

State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Community and Regional Affairs  
Serve Alaska, State Service Commission

## Application Writing Tool 2018

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 writing tool 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](mailto:serve.alaska@alaska.gov).**

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

## Program Design – (50 Points = 50%)

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

- Utilizing the format starting on page 13 of the NOFO. Do **NOT** deviate from this format.

### B. Need (4 points)

- a) Describe how the problem your program will address is prevalent and severe in communities where members will serve and has been documented with relevant data.

### C. Theory of Change Logic Model (24 points) *See page 15 of the NOFO for more details.*

The Theory of Change shall address:

- a) Describe how your program's proposed intervention is responsive to the identified community problem.
- b) Describe your program's proposed intervention and clearly articulated items including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- c) Describe how your program's intervention is likely to lead to the outcomes identified in your program's logic model.
- d) Explain how the expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by your program.
- e) Describe how the rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- f) Describe the service role of AmeriCorps members and how they will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- a) A summary of the community problem outlined in the narrative.
- b) 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
  - Number of AmeriCorps members that will deliver the intervention
- c) The core activities that define the intervention or program model that members will implement or deliver, including:
  - 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)
- d) The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, hours of service delivered, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- e) 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.

*Note: The logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.*

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

### D. Evidence-Based (12 points) - See page 15 of the NOFO and page 3 of the MSG for important details

- a) 1) state the evidence tier in which you think your program qualifies;  
2) clearly indicate and describe the evidence that supports the highest evidence tier for which you are eligible; and  
3) describe the complete body of evidence that supports your program intervention including evidence from lower tiers.
- b) Describe how closely the intervention evaluated in the studies matches the one proposed by your program;
- c) Describe the methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
- d) Describe the strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
- e) Ensure the date of the study is included. Preference is given towards studies that have been conducted within the last six years.  
*(see page 16 of the NOFO for chart of points breakdown)*

### E. Notice Priority (3 points)

- a) If applicable, describe how your proposed program fits within one or more of the 2018 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance. Also, describe how your proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

### F. Member Experience (7 points)

- a) Describe how AmeriCorps members will gain skills 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.
- b) Describe how AmeriCorps members will have access to meaningful service experiences that includes education about the community problem/need and the community in which they will serve.
- c) Describe how AmeriCorps members will have access to opportunities for reflection that involves the intentional processing of members' experience and the incorporation of lessons learned
- d) Describe how the program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- e) Describe how your program will also *foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.*

## Organizational Capability (25 points/ 25 %)

### **G. Organizational Background and Staffing (7 points)**

- a) Describe how your organization has the experience, staffing, and management structure to plan and implement the proposed program.

### **H. Compliance and Accountability (8 points)**

- a) Describe how your organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the program level and (if applicable) service site locations.
- b) Describe how your organization will hold (if applicable) service site locations accountable if instances of risk or noncompliance are identified.
- c) Describe, if applicable, the CNCS-required evaluation report meets CNCS requirements.
- d) Describe, if applicable, the CNCS-required evaluation report is of satisfactory quality.

### **I. Culture that Values Learning (8 points)**

- a) Describe how your organization's board, management, and staff collects and uses information for learning and decision making.
- b) Describe how your organization's management and staff produces frequent reports on how well the organization is implementing its programs and strategies.

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

- a) Describe how your program's AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- b) Describe how your program's AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

## Cost Effectiveness and Budget Adequacy (25 Percent)

*This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget." See NOFO page 17*

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

- "See Budget".
- Match is submitted with adequate information to support the amount written in the budget.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.