servemontana
GOVERNOR'S OFFICE OF COMMUNITY SERVICE

2013 AmeriCorps State Grant Application
Formula Request for Proposals

Thank you for your interest in an AmeriCorps Formula Grant. This packet outlines the process for applying for 2013 AmeriCorps grants funded by the Corporation for National and Community Service (CNCS) through the Montana Governor's Office of Community Service (OCS). The Montana Commission on Community Service (Commission) serves as the body to recommend funding to the Corporation for National and Community Service.

Governor's Office of Community Service

The Governor's Office of Community Service and the Montana Commission on Community Service were established in 1993 by the Montana Legislature to administer grants under the National and Community Service Trust Act of 1993. Under the advice of the Montana Commission on Community Service, the Governor's Office of Community Service grants funds to Montana AmeriCorps State programs through competitive grant processes; encourages citizens of all ages, backgrounds, and abilities to engage in service; involves youth in the life and work of communities; promotes volunteerism in emergency management and preparedness; and helps to strengthen and expand volunteer opportunities for all Montanans.

Montana Expectations

Programs operating in Montana must address all of the Montana Expectations.

- ✓ Inclusive in the design and delivery making the program accessible to individuals with disabilities
- ✓ Collaborative approach to planning, design, and the delivery of the program
- ✓ Ability of the organization to administer federal grants
- ✓ Address rural, underserved or areas of extreme poverty not currently served by AmeriCorps programs
- ✓ AmeriCorps members trained and prepared to respond to disasters in their community
    - Applicants are required to provide AmeriCorps members with disaster response or

recovery training. Applicants should briefly describe the type of training their members will receive with regard to disaster response or recovery and how they anticipate members will be able to contribute in the case of an emergency. Training need not be intensive, there is no requirement that members receive certification and members are not required to serve in response to a disaster. Members are encouraged to support their local community, but the only requirement is that members receive training in disaster response/recovery and that applicants describe how this training may be utilized.

Montana AmeriCorps State Process

To be eligible for consideration, an applicant must meet the intent of all the requirements listed in this packet. The OCS will determine whether the applicant's Letter of Intent, Readiness Self-Assessment, and Proposal comply with the requirements. The applicants will be reviewed to make sure they meet the standards of responsibility in accordance with ARM 2.5.407. Such a determination may be made at any time during the procurement process if information surfaces that would result in the determination of non-responsibility. Applicant responses that do not meet the full intent of all requirements listed in this RFP may be deemed unresponsive and not considered in funding decisions.

Montana Commission on Community Service and the OCS Appeals Process:
http://serve.mt.gov/wp-content/uploads/2010/10/Appeals-Process-Updated-10.18.10.pdf

For more information about starting up an AmeriCorps State program or National AmeriCorps programs, please visit www.americorps.gov, www.nationalservice.gov, and http://s3.amazonaws.com/resource_center_video/taag/program-start-up/index.html.

Application Process

Applicants must submit:

- **Letter of Intent (All Applicants),**
- **Readiness Self-Assessment (New Applicants Only)***
- **Current A-133 audit or equivalent (New Applicants Only)***

The Letter of Intent and Readiness Assessment are attached at the end of this RFP. All documents should be submitted electronically to serve@mt.gov by **Noon MST April 10, 2013**.
Note: If you do not receive an email confirming receipt within 24 hours please call 406-444-5547.

The Governor's Office of Community Service will invite compliant applicants to continue the application process. Applicants asked to move forward with the application process will use the AmeriCorps State Application Instructions to complete their full application.

**Organizations that have not received funding in any of the previous five years for an AmeriCorps State or National program are considered new applicants*

Applicants must complete and submit their application in **eGrants,** the online grant program used by the Corporation for National and Community Service.
http://www.nationalservice.gov/egrants/

The full application packet will include the:

- **AmeriCorps State Application** submitted in **eGrants**,
- **Cover Letter**, and
- **Letters of support (New Applicants Only)***

The Cover letter is attached at the end of this RFP. Both the Cover letter and letters of support should be submitted electronically to serve@mt.gov.

New applicants are required to supply Letters of Support from each member host site proposed in the application.

In order to be considered the full application packet must be submitted to OCS by **Noon MST May 1, 2013**. *Note: If you do not receive an email confirming receipt within 24 hours please call 406-444-5547 to confirm the information was received.*

Applicants must be available for an interview on **May 31, 2013**.

Technical Assistance

Technical assistance will be available to all applicants from March 27 to May 1, 2013. Questions should be submitted via email to serve@mt.gov. All questions and answers will be posted publically in an FAQ on the ServeMontana website at http://serve.mt.gov/funding/. Questions will be dated with the most recent added to the top.

**Organizations that have not received funding in any of the previous five years for an AmeriCorps State or National program are considered new applicants*

2013 AmeriCorps State Grant Application
Formula Grant Timeline

March 27	Montana formula request for proposal posted Technical assistance period opens
April 10	Letter of intent, readiness self-assessment (new applicants only) and current A133 or other audit (new applicants only) due to OCS by noon MST
May 1	Application, cover letter, and letters of support (new applicants only) due by noon MST Technical assistance period ends
May 31	Applicant interviews with Grant Review Workgroup
June 14	Full Commission vote on the funding recommendations OCS notifies applicants of Commission funding recommendations
June 21	Final revised applications due in eGrants by noon MST
Late July	Successful applicants will be notified

I. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose of AmeriCorps funding

AmeriCorps grants are awarded to eligible organizations engaged in evidence-based interventions that use AmeriCorps members 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 receive a Segal AmeriCorps Education Award from the National Service Trust.

AmeriCorps funding is targeted to the following focus areas:

Disaster Services:
Grant activities will:

- Increase the preparedness of individuals.
- Improve individuals' readiness to respond.
- Help individuals recover from disasters.
- Help individuals mitigate disasters.

Economic Opportunity:
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people. Grant activities will help economically disadvantaged people to:

- Have improved access to services and benefits aimed at contributing to their enhanced financial literacy.
- Transition into or remain in safe, healthy, affordable housing.
- Have improved employability leading to increased success in becoming employed.

Education:
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged individuals, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve improved academic outcomes. Grant activities will improve:

- School readiness for economically disadvantaged young children.
- Educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools.
- The preparation for and prospects of success in post-secondary education institutions for economically disadvantaged students.

Environmental Stewardship:
Grants will provide support for direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems. In addition, grants will support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will:

- Decrease energy and water consumption.

- Improve at-risk ecosystems.
- Increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems.
- Increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

Healthy Futures:
Grants will meet health needs within communities including access to care, aging in place, and childhood obesity. Grant activities will:

- Improve access to primary and preventive health care for communities served by CNCS-supported programs.
- Increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible.
- Increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families:
Grants will positively impact the quality of life of veterans and improve military family strength. Grant activities will increase:

- The number of veterans and military service members and their families served by CNCS-supported programs.
- The number of veterans and military family members engaged in service through CNCS-supported programs.

