

State Of Alaska
Department of Commerce, Community, and Economic Development
Serve Alaska, State Service Commission



REQUEST FOR PROPOSALS (RFP)

FOR AMERICORPS PROGRAMS

**SOLICITATION NUMBER:
AC-16**

DATE OF ISSUE: August 17, 2015

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IMPORTANT NOTICE – Read This First

Proposals are DUE November 4, 2015. See the [RFP Timeline](#).

This Serve Alaska RFP is an overview of the process for submitting AmeriCorps applications. The federal agency that oversees and funds AmeriCorps programs is the Corporation for National and Community Service (CNCS). This RFP should be read in conjunction with the Notice of Funding Opportunity (*Notice*) and the Application Instructions 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 (18 pages for Multi-Focus Intermediaries, School Turnaround, and Next Gen AmeriCorps applicants.) Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Facesheet; and the Narrative Sections contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy as the pages print out from eGrants. Please note the length of a document in word processing software may be different than what will print out in eGrants. Serve Alaska strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. This limit does not include the narrative portion of the evaluation plan or the logic model, budget, budget narrative, performance measures, or the supplementary materials, if applicable.

The Logic Model may not exceed more than three pages when printed from eGrants

Reviewers will not consider submitted material that is over the page limits in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. This applies to both the application page limit and the logic model page limit. Do not submit other items 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

A. Types of Grants

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year. New organizations are ineligible for the fixed amount option until after three years of successful cost reimbursement grant management.

Eligible Applicants:

The following entities are eligible to apply: 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; and federally recognized Indian Tribes. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to apply under this *Notice*.

In addition to being eligible to apply under this *Notice*, federally recognized Indian Tribes will also be eligible to apply under a separate Notice of Federal Funding Opportunity for Indian Tribes for operating or planning grants released later in the fall with an application deadline of spring 2016.

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): Due September 3, 2015. 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 utilizing the NOIA form attached to this RFP to: Margy.Hughes@alaska.gov. 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)*
5. *Include match source(s)*

Theory of Change (TOC) Matrix: Due September 11, 2015. Each program that will submit an application, must submit a Theory of Change Matrix to Margy Hughes via email: Margy.Hughes@alaska.gov. A TOC Matrix form is attached to this RFP. Additional documents and trainings addressing the Theory of Change (TOC) can be found [here](#). If more TOC information is needed, please contact Margy via email. Applications submitted without a Theory of Change matrix will be considered non-compliant and will not be reviewed. The Theory of Change matrix may be submitted earlier than the due date. Serve Alaska will review the TOC document and help the applicant strengthen the TOC if necessary.

National Service Priorities:

This AmeriCorps State and National (AmeriCorps) *Notice of Federal Funding Opportunity Notice (Notice)* will focus grant making for fiscal year 2016 in following focus areas:

2016 AmeriCorps Funding Priorities

CNCS seeks to prioritize the investment of national service resources in:

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities, specifically opportunity youth (see Glossary), both as the population served and as AmeriCorps members.

- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school needs through School Turnaround AmeriCorps programming (see Glossary and Appendix)
- Environment - 21st Century Service Corps (see Glossary)
- Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives (see Glossary)
- Programming that supports My Brother's Keeper (see Glossary)
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities. (see Glossary)
- Safer communities - activities that focus on public safety and preventing and mitigating civil unrest e.g., summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention.

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

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.

Administrative and National Service policy requirements:

This *RFP* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Notice, Notice Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The documents can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The full regulations are available online at www.ecfr.gov. The TTY number is 800-833-3722. For a printed copy of related material, call 202-606-7508.

The *Notice* includes 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.

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

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.

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability*, 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.

Documents that Govern the Grant

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards

Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to implement Part 200. Those regulations supersede and streamline requirements the from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

Valuable Online Resources/References

[2016 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.

[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.

[General Resource to Access Important URL's](#): Contains Performance Measure help, Criminal history support, etc.

[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. Please have available your organization's EIN number for all new accounts. The EIN is what connects an individual's account to a common organization.

New and Recompeting Program Application Process

Please use the following guidelines 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) refer to the Application Instructions for guidance.* **For complete application instructions, refer to the 2016 Application Instructions referenced above.**

The deadline for this competition (new, recompete and continuation applications) is November 4, 2015 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 1640
Anchorage, Alaska 99501
Margy.Hughes@alaska.gov
(907) 269-4674

Inquiries specific to this RFP must be via writing/email. Phone calls will not be allowed, except for the Pre-Application teleconference mentioned in the timeline.

CNCS 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 Margy.Hughes@alaska.gov, 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	August 17, 2015
<u>Notices of Intent Due @ 4pm</u>	September 3, 2015
Mandatory Pre-Application Teleconference @ 10am	September 4, 2015
<u>Theory of Change Matrix Due @ 4pm</u>	September 11, 2015
Applications Due @ 4PM	November 4, 2015
Clarification	11/23-12/7/15
Applications Re-submitted in eGrants	December 8, 2015
Commission Decision on Funding	December 16, 2015
Notify Applicants of Status	December 17, 2015
<u>Appeal Due</u>	December 31, 2015
Funding Announcements	May 13, 2016

Mandatory Pre-Application Teleconference

A mandatory Pre-Application Teleconference will be held on September 4, 2015, at 10am. A call in number will be sent out. If you have any questions, contact Margy Hughes at (907)-269-4674.

