



Due February 10, 2017

Notice of Intent to Apply

AC17-F 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

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 pounds 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. |
| | | | | | | |

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

Application Writing Tool 2017

Please note: When comparing the RFP from Serve Alaska, the NOFO and the Application Instructions from CNCS, the sections below are not broken out by the same letters and/or bullets. This form is more for an outline. More details are found in the NOFO, starting on page 14.

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

We encourage applicants to begin the sentence with the statement that is posed (if applicable), 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 Serve.Alaska@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 14 of the NOFO.

B. Need (2 points)

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

C. Intervention (3 points)

- The proposed intervention is clearly described.
- The proposed intervention aligns with the identified community need.

D. Theory of Change Logic Model (19 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, as described in the *Evidence Base* section in the NOFO.
- The proposed outcomes articulated in the application narrative and Logic Model represent meaningful progress in addressing the community need identified by the applicant. Applicants should provide rationale for selecting output and outcome targets.
- The applicant's AmeriCorps members will produce significant 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 but not limited to:
 - 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.) If applicable, 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. If applicable, identify which National Performance Measures will be used as outcome indicators

Rationale and Approach/ Program Design (cont)

E. Evidence-Based (12 points)- See page 16 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)

F. Notice Priority (3 points)

- The applicant proposed program fits within one or more of the 2017 AmeriCorps funding priorities as outlined in the *Funding Priorities* section of the NOFO and more fully described in the Mandatory Supplemental Guidance.
- The proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

G. 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 Mandatory Supplemental Guidance).

H. Member Supervision (2 points)

- AmeriCorps members will receive sufficient 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.

I. 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
- AmeriCorps members will have access to 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.

J. 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 %)

K. Organizational Background and Staffing (10 points)

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.
(see this section in the NOFO concerning letters of support/commitment)

L. Compliance and Accountability (15 points)

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee (if applicable), and service site locations.
- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself, subgrantees (if applicable), and service site locations accountable if instances of risk or noncompliance are identified.

Cost Effectiveness and Budget Adequacy (25 Percent)

M. Cost Effectiveness (18 points)

- The budget is sufficient to carry out the program effectively.*
 - The budget aligns with the applicant's narrative.*
 - The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- (See NOFO page 20 for * explanation)

N. 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.

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

a) N/A



Required Documents/ Information

AC17-F RFP

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Phone number:

Email:

Required Additional Documents Checklist: (due 3/20/17 unless noted)

Theory of Change Worksheet (due 2/22/17)

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)

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. | |
| 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: G3:3.1: 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 | |

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.