Capacity Building:
In addition to the six focus areas described above, grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services* in CNCS' six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include:

- Recruiting and/or managing community volunteers.
- Implementing effective volunteer management practices.
- Completing community assessments that identify goals and recommendations.
- Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

B. 2013 AmeriCorps Funding Priorities
The Corporation for National and Community Service has developed the below tier system for prioritizing the funding of AmeriCorps programs. In a national competition programs that select higher tier measures will be given greater funding consideration. While it is not the strict policy of OCS to follow the tiers, it is highly recommended that programs select measures in the highest possible tier that fits with within their program design.

Tier 1:
Programs that select:

- Complementary Program Measures in Economic Opportunity (Programs that select O12, O14, O15, O17 must also select an additional Priority or Complementary Program Measure from Tier 1, 2, or 3 that measures community impact), or
- Priority Measures in Education and serve in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State educational agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility, or
- Priority Measures in Veterans and Military Families, or
- Priority Measures in Disaster Services, or

NOTE: Programs that fit these Priority or Complementary Program Measures are **required** to use these measures. These measures can be found in Section IX, Tier 1. Applicants whose members will be serving in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State educational agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility must check the box on the Performance Measure tab in eGrants "SIG/Priority Schools" to be considered for Tier 1. The "NCES School ID" will need to be entered in the service location information at the time the members are enrolled.

Tier 2:
Programs that select Priority Measures in:

- Education that are not serving in schools that received awards under the School Improvement Grants (SIG) program and are implementing one of the SIG school intervention models and/or Priority Schools identified by a State educational agency (SEA) that has received approval from the Department of Education of its request for Elementary and Secondary Education Act (ESEA) flexibility, or
- Environmental Stewardship, or
- Healthy Futures, or
- Capacity Building.

NOTE: Programs that fit these Priority Measures are **required** to use these measures. These measures can be found in Section IX, Tier 2.

Tier 3:
Programs that select Complementary Program Measures. These measures can be found in Section IX. Tier 3.

Tier 4:
Programs in the Focus Areas with self-nominated measures.

Tier 5:
Programs outside the Focus Areas with self-nominated measures.

Continuation requests for expansion will receive priority consideration and preference in the same manner as described above.

II. AWARD INFORMATION

A. Funding Available

OCS expects approximately $600,000 available for this competition. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made. In awarding funds, OCS considers continuation grants first, followed by new and recompeting grants.

B. Award Amount

Awards will be for funds and AmeriCorps member slots. OCS will review applications and determine the appropriate award amount, if any. Award amounts vary.

C. Award Period

Unless otherwise specified, the grant generally covers a three-year project period. In approving a multi-year project period, an initial award is made for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is contingent upon satisfactory performance, demonstrated capacity to manage the grant and comply with grant requirements, and availability of Federal appropriations. OCS reserves the right to adjust the amount of a grant award for subsequent years, or elect not to continue funding on any or all these bases.

D. *AmeriCorps State Grants*

These grants are for organizations planning to operate an AmeriCorps program in Montana only.

E. Types of Funding

Montana AmeriCorps Formula grants can be awarded on a cost reimbursement or fixed amount basis.

1. Cost Reimbursement Grants

Cost reimbursement grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members.

2. Stipended Full-time Fixed Amount Grants (Non-EAP)

Stipended full-time fixed amount grants are available for programs that enroll full-time members only. The grants provide a fixed amount per MSY. Programs can access all of the funds provided if they recruit and retain the members supported under the grant based on the MSY level awarded. Organizations use their own or other resources to cover the remaining cost of the program. Programs are not required to submit budgets or financial reports and there is no match requirement. However, grant funds provide only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program.

Stipended fixed-amount grants are only available to recompeting programs. Second and third-year continuation applicants with cost reimbursement grants must submit a new application if they are interested in applying for a fixed amount grant.

Stipended fixed amount applicants in the Education Focus Area will be required to select either a Priority Education Measure or Complementary Program Measure. Applicants proposing non-Education programs may select from Tiers 1-5. All performance measures will be negotiated prior to grant selection and award. Approved applicants must agree to participate in any relevant evaluations conducted by CNCS.

3. Education Award Fixed Amount Grants

Programs apply for a small fixed amount per MSY and use their own resources to cover all other costs. Programs are not required to pay a living allowance to less-than-fulltime members and can access funds under the grant based on enrolling the full complement of members supported under the grant. As with stipended fixed amount grants, there are no match or financial reporting requirements. Unlike full-time fixed-amount grants, EAPs may enroll less-than-full-time members in addition to full-time members.

III. ELIGIBILITY

A. 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); Indian Tribes; labor organizations; partnerships and consortia; and intermediaries planning to subgrant funds awarded are encouraged to apply.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice.* Pursuant to the Lobbying Disclosure Action 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.

Current AmeriCorps grantees may apply for assistance. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this Notice.

New Applicants

OCS encourages organizations that have never received funding from AmeriCorps to apply for the grants described in this *Notice.*

B. Match Requirements

1. Fixed amount Grants

There is no match requirement for fixed amount grants. However, the fixed amount grant does not cover all costs. Fixed amount grantees provide the additional resources needed to operate the program, but are not required to track or report on them.

2. Cost Reimbursement Grants (non-fixed amount)

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60. Section 121(e)(5) of the National Community Service Act requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on the Federal Financial Report.

3. Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Submit your request for alternative match to OCS at serve@mt.gov.

C. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM).

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: https://www.sam.gov/portal/public/SAM/.The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, registering at least 30 days in advance of the application due date is suggested. Expedited DUNS numbers may be obtained by following instructions found here: http://smallbusiness.dnb.com/establish-your-business/12334338-1.html.

SAM is combining federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance.
All grant recipients are required to maintain a valid registration, which must be renewed annually.

Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/public/SAM/.

D. Other Requirements

1. Member Living Allowance

The proposed budget must include a living allowance for full-time members that is between $12,100 (minimum) and $24,200 (maximum) per member except as noted below. 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 below. For cost-reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share.

While fixed-amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members. Fixed-amount grant applicants are not required to indicate that amount in the application.

Table 1: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	$12,100	$24,200
One-year Half-time	900	n/a	$12,800
Two-year Half-time	900	n/a	$12,800
Reduced Half-time	675	n/a	$9,600
Quarter-time	450	n/a	$6,400
Minimum-time	300	n/a	$4,300

2. EAP Fixed amount Grantees

EAP grantees are not required to provide a living allowance for less-than-fulltime members, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

3. Maximum Cost per Member Service Year (MSY)

Maximum Costs per MSY are set forth in Table 2 below. OCS considers comparative costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. One MSY is equivalent to at least 1700 service hours, a full- time AmeriCorps position. The 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 OCS per MSY is determined on an annual basis.

