



State of Alaska

Department of Commerce, Community, and Economic Development

Division of Community and Regional Affairs

Serve Alaska, State Service Commission

REQUEST FOR PROPOSALS (RFP)

STATE AND NATIONAL AMERICORPS PROGRAMS

CFDA 94.006

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Overview

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 2020 Notice of Funding Opportunity (*Notice*), the 2020 Mandatory Supplemental Guidance and the 2020 Application Instructions for a complete picture of the grant/application needs and expectations. The complete AmeriCorps State and National Grants FY2020 funding opportunity documents can be found <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>.

DO NOT follow any timeline other than what is in this RFP

Applications are DUE (4 pm) October 28, 2019. See the [RFP Timeline](#).

Purpose of AmeriCorps Funding: The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

Eligible Applicants

The following Non-Federal entities (as defined in 2 CFR §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

CNCS encourages organizations that have not received prior funding from CNCS to apply. In addition to being eligible to apply under this *Notice*, federally recognized Indian Tribes may also be eligible to apply under a separate Notice of Federal Funding Opportunity for Indian Tribes for operating or planning grants traditionally with an application deadline in the spring.

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.

Serve Alaska requires that any organization applying to this RFP has attended one of the AmeriCorps Academy trainings provided by Serve Alaska. This will be documented on the Notice of Intent to apply, and verified through sign in sheets of an Academy. Failure to document attendance in the Notice of Intent to Apply, or not being on the sign-in sheets, may disqualify any application.

Reallocation of Funding

Serve Alaska and CNCS reserves the right to reallocate funding in the event of disaster or other compelling need for service.

Types of Grants

The only funding available with this RFP/ *Notice* are full programmatic AmeriCorps 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 applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full-cost Fixed Amount grants.

New or Re-Compete Applications: These types of programmatic grants are applying for first-year funding of a new program, or fourth-year funding of an existing program. Both types of grants will go through a competitive and complete review by Serve Alaska. If approved at the state level, the New/ Re-compete grants will go through a second review at the national level. Please consult the Application Instructions for more information.

New and re-competing applicants requesting over \$75,000 and All New to CNCS applicants regardless of funding level are required to submit a Financial Management Survey (FMS) and supporting documents located at: <https://www.nationalservice.gov/node/108566>.

Continuation Applications: Organizations that have AmeriCorps awards that are currently in their first or second year of operation must submit an application in order to be eligible to receive funding for the consecutive year. These grants only report on 'continuation changes' (how the program is different from the previous year) and edit of the operating budget, if necessary. Performance Measure edits may be allowed. Please consult the *Notice* and Application Instructions for more information.

If unsuccessful at the national level, new, re-compete and continuation Competitive applications are automatically considered in Serve Alaska's 'Formula' funding cycle in the spring.

EAP (Education Award Programs): This type of program has to do with the budget type and can be part of a New, Re-Compete or Continuation funding cycle. Organizations wishing to participate in an EAP program are eligible to apply for a small grant and use their own resources for the members' living allowance and program costs. Applicants can apply for up to \$800 per MSY. There is no match requirement for EAP grants.

Funds for all Member supported grants are connected to the number of AmeriCorps Members recruited and retained (except EAP). Programs should make every effort to recruit the number of Members requested. Inability to recruit and retain at least 75% of requested Members will likely have an impact on the amount of the grant funds available to the program. Decision on budget reduction due to inadequate recruitment and retention is at the discretion of Serve Alaska. There will be discussion with the program prior to any budget reduction.

A program's recruitment and retention rates may be factors in future funding decisions.

Timeline and Deadlines- New and Re-Compete

Request for Proposal (RFP) Timeline

Request for Proposals Timeline FY20AC-Competitive	Dates
AmeriCorps RFP Released	September 16, 2019
Notices of Intent Due by 4pm	September 27, 2019
Mandatory Pre-Application Teleconference at 10am	October 1, 2019
Draft Theory of Change and Logic Model Due by 4pm	October 14, 2019
Applications Submitted in CNCS's eGrants by 4pm	October 28, 2019
Application Clarification Period	November 13-November 25, 2019
Applications Re-submitted in eGrants by 4pm	November 26, 2019
Commission Decision on Funding	December 11, 2019
Applicants Notified of Status	December 13, 2019
Appeals Due by 4pm	December 20, 2019
CNCS Funding Announcements	May 1, 2019

Notice of Intent to Apply (NOIA):

Due September 27, 2019 by 4pm. Each program that will be applying through Serve Alaska (re-competes and new applicants) for an AmeriCorps grant **must** complete a "Notice of Intent to Apply." Submit the NOIA utilizing the form attached to this RFP to: Serve.Alaska@alaska.gov.

