

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 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 14 of the NOFO. pg 1

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. pg 1

C. Intervention (3 points) pg 3-4

- The proposed intervention is clearly described. pg 3
- The proposed intervention aligns with the identified community need. pg 4

D. Theory of Change Logic Model (19 points) pg 4-7

- The applicant's proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers. pg 4
- 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. pg 4-5
- 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. pg 6
- The applicant's AmeriCorps members will produce significant contributions to existing efforts to address the stated problem. pg 7

The logic model shall depict:

- A summary of the community problem/need outlined in the narrative. yes
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Number of locations or sites in which members will provide services yes
 - Number of AmeriCorps members that will deliver the intervention yes
- The core activities that define the intervention or program model that members will implement or deliver, including: yes
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention) yes
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week) yes
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level) yes
- 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 yes
- 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 yes

MATRIX

Rationale and Approach/ Program Design (cont)

E. Evidence-Based (12 points) - See page 16 of the NOFO for details pg 7-8

- 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) pg 9 (N/A)

- 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. pg 9
- The proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance. pg 9

G. Member Training (4 points) pg 9

- AmeriCorps members will receive high quality training to provide effective service. pg 9
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Mandatory Supplemental Guidance). pg 9

H. Member Supervision (2 points) pg 9

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service. pg 9
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations. pg 9

I. Member Experience (3 points) pg 10-11

- 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. pg 10
- AmeriCorps members will have access to meaningful service experiences pg 10
- AmeriCorps members will have access to opportunities for reflection and connection to the broader National Service network. pg 10
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate. pg 11

J. Commitment to AmeriCorps Identification (2 points) pg 11

- Members will know they are AmeriCorps members. pg 11
- Staff and community members where the members are serving will know they are AmeriCorps members. pg 11
- AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily. pg 11

Organizational Capability (25 points/ 25 %)

K. Organizational Background and Staffing (10 points) pg 11-12

- The organization has the experience, staffing, and management structure to plan and implement the proposed program. pg 11-12
(see this section in the NOFO concerning letters of support/commitment)

L. Compliance and Accountability (15 points) pg 12

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable pg 12 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. pg 12
- The applicant will hold itself, subgrantees (if applicable), and service site locations accountable if instances of risk or noncompliance are identified. pg 12

Cost Effectiveness and Budget Adequacy (25 Percent)

M. Cost Effectiveness (18 points) pg 13

- The budget is sufficient to carry out the program effectively.* pg 13
 - The budget aligns with the applicant's narrative.* pg 13
 - The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program. pg 13
- (See NOFO page 20 for * explanation)

N. Budget Adequacy (7 points) pg 14

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award. pg 14
- Budget is submitted with adequate information to assess how each line item is calculated. pg 14
- Budget is in compliance with the budget instructions. pg 14
- Match is submitted with adequate information to support the amount written in the budget. pg 14

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

a) N/A

