized below.

Table 2: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement including Professional Corps, States and Territories without Commissions, Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter**.**
EAP Fixed-amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over $800 per MSY provided by CNCS.
Professional Corps Fixed-amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the $2,000 per MSY provided by CNCS.
Stipended Fixed-amount Grants	There are no specific match requirements for full-time Fixed-amount grants. Grantees pay all program costs over the maximum $13,000 per MSY provided by CNCS.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, enter a brief description of the source of match. Identify each match source separately. Include dollar amount, the match classification (cash, in-kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.
- See Attachment I of the Application Instructions for instructions for applying for the Alternative Match Schedule.

Note: The CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. The Federal Financial Report (FFR) will be used to collect the federal match data. Grantees that use federal funds as match will be required to report the sources and amounts on the FFR.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions in Attachment D of the Application Instructions to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments D and E of the Application Instructions.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment H of Application Instructions) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over $500,000 in federal funds, as required in OMB Circular A-133.

VII. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Attachment K). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount. CNCS reserves the right to consider your continuation request if your fixed-amount application is not funded.

When to Submit Your Continuation Request:
Per the Timeline on page 11, Continuation requests are due in eGrants on November 4, 2013.

How to Submit Your Continuation Request:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your Program Officer.

What to Include in Your Continuation Request:

I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates.
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.D. of the Application Instructions.
- State Application Identifier: Enter N/A.
    - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”

- If you plan to request a waiver of the volunteer leveraging requirement please select "Request a waiver" at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or less.
- Leave the box for "Program Initiative" blank unless otherwise noted in the *Notice*.
- The "Estimated Funds Requested" box will be populated automatically after you complete the budget.
- Total Match. Enter the total dollar amount of match being proposed.
- Total Private Match. Enter the dollar amount of private match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The "Total Private Match" + the "Total Local, State, and Federal Government Match" should equal the "Total Match."
- Leveraged funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Leveraged funds source. Enter the sources/investors of the leveraged funds.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Multi-State Operating Sites. Please fill in the following information for your operating sites: organization name, city, and state, amount of funding going to the operating site, number of proposed AmeriCorps members that will be located at the site.
- Opt in to the National Service Registry.
- AmeriCorps Identity/Co-branding. Check all boxes that apply.

II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

Do not enter continuation changes in the original narrative fields. If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and enter No Changes in the Continuation Changes field.

If you have changes in any of these areas, please document them in the Continuation Changes field in eGrants. Clearly differentiate Year 2 and Year 3 continuation changes by using headings that label these as such. Continuation changes may include, but are not limited to:

- New site locations.
- Expansion to new sites, including the need that will be met in expansion communities, activities of expansion members, and organizational capacity to support the expansion.
- Any changes in the budget.

- Any increase in requested cost per MSY. **T**his applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by CNCS.

Plans for improving enrollment, retention, or other compliance issues. If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field.

If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible.

If you are requesting to conduct new activities or additional MSYs, these also need to be reflected in the budget and the performance measures. The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.

In the Continuation Changes field, describe the manner and extent to which you consulted with the State Commission in the states in which you plan to operate (not applicable to Tribes).

III. Performance Measures (Performance Measures Section)
Applicants must check the relevant boxes in the Performance Measure tab in eGrants.

Grant Characteristics:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith- and community-based organizations
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- Other
- Percentage of MSYs in Tier 1 Performance Measures
- Percentage of MSYs in Tier 2 Performance Measures

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures, To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures. Note in the Continuation Changes field that you have updated your performance measures.

IV. Budget (Budget Section)

Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget. Justify any increases not required by CNCS. CNCS expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any increase in Cost per MSY must be justified in the Continuation Changes field.

Source of Match

In the "Source of Match" field that appears at the end of Budget Section III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other) **for your entire match.** Define any acronyms the first time they are used.

V. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

See Attachment I of the Application Instructions for instructions for applying for the Alternative Match Schedule.

Template for Serve Alaska specific Performance Measures

Please submit this form to Serve Alaska as part of your RFP packet. This form is primarily for the Serve Alaska required Performance Measures: Volunteer Generation. Each application is required to submit a PM on this topics.

Please fill in the performance measure information for each section.
General Info
Performance Measurement Title: Serve Alaska Volunteer Generation PM Is this Performance Measure part of Serve Alaska's requirements? Yes
Measure Category (choose one): Community and Economic Development: Community-based Volunteer Programs
National PM Code: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants.
Needs and Activities
Briefly describe how you will achieve this result (1-3 sentences): AmeriCorps Members will increase capacity in their organization and/or community through volunteer generation.
How many AmeriCorps members will be participating in this activity?
How many days per week (on average) will this activity occur?
How many hours per day (on average) will this activity occur?
When does this activity begin?
When does this activity end?
Results
The outputs you intend to track for a particular activity:
Result Type
Outputs are counts of the amount of service members or volunteers have completed, but do not provide information on benefits to or other changes in the lives of members and/or beneficiaries.
Result: Output
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator: # of Volunteer opportunities
Targets
Target Description: Members will increase the number of volunteer opportunities in their community.
Target Number (measure) Number
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol). Self Reporting.

Result: Output
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator: # of volunteers generated
Targets
Target Description: Members will recruit volunteers for their activities
Target Number (measure) Number
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol). Sign in sheets.
Result: Output
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator: # of hours contributed by community volunteers
Targets
Target Description: Number of hours served by community volunteers who were recruited and / or managed by AmeriCorps Members.
Target Number (measure) Number
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol). Sign in sheets that address start and stop time of volunteers

Logic Model Chart (Theory of Change)

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
Inputs	Activities	Outputs	Outcomes		
			Short-term	Medium-term	Long-Term
What we invest (# and type of AmeriCorps members)	What we do	Direct products from program activities	Changes in Knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life