Continuation and recompeting grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. This applies even if the increased cost per MSY is less than the maximum.

Table 2: 2012 Maximum Cost per MSY

Grant Program	Maximum
Minimum-time	$13,300
Education Award Program Fixed-Amount Grant	$800
Full-time Fixed-Amount Grant	$13,000
State Commission Average (of all its subgrants)	$13,300

4. Member Enrollment Requirements for Existing Grantees

We expect grantees to enroll all the members included in their grant award. Enrollment rates have a direct bearing on the number of slots and the size of awards approved in the continuation and recompete processes. Continuation and recompeting grantees that have not achieved full enrollment in the previous year must provide an explanation and a corrective action plan in their application. Successful applicants that do not fully enroll are likely to receive a decrease in funding in subsequent years.

5. Member Retention Requirements for Existing Grantees

We expect grantees to pursue the highest retention rate possible. Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation and recompete processes. Successful applicants that do not retain their members are likely to receive a decrease in funding in subsequent years. We recognize retention rates may vary among equally effective

programs depending on the program model. Continuation or recompeting grantees that have not achieved full retention in the most recently completed program year must provide an explanation and a corrective action plan in their application.

6. Amount of the Segal AmeriCorps Education Award for FY 2013

AmeriCorps members serving in programs funded with FY 2013 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,550 for a year of full-time service, with correspondingly smaller awards for less-than-full- time service. The amount of the Education Award is determined on the basis of the Pell Grant award. A member has up to seven years after his or her term of service has ended to use the award.

Table 3: Term of Service and FY12 Education Award

Award Term of Service	Minimum # of Hours	Education Award
Full Time	1700	$5,550
One-Year Half Time	900	$2,775
Reduced Half Time	675	$2,114
Quarter Time	450	$1,468
Minimum Time	300	$1,175

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Apply

Organizations apply directly to the Governor's Office of Community Service through the eGrants system.

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The Notice and Application Instructions can be found at http://serve.mt.gov. The full regulations are available online at www.gpoaccess.gov/ecfr.

Information in the linked Application Instructions may not always pertain directly to this competition but should be used as a guide for entering information into the eGrants system.

1. Notice of Intent to Apply, Readiness Self Assessment & Audit

All applicants must send a Letter of Intent to Apply (provided at the end of this packet) by e-mail to serve@mt.gov by Noon on April 10, 2013. Any applicant that has not previously received funding from CNCS will also be required to submit the Readiness Self-Assessment (provided at the end of this packet) and a copy of their most recent audit, if available, by the April 10 due date to serve@mt.gov.

2. Cover letter, Application and Letters of Support

The deadline for applications to be submitted in eGrants is 12:00 pm Mountain Standard Time on Wednesday, May 1, 2013. The cover letter attached at the end of this document is due to serve@mt.gov on this date as well. Applications received after the deadline will not be considered, except when noted below. OCS reserves the right to extend the submission deadline. This deadline applies to continuation grantees as well as new and recompeting applicants. Any applicant that has not previously received funding from CNCS will also be required to submit letters of support from all partner organizations stated in the application by the May 1 due date to serve@mt.gov.

3. Late Applications

OCS may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to serve@mt.gov explaining the extenuating circumstance that caused the delay. The letter must be received no later than 12:00 pm MST May 1, 2013. If the applicant experiences technical difficulties with eGrants that are unresolved, the correspondence must include the eGrants help desk ticket number. OCS determines whether or not to accept a late application for review on a case-by-case basis.

B. Content and Form of Application Submission

1. Submitting in eGrants

Applicants must submit their applications electronically via the web-based system, eGrants. It is recommended that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline.

Contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask if a problem arises while creating an account, preparing, or submitting an application. National Service Hotline hours are Monday through Thursday: 9:00 a.m. to 7:00 p.m. ET. Be prepared to provide the application ID, organization's name, and the *Notice* to which your organization is applying.

2. Page Limits

If you are:

- Applying for the first time;
- Have only received formula funding in the past;
- Are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago; OR
- A current planning grantee applying for a three-year implementation grant.

You may not exceed 26 double-spaced pages for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. This limit does not include the budget and performance measures or required supplementary materials.

If you are:

- Recompeting (in year three of a competitive three-year funding cycle and applying for a new three-year grant);OR
- Not a current grantee, but received an AmeriCorps grant within the past five years;

You may not exceed 27 double-spaced pages for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. This limit does not include the budget and performance measures.

Reviewers will not consider submitted material that is over the page limit, even if eGrants allows you to enter and submit text over the limit. It is recommended that applicants print out their application from the Review and Submit page prior to final submission to ensure it is not over the page limit.

Do not submit supplemental materials such as videos, DVDs, brochures, letters of support, or any other item not requested in the *Notice* or application instructions. OCS will not review or return them.

C. Funding Restrictions

Grants under this program, except for fixed-amount and EAP grants, are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR Part 220), A-122 (2 CFR Part 230), or A-87 (2 CFR Part 225) and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 21).

V. APPLICATION REVIEW INFORMATION

A. Assessment Criteria – Continuation Applications

1. Continuation Narrative

If you have changes in any of these areas, please document them in the Continuation Changes field in eGrants. Clearly differentiate Year 2 and Year 3 continuation changes by using headings that label these as such. Continuation changes may include, but are not limited to:

- New site locations.
- Expansion to new sites, including the need that will be met in expansion communities, activities of expansion members, and organizational capacity to support the expansion.
- Any changes in the budget.
- Any increase in requested cost per MSY. This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by CNCS.

Plans for improving enrollment, retention, or other compliance issues. If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Continuation Changes field. We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible.

If you are requesting to conduct new activities or additional MSYs, these also need to be reflected in the budget and the performance measures. The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.

2. Continuation Scoring

For each continuation application staff will complete an assessment document that will provide reviewers with critical information about the performance of the grantee. Reviewers will provide each continuation applicant with feedback on the narrative and budget, but will only score the application based on the information provided in the staff assessment document. The Staff Assessment document is available at http://serve.mt.gov/funding. The following are the scoring areas included on the staff assessment document:

a. Ability to meet match (20 Percent)

Staff will provide reviewers with information pertaining to the programs ability to meet their match requirements. Grant reviewers will also consider the programs overall match percentage in this scoring as well as the proposed cost per MSY. Higher match percentage and lower cost per MSY are

considered to be better. Comparing these metrics between programs may be helpful but reviewers should consider that costs vary between program models.

b. Compliance Findings (20 Percent)

Any significant compliance issues that have arisen in the previous year will be described in this section as well the resolution of the described compliance issues. Reviewers will consider the severity of the compliance issue as well as the actions by the program in correcting the identified issue in scoring this section.

c. Enrollments/Exits completed within 30 days (20 Percent)

Staff will provide reviewers with the number of member enrollments/exits, if any, not completed within the allotted 30 day window for compliance. Information provided to reviewers will cover the previous two full grant years. If there is a justification for the enrollment/exit not being completed in the 30 day window (e.g. an eGrants issue) it will be provided.

d. Member enrollment/retention (20 Percent)

Applicants will be assessed on member enrollment and retention for the previous two full years of funding. Member enrollment is the number of awarded slots the program was able to fill. Member retention represents the percent of enrolled members completing their service with an education award. For both member enrollment and retention higher percentages are better. Enrollment will commonly exceed 100% as member slots may be re-filled.

e. Deadlines Met (20 Percent)

If the program has failed to submit any reports by their assigned deadline within the last grant year without OCS approval, it will be noted in the staff assessment.