This notice must include:

1. *Certification of attendance at a Serve Alaska AmeriCorps Academy (new agency only)*
2. *Summary (one or two paragraphs) of what the program is proposing*
3. *Number of AmeriCorps members the program is expecting to enroll*
4. *Performance Measure(s)*
5. *A general budget (not detailed)*
6. *Include estimated match source(s)*

The NOIA does not commit an organization to apply, but ensures that agencies interested in applying receive all documents and information.

DRAFT Theory of Change (TOC) and Logic Model:

Due October 14, 2019 by 4pm. Each new or re-competing program that will apply, must submit a DRAFT Theory of Change and Logic Model via email to: Serve.Alaska@alaska.gov. A TOC Matrix form is attached to this RFP. Additional documents and trainings addressing the TOC can be found here: <https://www.nationalservice.gov/resources/performance-measurement/designing-effective-action-change>. If more TOC information is needed, please contact Serve Alaska via email. Applications submitted without a TOC matrix will be considered non-compliant and will not be reviewed. The TOC matrix may be submitted earlier than the due date. Serve Alaska will review the draft TOC document and help the applicant strengthen the TOC if necessary.

Deadlines

Deadlines listed in this RFP must be followed. If a deadline cannot be made, and prior to any deadline, applicants must submit an email explaining the extenuating circumstance which caused the delay. Such notice must be sent to Serve Alaska via email to serve.alaska@alaska.gov, prior to the deadline. If email is not available, use the phone number listed below in the Contact Person section. Missed deadlines are evaluated on a case-by-case basis. Any exceptions/ approval of extension requires written approval by Serve Alaska.

Application Process

Applications must be entered into CNCS's eGrants (<https://www.nationalservice.gov/grants-funding/funding-resources/egrants>). Applications may not exceed 10 pages for the Narratives or 12 pages for Rural Intermediaries. Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Facesheet; and the Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy CNCS will consider the number of pages only as they print out from the "Review" tab in CNCS's eGrants (where you will see the "View/Print your application" heading). 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 Theory of Change and Logic Model may not exceed more than three pages when printed from the "Review" tab in CNCS's eGrants.

Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table on **page 11** of the *Notice*. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS and/or grantee share.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Maximum Cost per Member Service Year (MSY)

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.

New and re-competing State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type. More information on Cost per MSY can be found on **page 11** of the *Notice*.

Application Review Process

Review Criteria

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
Organizational Capacity	25
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
Cost Effectiveness and Budget Adequacy	25

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Serve Alaska urges applicants to submit high quality applications that carefully follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Serve Alaska’s Review Committee will review submitted applications and give feedback to the applicant. Some of the feedback requires edits to the application, while others are suggestions for strengthening. This process is called ‘Application Clarification’ (see timeline). During

clarification, the applicant will take the Review Committee comments and incorporate them into the application.

After the applicant re-submits into CNCS's eGrants, the Review Committee will assess the applications a final time to ensure required elements have been incorporated. The Review Committee will also ensure the scope of the project has not been substantially altered between the two submission times. The Review Committee, based on the content of the re-submitted application, will then recommend applications to advance to the national-competitive level.

Reviewers will not consider submitted material that is over the page limits in the printed application, even if CNCS's 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.

Federal Funding Priorities

Starting on page 1 of the *Notice* and page 2 of the Mandatory Supplemental Guidance, CNCS seeks to prioritize with the investment of national service resources in the following areas:

- Economic Opportunity – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.
https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Economic_Opportunity_Evidence_Brief_2019_508.pdf
OR
Increasing economic opportunities for communities by preparing people for the workforce.
- Education - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.
https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Education_Evidence_Brief_112318_508.pdf
- Healthy Futures - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.
https://www.nationalservice.gov/sites/default/files/evidenceexchange/HF_Evidence_Brief_FINAL_v2_508.pdf
OR
Reducing and/or preventing prescription drug and opioid abuse.
- Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes, and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

Serve Alaska Funding Priorities

A prime focus of Serve Alaska, as directed by the agency's Commission, is to address the unmet needs of underserved communities. Reviewers 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:

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in [2 CFR Parts 200](#) and [2205](#). This *RFP* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the *Notice*, Mandatory Supplemental Guidance, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The documents can be found at <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>.