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.

Other Information

Program Types

CNCS offers a number of types of AmeriCorps programs. Please see the [2016 Glossary](#) for more information.

Threshold Issues

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. No applicant should submit an application with less than 20 member slots. If an applicant is applying for a Professional Corps grant, its application should demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals. If an applicant is applying for a Full Time Fixed Amount grant, the 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 Governor and Mayor Initiative should clearly reflect that the application is from one Governor, one Mayor, and a minimum of two nonprofits. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements. School Turnaround AmeriCorps applicants must meet the threshold requirements outlined in the Glossary and Appendix.

New and recompeting applicants must submit an application with a minimum of 20 AmeriCorps members. Applications that have less than 20 members will be deemed noncompliant and will not be reviewed.

CNCS will assess an applicant's strategic considerations. 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. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and the implementation strategies are described in the application.

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 by the application deadline unless otherwise noted. See below for a list of required documentation. All documents should be attached to an email and sent to Margy.hughes@alaska.gov. Your email subject should include your organization name and Application ID number. **Do NOT send documents directly to CNCS.**

Required Additional Documents: (due 11/4/15 unless noted)

- Theory of Change Worksheet (due 9/11/15)
- Letters of Commitment from most significant community partners (if applying for Governor/ Mayor Initiative)
- Evaluation Plan/ Report (if applicable)
- Letters from consortium members (for Multi-focused Intermediaries)
- Performance Measure worksheet on Volunteer Generation (Serve Alaska specific)
- Participation in the mandatory three Days of Service (Serve Alaska specific)
- Evidence Base supporting reports/studies/briefs (if applicable)
- Application Writing Tool 2016 (attached to RFP packet- follow instructions)

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 (one) Mayor, as well as signed letters of commitment from partnering nonprofits to Margy.hughes@alaska.gov 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 you 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 it must utilize the PM 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 Performance Measures will NOT be entered into e-grants. Use the provided Performance Measure Template.

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**

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 (CNCS) level.



Due September 3, 2015

## Notice of Intent to Apply

### AC16 RFP

Organization Name

Contact Information for this application:

Name and Title:

Phone number:

Email:

*Summary (one or two paragraphs) of what the program is proposing*

AC16 NOIA

*Number of AmeriCorps members the program is expecting to enroll:*

*Performance Measure(s) (general deliverables of the program- Output and intended Outcome*

*A general budget (not detailed)*

*Include match source(s) (as you forecast)*

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

| NEED                                                                                         | INPUTS                                                                                                                                         | INTERVENTION                                                                                                                                                | OUTPUTS                                                                                                                                                                        | Short term Outcomes                                                                                                                                              | Mid-Term Outcomes                                                                                                             | Long-Term Outcomes                                                                                                                      |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| The "community" problem that the program activities (interventions) are designed to address. | Resources that are necessary to deliver the program activities including the number of locations/sites and number/ type of AmeriCorps Members. | The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population. | Direct Products from program activities. (this is a count: # of students attending tutoring classes, # of pound of garbage collected, # of veterans signing up for assistance) | Change in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year | Change in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year. | Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. |
|                                                                                              |                                                                                                                                                |                                                                                                                                                             |                                                                                                                                                                                |                                                                                                                                                                  |                                                                                                                               |                                                                                                                                         |



## Required Documents/ Information

### AC16 RFP

Organization Name

Contact Information for this application:

Name and Title:

Phone number:

Email:

#### **Required Additional Documents Checklist:** (due 11/4/15 unless noted)

Theory of Change Worksheet (due 9/11/15)

Letters of Commitment from most significant community partners (if applying for Governor/ Mayor Initiative)

Evaluation Plan/ Report (if applicable)

Letters from consortium members (for Multi-focused Intermediaries only)

Performance Measure worksheet on Volunteer Generation (Serve Alaska specific)

Participation in the mandatory three Days of Service (Serve Alaska specific- below)

Evidence Base supporting reports/studies/briefs (if applicable)

Application Writing Tool 2016 ( with application page numbers as instructed)



**Serve Alaska Specific information:**

Serve Alaska required full-time AmeriCorps programs to host three National Days of Service. One is September 11 Day of Remembrance and the second is MLK Jr. Day. The third is the program's choice. Please list the third National Service Day , how your program will plan and implement this Day and the estimated date:

Please list any other Serve Alaska requirements or focus areas as required by the RFP (if applicable)

State of Alaska  
Department of Commerce, Community, & Economic Development  
Serve Alaska, State Service Commission

## Application Writing Tool 2016

Please note: When comparing the RFP from Serve Alaska, the NOFO and the Application Instructions from CNCS, please note that the sections below are not broken out by the same letters and/or bullets. This form is more for an outline.

When preparing your application in eGrants be sure to highlight new sections (every one that has the main point value next to it) by using ALL CAPS FOR THE SECTION HEADING. Don not use letters or bullets. If you desire to emphasize something, you may use an \* (asterisk) in eGrants.