B. Assessment Criteria – New Applications

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. We urge your organization to submit a high quality application carefully following the guidance in the NOFO and in the Application Instructions. The quality of your application will be an important factor in determining whether your organization will receive funding. Your application will be assessed as follows:

1. Program Design (50 percent)

In assessing Program Design, reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members are particularly well-suited to solving the identified community problem.

Reviewers will consider the extent to which:

-Recompeting grantees describe their efforts and impact to date, and provide persuasive evidence justifying continued funding.

-New applicants already working to meet the community need identified in the application describe how the proposed use of AmeriCorps members will be more effective than what is currently being implemented or enhance existing efforts.

In assessing how you will meet the criteria, reviewers will consider the quality of your response to the following:

a. Need (14% of section)
Provide persuasive evidence that the identified needs exist in the targeted community(ies). Describe the community problem(s) you will be working on. Provide documentation of the extent/severity of the need in the target community. Describe the target community, including whether it is economically disadvantaged. Explain why you selected this population to be served.

b. AmeriCorps Members as Highly Effective Means to Solve Community Problems. (20% of section)
What will members do? Give examples of specific proposed member activities. What will the organization accomplish that it would not otherwise accomplish through existing staff and/or volunteers? How many AmeriCorps members are you requesting? What types of slots (service terms) are needed for these members? If you are requesting different slot types, explain how the different slot types align with your program design and activities.

c. Evidence-Based/Evidence-Informed and Measurable Community Impact (20% of section)
Describe how the interventions the AmeriCorps members and volunteers are engaged in are both evidence-based or evidence-informed and will have a measurable community impact. Explain the impact of the AmeriCorps investment. The intervention is evidence-based if programs can demonstrate community impact and solve community problems through an evidence-based approach (e.g. based on research or backed by statistically significant evaluation findings). The intervention is evidence-informed if programs can demonstrate community impact and solve community problems through an evidence-informed approach (e.g. internal performance data, theory of change based on research).

What is the overall change you expect or plan to see by the end of the three-year grant cycle? What demonstrable impact will your program have? How will you measure that impact? How will you report on this on an annual basis? How did you determine your performance measure targets?

For Current Grantees and Former Grantees Only:
Describe your performance against objectives during your last full year of program operation. What impact has your program had? How successful have you been in solving the identified problem? If you did not meet performance targets, provide an explanation and describe your plan for improvement. What is the performance measure data collected thus far?

d. Member Recruitment (10% of section)
Describe your plans for recruiting members for your program. Describe how members will be included from the local communities to be served by your program. Describe how your organization will be recruiting and engaging traditionally underrepresented populations as well as your history with working with those populations or how you will ensure success if this is a new population being recruited. Underrepresented populations may include new Americans, low-income individuals, youth from disadvantaged backgrounds (sometimes also referred to as "opportunity youth"), rural residents, older Americans, veterans, people of color, Native Americans and people with disabilities.

e. Member Training (10% of section)
Describe your plan for orienting members to AmeriCorps, the community they are serving, their placement site, and the service they will perform. Describe what skills the member will acquire during their term of service. Describe how you will ensure that training provided to members will

prepare members to perform all the activities they will engage in during their term of service. Describe, as necessary, the ongoing training provided to members throughout their terms. What are the anticipated training topics and the timeline for member training? How and when will you ensure that members and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?

f. Member Supervision (10% of section)

Describe your plan for supervising members, and how the plan ensures that members will receive adequate support and guidance throughout their terms. Who will supervise the AmeriCorps members? Describe how supervisors are selected and trained. Describe how your program provides training, oversight, and support to supervisors.

Tutoring Programs Only

If you are proposing to operate a tutoring program, describe how your program complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program.

Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards (See Section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)), includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre- service and in-service training consistent with the activities the member will perform.

g. Member Experience (6% of section)

Describe the program components that enable the AmeriCorps members to have powerful service experiences that produce community impact and lead to continued civic participation and connectivity with other AmeriCorps and national service participants.

Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service. Describe how your program will ensure that members are aware they are AmeriCorps members and identify as such to community members, partners, and the general public. Describe how you will connect your members with each other, with other AmeriCorps members and national service participants in the local communities in which they serve, and with other AmeriCorps and national service participants in the state, and/or nationally. How will your program foster a sense of connection with the AmeriCorps identity?

h. Volunteer Generation (6% of section)

Describe how the proposed program will recruit volunteers to expand the reach/impact of the program in the community. How will volunteers help meet the identified community needs and what will be their role(s)? What role will AmeriCorps members have in volunteer recruitment and management? How will your program ensure that volunteers will not be recruited for or engaged in prohibited or unallowable activities? If volunteer generation is not possible due to your program design, please request a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), enter the rationale in the waiver justification field. Your program will not be penalized for its inability to recruit or support volunteers.

i. Organizational Commitment to AmeriCorps Identification (4% of section)
Describe your organizational commitment to branding national service. How will your program ensure that it and any subgrantees and/or affiliates and/or service locations will use the AmeriCorps name on websites, service gear and public materials such as stationery, application forms, recruitment brochures, on-line position posting, or other recruitment strategies, orientation materials, member curriculum, signs, banners, press releases and publications related to their AmeriCorps program?

2. Organizational Capability (25 percent)
In assessing how you will meet the criteria, reviewers will consider the quality of your response to the following:

a. Organizational Background and Staffing (32% of section)
Provide the organization's mission and a brief history. Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program. Who will staff the AmeriCorps program and what is their specific role? What is their relevant experience? If positions are currently vacant, please describe the desired qualifications for each open position. What are your plans for providing financial and programmatic orientation and training and technical assistance to staff? Describe the organization's capacity to provide training and skills development for members. Describe the organization's capacity to complete an evaluation or provide support to an external evaluator. Describe your organization's prior experience administering AmeriCorps grants or other federal funds. Describe your organization's management structure and how the board of directors (if applicable), administrators, and staff members will support your program.

For Current Grantees Only:
Describe how your AmeriCorps program is integrated and supported within your organization. Provide evidence that you have managed the program well, have performed satisfactorily, and have a record of compliance and responsiveness.

b. Sustainability (24% of section)
Describe how the organization has secured, or describe an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support. Describe your organization's experience raising funds to support service activities and initiatives. How will that contribute to long-term sustainability?