The *Notice* includes eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY), and other information that changes each year for all AmeriCorps grant programs.

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. Serve Alaska RFP and grant agreement are also included in the governing documents.

CNCS Terms and Conditions

All awards made under this *Notice* will be subject to the FY 2020 CNCS General Terms and Conditions, and the FY 2020 AmeriCorps Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Program Specific Terms and Conditions for each of its programs is available at: <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>.

National Service Criminal History Check Requirement

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to

conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Pre-Award Risk Assessment

A pre-award risk assessment is a requirement under the new 2 CFR 200 regulations. 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 will conduct a pre-award risk assessment regarding financial and organizational capacity to administer federal grants with each new agency submitting an AmeriCorps application for funding. Serve Alaska will review all assessments prior to awarding a grant. If Serve Alaska 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.

New or Re-Compete Application Process

Please use the following guidelines if you are a new or re-competing applicant applying for the following grants: AmeriCorps State and /or State Education Award Program (EAP). Applications will only be accepted electronically, via CNCS's eGrants. *Continuation proposals (grants currently in year 1 or 2 of their cycle) please review the next section 'Continuation Application Process'.* **For complete application instructions, refer to the 2020 Application Instructions found on here:** <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>.

The deadline for this competition (new, re-compete and continuation applications) is October 28, 2019 by 4:00 pm Alaska Time.

State of Alaska Contact Person:

All correspondence having to do with this RFP shall be sent to:

Jill Furbish Grant Administrator II
Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs, Serve Alaska
550 W 7th Ave, Suite 1640
Anchorage, Alaska 99501-3569
Serve.Alaska@alaska.gov
Phone: (907) 269-4537

CNCS and Serve Alaska require that all applicants make every effort to submit their applications electronically utilizing the CNCS's eGrants. ***All requirements described herein apply to***

electronic applications. If you cannot apply electronically, due to extenuating circumstances, you must contact Serve Alaska immediately.

Mandatory Pre-Application Teleconference

A mandatory Pre-Application Teleconference for new and re-competing applications will be held on **October 1, 2019** at 10 AM. A call-in number will be sent out to those agencies having submitted the Notice of Intent to Apply. If you have any questions, contact Serve Alaska at serve.alaska@alaska.gov.

Continuation Application Process

Continuation Timeline

RFP Timeline (FY20AC-C)	Important Dates
AmeriCorps RFP Released	September 16, 2019
Continuation Changes Due in eGrants by 4pm	October 28, 2019
Application Clarification Period	November 13-November 25, 2019
Applications re-submitted in eGrants by 4pm	November 26, 2019
CNCS Funding Announcement	May 1, 2019

Applications applying for the second or third year of funding are considered ‘continuation applications.’ As long as the program is in good standing with Serve Alaska (reports are submitted on time, monitoring visits show minor, correctable issues and risk assessment has not increased, for example) the program can submit a ‘continuation’ application. If unsure of your agency’s standing, please contact Serve Alaska at serve.alaska@alaska.gov.

Other Information

Threshold Issues

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying.

- Professional Corps applicants and/or applicants determined to be a Professional Corps by CNCS must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- 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.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

Strategic Considerations:

Based on the evaluation of the below strategic considerations, CNCS may assess applications to be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this *Notice*, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

- Meaningful representation of
 - Geographic diversity
 - Rural communities (see definition in Mandatory Supplemental Guidance)
 - Single and multi-state programs
 - Faith- based organizations
 - Focus area representation
- CNCS *Notice* Funding Priorities

CNCS will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in eGrants in order to be considered for CNCS's assessment of the strategic considerations (see *Selection for Funding* section) Applicants should only check the boxes if the strategic consideration is a significant and if intentional part of their program design and implementation strategies are described in the application.

RFP Requirements:

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications may not be considered. All additional required documents that are not possible to place in CNCS's eGrants are due by the application deadline. Serve Alaska specific documents are included are noted in 'Required Additional Documents' below.