We encourage applicants to answer questions by beginning the sentence with the question that is posed, providing easy reading for reviewers.

Good Luck! The Serve Alaska Team

**IMPORTANT: This form will need to be submitted with your application. In each section and for each letter/ bullet, note what page number in your application addresses that section. This can be hand written and scanned, or typed and emailed to [margy.hughes@alaska.gov](mailto:margy.hughes@alaska.gov).**

This form is to be used as a guideline, and should be utilized with the more detailed NOFO and Application Instructions.

## Program Design – (50 Points = 50%)

### A. Executive Summary (0 Points, but required)

- Utilizing the format on page 10 of the NOFO.

### B. Need (9 points)

- The community problem/need is clearly defined and aligns with the proposed intervention.
- The community problem/need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

### C. Theory of Change Logic Model (15 points)

- The applicant's proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
  - The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness in the evidence section.
  - The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
  - The applicant's AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- The logic model shall depict:
- A summary of the community problem/need outlined in the narrative.
  - The inputs or resources that are necessary to deliver the intervention, including:
    - o Number of locations or sites in which members will provide services
    - o Number of AmeriCorps members that will deliver the intervention
  - The core activities that define the intervention or program model that members will implement or deliver, including:
    - o The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
    - o The dosage of the intervention (e.g., the number of hours per session or sessions per week)
    - o The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
  - The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators
  - Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.
- ### D. Evidence-Based/Evidence-Informed and Measurable Community Impact (12 points)- See page 11 of the NOFO for details
- a) No evidence (0 points)
  - b) Pre-preliminary evidence (1-2 point)
  - c) Preliminary evidence (3-6 points)
  - d) Moderate evidence (7-9 points)
  - e) Strong evidence (10-12 points)

## **Rationale and Approach/ Program Design (cont)**

### **E. Notice Priority (3 points)**

- The applicant proposed program fits within one or more of the 2016 AmeriCorps funding priorities as outlined on page 3 and more fully described in the Glossary.
- The proposed program meets all of the requirements detailed on page 3 and in the Glossary.

### **F. Member Training (4 points)**

- AmeriCorps members will receive high quality training to provide effective service.
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Glossary)

### **G. Member Supervision (2 points)**

- AmeriCorps members will receive high quality guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

### **H. Member Experience (3 points)**

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- AmeriCorps members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

### **I. Commitment to AmeriCorps Identification (2 points)**

- Members will know they are AmeriCorps members.
- Staff and community members where the members are serving will know they are AmeriCorps members.
- AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

## **Organizational Capability (25 points/ 25 %)**

### **J. Organizational Background and Staffing (10 points)**

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### **K. Compliance and Accountability (15 points)**

- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

## **Cost Effectiveness and Budget Adequacy (25 Percent)**

### **L. Cost Effectiveness (18 points)**

- The budget is sufficient to carry out the program effectively.\*
- The budget aligns with the applicant's narrative.\*
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

### **M. Budget Adequacy (7 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.

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

a) N/A

Program Name :

## 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 and Disability Inclusion. Each application is required to submit a PM on these two topics.

|                                                                                                                                                                                                                |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Please fill in the performance measure information for each section.                                                                                                                                           |        |
| <b>General Info</b>                                                                                                                                                                                            |        |
| Performance Measurement Title:<br><a href="#">Serve Alaska Volunteer Generation PM</a>                                                                                                                         |        |
| Is this Performance Measure part of Serve Alaska's requirements? <a href="#">Yes</a>                                                                                                                           |        |
| Measure Category (choose one):<br><a href="#">Community and Economic Development: Community-based Volunteer Programs</a>                                                                                       |        |
| National PM Code: <a href="#">G3:3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants.</a>                                                           |        |
| <b>Needs and Activities</b>                                                                                                                                                                                    |        |
| Briefly describe how you will achieve this result (1-3 sentences):<br><a href="#">AmeriCorps Members will increase capacity in their organization and/or community through volunteer generation.</a>           |        |
| 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?                                                                                                                                                                                   |        |
| <b>Results</b>                                                                                                                                                                                                 |        |
| <a href="#">The outputs you intend to track for a particular activity:</a>                                                                                                                                     |        |
| <a href="#">Result Type</a>                                                                                                                                                                                    |        |
| <a href="#">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.</a> |        |
|                                                                                                                                                                                                                |        |
| <b>Result: Output</b>                                                                                                                                                                                          |        |
| <b>Indicator:</b> A specific, measurable item of information that specifies progress toward achieving a result.<br><br>Indicator: <a href="#"># of Volunteer opportunities</a>                                 |        |
| <b>Targets</b>                                                                                                                                                                                                 |        |
| Target Description:<br><a href="#">Members will increase the number of volunteer opportunities in their community.</a>                                                                                         |        |
| Target Number (measure)                                                                                                                                                                                        | Number |
| <b>Instruments:</b> Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).<br><a href="#">Self Reporting.</a>                                |        |

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



## Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities(see 45 CFR § 2520.65):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
- v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.