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the grant period. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Who are your community stakeholders and partners? How are they involved in planning and implementing the proposed program? How will their involvement contribute to long-term sustainability?

c. Compliance and Accountability (44% of section)
What are your plans for monitoring program and service sites for compliance? Describe how the organization has the ability and structure to ensure its and its subgrantees and/or service site locations' compliance with AmeriCorps rules and regulations including those related to prohibited activities. How will your organization ensure compliance with AmeriCorps rules and regulations at the grantee, subgrantee, and service site locations (if applicable)? How will your organization prevent and detect compliance issues in general and specifically as it relates to prohibited activities? How will your organization hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

Special Circumstances
In applying the organizational capability criteria, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

In considering applications, CNCS shall ensure meaningful representation of applicants from urban areas, applicants from rural areas, applicants of diverse sizes (as measured by the number of participants served), applicants from States, applicants from multi-state programs, and faith- and community-based organizations. If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

For Current Grantees and Former Grantees Only:
Demonstrated Compliance: Describe any compliance issues and areas of weakness/risk identified during your last full year of program operation at your organization, your subgrantees, and service site locations (if applicable). If you, your subgrantees, and/or service site locations (if applicable) had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

Enrollment: If you enrolled less than 100% of the slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement. Enrollment rate is calculated as slots filled plus refill slots filled divided by slots awarded.

Retention: If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

3. Cost Effectiveness and Budget Adequacy (25 percent)
In assessing how you will meet the criteria, reviewers will consider the quality of your response to the following:

For Cost-Reimbursement grants:
a. Cost Effectiveness (52% of section)
Explain how the budget is cost effective. Explain how the requested funds do not exceed the maximum cost per Member Service Year (MSY) or for existing programs, have not increased over previous years. The amount requested is a competitive factor in the selection process.

The cost per MSY will be automatically calculated once you enter your budget in eGrants. The 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. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.

Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. Having a low cost per member is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. If you request above the maximum, you must justify your request. Please note that such requests are rarely approved.

All recompeting grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost including why this increase could not be covered by grantee share. **This applies even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs associated with the grant.**

Please list all sources of organizational funding and what percent the proposed AmeriCorps project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total operational budget does your proposed funding request from CNCS represent? If a multi-state applicant, please include any State Commission funding requests if applicable to calculate the percentage of your total operational budget.

Demonstrate how your program has or will obtain diverse resources for program implementation. Indicate how much funding your program needs from non-CNCS sources to support the project. Indicate the non-CNCS resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them.

Discuss how your program is a cost effective approach for addressing the community need(s) identified in your application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective. For further information on cost effectiveness analysis, see OMB's "Circular No. A-94 Revised" (http://www.whitehouse.gov/omb/circulars_a094). Programs will be evaluated based upon their ability to maximize their return on investment; applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.

Special Circumstances
In applying the cost-effectiveness criteria, CNCS may take into account the following circumstances of individual programs: program age; the extent to which your program expands

to new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your cost effectiveness.

For Current Grantees Only:
Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal funds.

b. Budget Adequacy (48% of section)
Explain how the budget is clear, reasonable, and in alignment with the program narrative. Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes. Please explain how the cost of criminal history checks and FBI checks, if applicable, are covered if they are not included in the budget.

For EAPs and other Fixed Amount grants Only:
The extent to which a current grantee is increasing its share of costs will not be considered in assessing a fixed-amount application. However, all other indicators described under Cost Effectiveness and Budget Adequacy apply and it will be weighted 25% of the total application.

Discuss how you will raise the additional resources you will need to manage and operate an AmeriCorps program beyond the fixed amount. Identify the total amount you have budgeted to operate the program, including the fixed-amount from the CNCS and grantee share and how your program determined that amount. Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care, and criminal history checks.

Education Award Programs are not required to pay living allowances or cover health care for less-than-full-time members, but must conduct criminal history checks.

Discuss how your program is a cost effective approach for addressing the community need(s) identified in your application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective. For further information on cost effectiveness analysis, see OMB's "Circular No. A-94 Revised" (http://www.whitehouse.gov/omb/circulars_a094). Programs will be evaluated based upon their ability to maximize their return on investment; applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.

You will not be required to track or report on your expenditures. However, you must demonstrate that you have planned for total costs. Reviewers will assess the adequacy of your plan to secure resources to support your program design.

C. Assessment Criteria – Recompete Applications
Recompete applications will be scored on all the above listed criteria for both continuation and new applications. The weighting of scoring categories for recompete grants will be as follows:

1. Program Design - 40 percent
2. Organizational Capacity – 20 percent
3. Cost Effectiveness and Budget Adequacy – 20 percent
4. Staff Assessment Measures – 20 percent

D. Goals of the review and selection process
Specifically, the review and selection process will:

1. Identify eligible applications that satisfy the following considerations:
- High alignment with criteria.
- Priorities, in the order of preference outlined in Section I.B.
- Relative risk and opportunity.

2. Consider:
- Recruitment and deployment of community volunteers to leverage impact.
- The strength of the evidence base for the program

3. Yield a diversified portfolio based on the following strategic considerations:
- Geographic representation.
- Meaningful representation of
  - Rural and urban communities.
  - Small and large programs.
  - Single and multi-state programs.
  - Faith- and community-based organizations.
- Focus area representation.
- Organizations that build capacity for individuals, nonprofits and communities to solve problems.
- Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members and expand opportunities to serve as AmeriCorps members; particularly new Americans, low-income individuals, economically disadvantaged young adults (also referred to as “opportunity youth”), rural residents, older Americans, veterans, communities of color, Native Americans, and people with disabilities.
- Organizations that embrace innovative approaches to solving problems, including service-learning.

Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS’ assessment of the above strategic considerations.

E. Stages in the review and selection process

1. Compliance Review

OCS staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. Applications that are submitted by eligible organizations, submitted by the deadline, and that are complete, will advance to the grant review workgroup.

2. Grant Review Workgroup

Applicants passing compliance review will continue through the process to have their application reviewed by a grant review committee. The purpose of the grant review workgroup is to rank applications and make funding recommendations, with the assistance of OCS staff, to be taken to the Montana Commission on Community Service. Applications will be assessed using the scoresheet posted on http://serve.mt.gov/funding

3. Montana Commission Approval

The recommendations of the Grant Review Workgroup will be reviewed and voted on by the Montana Commission on Community Service. The Commission has the right to amend the funding recommendations. Once the commission has determined an acceptable funding distribution there will be a formal vote to approve the funding levels.

4. Submission to CNCS

The proposals chosen for funding by the Commission will be forwarded to CNCS for final funding approval.

5. Feedback to Applicants

Following grant awards, each applicant will receive the results of the review pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided during clarification.