All documents should be attached to an email and sent to Serve.Alaska@alaska.gov. Your email subject should include your organization name and Application ID number (assigned in CNCS's eGrants). **Do NOT send documents directly to CNCS.**

Required Additional Documents: (due 10/28/2019 unless noted)

- Serve Alaska Documents Checklist, completed
- Draft Theory of Change and Logic Model (due 10/14/2019)
- Evidence Base supporting reports/studies/briefs (if applicable)
- Evaluation Report (re-competing applicants)
- Letters from all consortium members (for Rural Intermediaries)
- Application Writing Tool 2020 (sent out to those agencies submitting a Notice of Intent to apply)
- New applicants must submit their agency's most recent single audit report

Requirement Specific for Serve Alaska State Programs:

When submitting the required documents, use the relevant forms from the RFP packet to describe how you will fulfill any of the Serve Alaska requirements or focus areas.

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.)

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. Martin Luther King Jr. Day of Service and September 11th Day of Service and 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. Days of Service projects are submitted on the 'Documents Checklist' contained in this RFP and submitted as directed in this RFP document.

Volunteer/ Project Projection

ALL applicants, including Continuations, will complete the Volunteer/ Project Projection concerning volunteer generation. A sub-grantee will report on this projection information as a Serve Alaska grant requirement (not the Corporation). Please complete the section on the "Documents Checklist" projecting your anticipated volunteer activity. Explain how your program will encourage and track Members' volunteer generation.

The number of volunteer opportunities created, the number of volunteers generated, and the number of volunteer hours will be tracked.

Of special interest is the Volunteer Mobilization Demographics, among the projected volunteers, how many will be: Disadvantaged children and youth, college student enrolled in a degree-seeking program, Baby Boomers (individuals born between 1946 and 1964), and a veteran, military member, or in an active duty military family.

Staff Capacity:

Serve Alaska requires one dedicated employee to manage the programmatic aspect of an AmeriCorps program of 10-20 AmeriCorps Members. The number of dedicated staff for larger than 20 Member programs will be assessed on a case by case basis. Dedicated staff must be clearly written in the grant and budget narratives.

Appeal Process

In the event the Commission does not recommend funding an application, or a deadline has been missed, the following appeal procedure must be followed. All correspondence must be sent to the contact person listed above.

The appeal procedure of Serve Alaska is as follows:

Missed Deadline:

- a. A request for appeal of a missed deadline must be made prior to the missed deadline.

- Appeals must be sent via email to the Contact person listed above.
- Follow below, c-e.

Funding:

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 and/ or the Commission decision, the applicant may request an appeal.
- b. A request for appeal must be made to the Chair of Serve Alaska by the due date noted in this RFP.
 - Appeals must be sent via email to the Contact person listed above.
- c. If a request for an appeal 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 appeal. The Chair's determination shall be final.
- e. If an application, which has previously been rejected by Serve Alaska, is submitted for future funding 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.

Mandatory Online Resources/References

The 2020 AmeriCorps State and National Grants Competition funding opportunity and related resources is found here: <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>.

2020 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. Use these instructions in conjunction with the *Notice*, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. Be sure to use the timeline in this RFP only, if submitting grants to Serve Alaska.

2020 Notice of Funding Opportunity: The *Notice* is also a **MUST** read for applicants. Any instructions that are not contained in the Application Instructions are included in the *Notice*. The *Notice* explains in more detail Performance Measures, the Tier status of funding priorities and other important, specific grant information. The *Notice* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY), and other information that is specific to the grant competition.

2020 Mandatory Supplemental Guidance (MSG): This is a **MUST** read. The MSG is intended to provide applicants with additional information for the preparation of their applications under the *Notice*. The Supplemental Guidance provides both detailed definitions of certain terms

included in the *Notice*, as well as additional details regarding how to properly file an application under the *Notice*. This Supplemental Guidance is incorporated by reference in the *Notice*, and applicants must comply with any requirements stated in this Supplemental Guidance.

Create a New CNCS eGrants (<https://egrants.cns.gov/espan/main/login.jsp>) Account: Applicants will need to do this to apply, if one doesn't exist for your organization. Applications must include a Dun and Bradstreet Universal Numbering System (DUNS) number and an Employer Identification Number (EIN). The DUNS number does not replace an EIN. All applicants must register with the System for Award Management (SAM) at www.sam.gov/SAM/ and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award.