F. Continuation Expansion Requests

Requests for continuation expansions will be assessed using the same priorities as the new and recompete applications and whether the applicant has lowered its cost per MSY.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notice

We anticipate announcing the results of this competition no later than August 1, 2013.

B. 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.

C. Project/Award Period

Generally grant awards are made for three years, with funding in annual increments.
Grantees will be eligible for non-competitive continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance. The project start date may not occur prior to the date the grant is awarded. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

Additional funding is contingent upon satisfactory performance, a grantee's demonstrated capacity to manage a grant and comply with grant requirements, and availability of Congressional appropriations. CNCS reserves the right to adjust the amount of an additional grant award in subsequent years, or elect not to continue funding, based on these bases.

D. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR §2543.36; 2541.30

E. Reporting Requirements

Grantees, including Professional Corps grantees, are required to provide bi-annual progress reports, bi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740. Fixed-amount grantees are required to provide bi-annual performance reports and an internal or external evaluation report. All grantees provide quarterly expense reports through the Payment Management System at the U.S. Department of Health and Human Services.

F. Re-Focusing of Funding

CNCS reserves the right to re-focus funding in the event of disaster or other compelling need for service.

Additional Materials

NATIONAL PERFORMANCE MEASURE INSTRUCTIONS

- **Disaster Services**
  http://www.americorps.gov/pdf/13_1031_2013_nofo_pm_instructions_disaster_services.pdf
- **Economic Opportunity**
  http://www.americorps.gov/pdf/13_1031_2013_nofo_pm_instructions_economic_opportunity.pdf
- **Education**
  http://www.americorps.gov/pdf/13_1031_2013_nofo_pm_instructions_education.pdf
- **Environmental Stewardship**
  http://www.americorps.gov/pdf/13_1031_2013_nofo_pm_instructions_environmental_stewardship.pdf
- **Healthy Futures**
  http://www.americorps.gov/pdf/13_1031_2013_nofo_pm_instructions_healthy_futures.pdf
- **Veterans and Military Families**
  http://www.americorps.gov/pdf/13_1031_2013_nofo_pm_instructions_veterans_and_military_families.pdf
- **Capacity Building**
  http://www.americorps.gov/pdf/13_1031_2013_nofo_pm_instructions_capacity_building.pdf

Capacity Building, cont.
G3-3.14: Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.15: Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families
G3-3.16: Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants
G3-3.17: Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants
G3-3.18: Number of new beneficiaries that received services as a result of capacity building efforts in: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and/or Veterans and Military Families
G3-3.19: Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity building efforts in: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and/or Veterans and Military Families

IX. NATIONAL PERFORMANCE MEASURES

Tier 1: Priority Measures in Disaster Services, Education and Veterans and Military Families and Complementary Program Measures in Economic Opportunity

Economic Opportunity
O1: Number of economically disadvantaged individuals receiving financial literacy services
O9: Number of economically disadvantaged individuals with improved financial knowledge
O2: Number of economically disadvantaged individuals receiving job training and other skill development services
O3: Number of economically disadvantaged individuals receiving job placement services
O10: Number of economically disadvantaged individuals placed in jobs
O12: Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service*
O15: Number of economically disadvantaged National Service Participants that secure employment during their term of service or within one year after finishing a CNCS-supported program*
O14: Number of National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service*
O17: Number of National Service Participants that complete a college course within one year after finishing a CNCS-supported program*
Disaster Services
D1: Number of individuals that received CNCS-supported services in disaster preparedness
D2: Number of individuals that received CNCS-supported services in disaster response
D3: Number of individuals that received CNCS-supported services in disaster recovery
D4: Number of individuals that received CNCS-supported services in disaster mitigation
Education – Operating in School Improvement Grant(SIG)/DOE Priority Schools
ED21: Number of children that completed participation in CNCS-supported early childhood education programs
ED23: Number of children demonstrating gains in school readiness in terms of social and/or emotional development
ED24: Number of children demonstrating gains in school readiness in terms of literacy skills
ED25: Number of children demonstrating gains in school readiness in terms of numeracy (math) skills
ED2: Number of students that completed participation in CNCS-supported K-12 education programs
ED4A: Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period
ED5: Number of students with improved academic performance in literacy and/or math
ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement
ED6: Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student
Veterans and Military Families
V1: Number of veterans that received CNCS-supported assistance
V8: Number of veterans' family members that received CNCS-supported assistance
V7: Number of family members of active duty military service members that received CNCS-supported assistance
V9: Number of active duty military service members that received CNCS-supported assistance
V2: Number of veterans engaged in service opportunities as a National Service Participant or volunteer.
V10: Number of military family members engaged in service opportunities as a National Service Participant or volunteer.

***Programs that select O12, O14, O15, O17 must also select an additional priority or complementary program measure from Tier 1, 2, or 3 that measures community impact.**

Tier 2: Priority Measures (in Education, Economic Opportunity, Environmental Stewardship, Healthy Futures and Capacity Building)

Education – NOT operating in School Improvement Grant(SIG)/DOE Priority Schools
ED21: Number of children that completed participation in CNCS-supported early childhood education programs
ED23: Number of children demonstrating gains in school readiness in terms of social and/or emotional development
ED24: Number of children demonstrating gains in school readiness in terms of literacy skills
ED25: Number of children demonstrating gains in school readiness in terms of numeracy (math) skills
ED2: Number of students that completed participation in CNCS-supported K-12 education programs
ED4A: Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period
ED5: Number of students with improved academic performance in literacy and/or math
ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement
ED6: Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student
Economic Opportunity[1]
O5: Number of economically disadvantaged individuals, including homeless individuals, receiving housing services
O11: Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing
Environmental Stewardship[2]
EN4: Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved
EN5: Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments) that are improved and/or created
Healthy Futures[3]
H8: Number of homebound OR older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently
H9: Number of homebound OR older adults and individuals with disabilities who reported having increased social ties/perceived social support
H10 (formerly O6): Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations
H11 (formerly O7): Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger
H12: Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services
Capacity Building
G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants
G3-3.2: Number of community volunteers managed by CNCS-supported organizations or National Service Participants
G3-3.3: Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or National Service Participants

The following Economic Opportunity measures may also be used to report on your program's performance in providing services in the Disaster Services focus area,

[2] The following Environmental Stewardship measures may also be used to report on your program's performance in providing services in the Disaster Services focus area,

[3] The following Healthy Futures measures may also be used to report on your program's performance in providing services in the Disaster Services focus area,

Tier 3: Complementary Program Measures

Education
ED1: Number of students who start in a CNCS-supported education program
ED3A: Number of disadvantaged youth/mentor matches that are commenced by CNCS-supported programs
ED7: Number of students with no or decreased disciplinary referrals and suspensions over the course of the CNCS-supported programs' involvement
ED8: Number of youth with decreased substance abuse, arrest, or gang involvement
ED9: Number of students graduating from high school on time with a diploma
ED10: Number of students entering post-secondary institutions
ED11: Number of students earning a post-secondary degree
ED12: Number of CNCS-Supported National Service Participants who begin serving as teachers through a Teacher Corps program
ED13: Number of CNCS-Supported National Service Participants who completed serving as teachers through a Teacher Corps program
ED14: Number of individuals teaching in high need schools
ED15: Number of students in CNCS-supported teacher classrooms with improved academic performance
ED17: Number of teachers remaining in the education field, but not teaching in a school (school support staff, school administration, district administration policy, education nonprofits, etc.) after their term of service
ED18: Number of teachers who have had a positive impact on student learning as determined by observation-based assessments of teacher performance
ED19: Number of individuals receiving certification to teach in schools after their term of service
ED20: Number of children who start in a CNCS-supported early childhood education program
ED22: Number of children accessing high quality early childhood education programs
ED26: Number of students acquiring a GED
Economic Opportunity
O4: Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities
O13: Number of economically disadvantaged National Service Participants who have not obtained their high school diploma or equivalent prior to the start of their term of service
O16: Number of National Service Participants that obtain a GED/diploma while serving in CNCS-supported programs or within one year after finishing serving in CNCS-supported programs
Environmental Stewardship
EN1: Number of housing units of low-income households and structures weatherized or retrofitted to significantly improve energy efficiency
EN2: Number of low-income households home and public building energy audits conducted
EN3: Number of individuals receiving education or training in energy-efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture
EN6: Number of tons of materials collected and recycled

Healthy Futures
H1: Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs
H2: Number of clients to whom information on health insurance, health care access and health benefits programs is delivered
H3: Number of clients enrolled in health insurance, health services, and health benefits programs
H4: Number of clients participating in health education programs
H5: Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity
H6: Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity
H7: Number of clients receiving language translation services at clinics and in emergency rooms
Veterans and Military Families
V3: Number of veterans assisted in pursuing educational opportunities
V4: Number of veterans assisted in receiving professional certification, licensure, or credentials
V6: Number of housing units developed, repaired, or otherwise made available for veterans
Capacity Building
G3-3.4 Number of organizations that received capacity building services from CNCS-supported organizations or national service participants
G3-3.5: Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.6: Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants
G3-3.7: Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
G3-3.8: Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants
G3-3.9: Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient
G3-3.10: Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more effective
G3-3.11: Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.12: Number of organizations that monitored their progress towards the goals identified in their community assessment with the assistance of CNCS-supported organizations or national service participants
G3-3.13: Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families

Letter of Intent

Montana Commission on Community Service
2013 AmeriCorps Formula Grant Application

Name of Applicant Organization:
Organization Address:
City/State/Zip:
Telephone:
E-mail Address:
(Note: to apply all AmeriCorps programs must have access to the Internet)

Organization Mission Statement:

Proposed Program Title:

Proposed Program Executive Summary:
Please provide a one-paragraph summary of the proposed program. This summary must be one-half page or less and should include who, what, when, and why:

- Who will be serving? Who will be served?
- What will the AmeriCorps members do?
- Where will the activity take place?
- When does the project begin and end?
- What is the expected outcome(s) of the project?

Proposed Program CNCS Focus Area(s):

Contact Person:

Submit electronically to the Governor's Office of Community Service at serve@mt.gov by **Noon MST April 10th, 2013** to be considered for an AmeriCorps Grant. *Note: If you do not receive an email confirming receipt within 24 hours please call 406-444-5547 to confirm the information was received.*

The Governor's Office of Community Service will invite applicants with past experience (successful) and or a strong Readiness Self-Assessment, and who address CNCS Focus Areas and State Expectations to continue with the application process.

Readiness Self-Assessment (New Applicants)

Montana Commission on Community Service
2013 AmeriCorps Formula Grant Application

Is My Organization Ready to Apply for an AmeriCorps Grant?

This Readiness Assessment asks simple questions to help you determine whether your organization is poised to successfully apply for and implement an AmeriCorps grant. Read each question carefully and answer honestly. This assessment is a tool to help you plan for the implementation and administration of an AmeriCorps grant-funded program.

Completion of the assessment does not guarantee AmeriCorps funding through the Governor's Office of Community Service (OCS) or the Corporation for National and Community Service (CNCS).The Readiness Self-Assessment will be used by the Governor's Office of Community Service to determine if the organization is financially ready for an AmeriCorps Grant.

Fundamental Questions:
Is your organization a public or private nonprofit organization - including labor organizations, faith-based and other community organizations; an institution of higher education; a government entity within the State of Montana; an Indian Tribe; or a partnership or consortia?
_____Yes _____No _____Unsure

Does your organization's plan for utilizing AmeriCorps members address specific unmet community needs in the area of education?
_____Yes _____No _____Unsure

If the answer to either of the above questions is "No" then your organization would not be eligible to receive an AmeriCorps grant or serve as a Host Site for AmeriCorps members.
Additionally you are ineligible if your organization is a 501 (c)(4) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)] that engages in lobbying.

Does your plan for utilizing AmeriCorps members call for members to provide service exclusively within the state of Montana?
_____Yes _____No _____Unsure

If the answer to the above question is "No" then your program would not be eligible to receive funding through the Montana Governor's Office of Community Service. If the rest of the self-assessment is favorable, then your organization may be interested in applying directly to the Corporation for National and Community Service for an AmeriCorps National Direct grant. If your organization does apply directly to the Corporation for National and Community Service please contact the Governor's Office of Community Service for more information on submitting a multi-state/national consultation form.

Administrative Competencies:
Does your organization have a proven track record of establishing measurable outcomes for its programs?
_____Yes _____No _____Unsure

Does your organization have the infrastructure to recruit, train, and support the efforts of AmeriCorps members? Variables include office space, technology, supervisory time & skill, financial expertise, and the ability to manage volunteers.

_____Yes _____No _____Unsure

Has your organization previously managed a major federal, state, or foundation grant?
_____Yes _____No

Does your organization have formal internal controls governing all financial operations?
_____Yes _____No _____Unsure

Does your organization have sufficient cash on hand or credit to operate a major grant on a reimbursement basis?
_____Yes _____No _____Unsure

Has your organization been audited by a Certified Public Accounting firm within the past two years?
_____Yes _____No

If you answered "No" to any of the above questions, it is likely your organization would struggle to successfully administer an AmeriCorps grant. Consideration should be given to seeking a partnership with an existing AmeriCorps program in Montana. Serving as an AmeriCorps host site rather than as a primary grant applicant is often a better option for smaller organizations. Contact the Governor's Office of Community Service for more details.

Mission Statement:

1. Does your organization have a clear written mission statement? (if no, skip to question 6)
   _____Yes _____No _____Unsure

2. Do all organizational programs and efforts align with the mission?
   _____Yes _____No _____Unsure

3. Has your organization said no to potentially good opportunities which are not consistent with the organization's mission?
   _____Yes _____No _____Unsure

4. Is the mission understood by all stakeholders within the organization?
   _____Yes _____No _____Unsure

5. Is the mission frequently referred to (e.g. in planning sessions and other meetings)?
   _____Yes _____No _____Unsure

Governance & Operations:

6. Does your organization have an active and independent board of directors and/or other governing body? (Independent is defined as a majority of board members who are neither employees of the organization nor family members of employees or other board members.)
   _____Yes _____No _____Unsure

7. Does the organization have written policies and procedures, including a conflict of interest policy for employees and directors?
   _____Yes _____No _____Unsure

8. Does your organization plan to use existing staff to manage the AmeriCorps program?
   _____Yes _____No

Strategic Planning:

9. Does your organization have a strategic plan for the future i.e. 3-10 year strategic plan? (if no, skip to question 13)
   _____Yes _____No _____Unsure

10. Does the strategic plan have well defined measurable goals and achievable action steps with timeframes?
    _____Yes _____No _____Unsure

11. Are the goals in the strategic plan well known and understood by the staff and board?
    _____Yes _____No _____Unsure

12. Is the strategic plan made actionable by realistic and detailed annual plans that outline the specific work to be accomplished?
    _____Yes _____No _____Unsure

13. Does the organization conduct regular assessment of internal operations to assess efficiency and effectiveness?
    _____Yes _____No _____Unsure

Financial Management:

14. Do you have a "job cost" or "fund based" accounting system?
    _____Yes _____No Current system used: _____

15. If your organization uses accrual basis accounting, are there procedures in place to allow for reconciliation between cash and accrual basis reports?
    _____Yes _____No _____Unsure

16. Is your organization's accounting system manual, automated, or a combination?
    _____Manual _____Automated _____Combination

17. Are entries posted to the general ledger?
    _____Daily _____Weekly _____Monthly
    _____Unsure _____Other (Please describe):_____

18. Does the accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?
    _____Yes _____No _____Unsure

19. Does your accounting system allow cash basis reporting and for the recording of "in-kind" contributions?
    _____Yes _____No _____Unsure

20. Does the organization have a development/fundraising plan in place?
    _____Yes _____No _____Unsure

21. Does the organization have plans to secure the financial and in-kind resources to meet required matches?
    _____Yes _____No _____Unsure

22. Is your organization familiar with federal cost principles?
    _____Yes _____No _____Unsure

23. Is your organization familiar with procedures for the determination and allowance of costs in connection with Corporation for National and Community Service grants and contracts?

_____Yes _____No _____Unsure

Technology:

24. Does every key staff member have access to a computer with up-to-date software, internet access, and e-mail capabilities?
    _____Yes _____No _____Unsure

25. Is all staff able to find and use resources posted online?
    _____Yes _____No _____Unsure

Human Resources:

26. Does your organization have a well-planned process to recruit, develop, and retain the best employees in accordance with an equal opportunity environment?
    _____Yes _____No _____Unsure

27. Does your organization provide staff and volunteers with written job descriptions and the necessary resources to carry out duties appropriately?
    _____Yes _____No _____Unsure

28. Are time and activity distribution records (time sheets) maintained by funding source and project type for each employee to account for total hours with your organization?
    _____Yes _____No _____Unsure

29. Does the organization provide relevant and regular training for staff and board members?
    _____Yes _____No _____Unsure

30. Are employee performance appraisals conducted on a consistent and fair basis?
    _____Yes _____No _____Unsure

31. Does your organization have a well-planned process to recruit, develop, and retain volunteers?
    _____Yes _____No _____Unsure

Internal Controls:

32. Are the duties of the bookkeeper and record keeper separate from cash functions (receipts, deposits, check signing/releasing)?
    _____Yes _____No _____Unsure

33. Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?
    _____Yes _____No _____Unsure

34. Are purchase approval methods documented and communicated?
    _____Yes _____No _____Unsure

35. Are employee payroll reports supported by appropriately signed documentation (timesheets, leave slips, etc.)?
    _____Yes _____No _____Unsure

36. Are employees who handle funds bonded against loss by reasons of fraud or dishonesty?
    _____Yes _____No _____Unsure

Organizational Needs Assessment and Implementation:

37. Does your organization conduct regular community needs assessments?
    _____Yes _____No Date Last Conducted: _____

38. Does your organization analyze and use the results of needs assessments to chart change?
    _____Yes _____No _____Unsure

39. Are your organization's programs and services well defined?
    _____Yes _____No _____Unsure

Measuring Performance and Continual Improvement of Programs:

40. Does your organization have a comprehensive well-developed community assessment or evaluation system used to measure the impact of programs and services?
    _____Yes _____No _____Unsure

41. Does your organization conduct regular community assessments of existing programs' effectiveness in meeting recipient needs and identify areas for improvement?
    _____Yes _____No _____Unsure

42. Does your organization collect data to measure performance and progress on a continual basis?
    _____Yes _____No _____Unsure

43. Is data analyzed, used in program redesign and communicated to stakeholders on a regular basis? (e.g. annual report)
    _____Yes _____No _____Unsure

Partnership and Collaboration:

44. Does your organization participate in partnerships with other groups?
    _____Yes _____No _____Unsure

45. Have these relationships led to mutually beneficial collaborations?
    _____Yes _____No _____Unsure

Faith Based Organizations:

If the conditions below are not acceptable to your organization, Corporation for National and Community Service (CNCS) funding is probably not a good option:

- ✓ Participation in CNCS funded programs must be open to all who qualify, without regard to religious beliefs
- ✓ CNCS funded programs cannot require members or participants to engage in religious activities
- ✓ CNCS funded positions must not proselytize
- ✓ CNCS funded programs must be held in a separate place or time from religious activities

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Submit electronically to the Governor's Office of Community Service at serve@mt.gov by **Noon MST April 10, 2013** to be considered for an AmeriCorps Grant.

Cover Letter

Montana Commission on Community Service
2013 AmeriCorps Formula Grant Application

Name of Applicant Organization:
Type of Organization (Nonprofit, Government, etc.):
Federal Employer Identification No (FEIN):

Proposed Program Title:

Proposed Program Executive Summary: (If different than Letter of Intent)

Proposed Program CNCS Focus Area(s): (If different than Letter of Intent)

Proposed Program Montana Initiatives:
(Plans to incorporate the Montana Initiatives into the proposed program? If yes, how?)

CNCS Funds Requested:

Total Project Budget (funds requested + match):

Indirect Cost Rate: (If included in the budget please submit a federally approved indirect cost rate agreement)

Current Applicants:(Describe the successes and highlights of your program over the past grant year.)

Contact Person:

Submit electronically to the Governor's Office of Community Service at serve@mt.gov by **Noon MST May 1, 2013** to be considered for an AmeriCorps Grant. *Note: If you do not receive an email confirming receipt within 24 hours please call 406-444-5547 to confirm the information was received.*

Thank you for your interest, we look forward to reviewing your proposal!