Request for Grant Applications

AmeriCorps State Formula Grant
Federal Fiscal Year 2019

State Solicitation Number: 19-300

Release Date: **February 25, 2019**
Application Due Date: **April 3, 2019**

Important Notice to Applicants: This Request for Grant Applications (RFGA) uses an abridged version of the Corporation for National and Community Service Notice of Funding Opportunity (NOFO) so that it is tailored to the subgrantee level of Washington's local statewide competition. For the purposes of this RFGA, the terms grantee and subgrantee may be used interchangeably. The national competition held earlier this year is closed.

The dates which applicants are to abide by are the dates that are included in this RFGA.

OVERVIEW

State Entity: Serve Washington
Federal Agency: Corporation for National and Community Service
Federal Funding Opportunity: 2019 AmeriCorps State Grants
Announcement Type: Request for Grant Applications
CFDA Number: 94.006

Serve Washington is pleased to announce the *2019 AmeriCorps State Formula* Request for Grant Applications (RFGA) to meet state and local challenges through service and volunteer action.

Serve Washington

Serve Washington advances national service, volunteerism and civic engagement to improve lives; expands opportunity to meet the local critical needs of residents of Washington; and strengthens community capacity while creating healthy and resilient communities.

Authorized by Executive Order #16-08, a 20-member board of Governor-appointed commissioners supports and advises Serve Washington. Its role is to carry out the mission and goals of the State Service Plan and to fulfill the statutory responsibilities for state service commissions authorized by 42 U.S.C. § 12638 and outlined in 45 CFR 2550.50 National and Community Service Trust Act of 1990 as amended by the Serve America Act.

Corporation for National and Community Service

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Purpose of AmeriCorps Funding

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

INSTRUCTIONS

General Information
Applicants are required to complete applications for funding in accordance with this RFGA, the *Application Instructions*, the *Supplemental Guidance* and the *National Performance Measures* (where applicable). These and other resources are located at the Serve Washington [website](#).

Application Deadline
All application materials must be completed and submitted in eGrants by **5:00pm** (PST) on **April 3, 2019**. Additionally, all required additional documents must be submitted to servewa@ofm.wa.gov by the same deadline.

Creating Your Application in eGrants
New and Recompeting Applicants

- Create an eGrants account ONLY IF you do not currently have one by going to: https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

- Start a **New OR Renewal (=Recompete)** Grant Application. *(Bottom left of the eGrants home page under Creating an Application.)*

- Select a Program Area: AmeriCorps.

- Select the applicable <u>Notice of Funding Opportunity</u> (NOFO):
  FY 2019 AmeriCorps State Commission
  FY 2019 AmeriCorps State Commission Fixed and EAP

- Select State: Washington.

- Select the applicable Prime Application Identification number from the drop down list:
  Reimbursable Grant Prime: 19AC212894
  Fixed Amount Grant Prime: 19ES212893

Continuation Applicants

- Start a **Continuation** Grant Application. *(Bottom left of the eGrants home page under Creating an Application.)* You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.

- Edit your continuation application as directed in the continuation request instructions. *(Application Instructions, pages 12-15.)*

IMPORTANT DATES

General Timeline

Request for Grant Applications Released	February 25, 2019
Technical Assistance WebEx for Potential Applicants	March 4, 2019
Completed Applications Due from Applicants	**April 3, 2019 by 5:00pm**
Staff Review for Compliance	April 4-5, 2019
Grant Review Committee Application Review	April 8-30, 2019
Grant Review Committee Meeting to Obtain Clarification from Applicants as needed and to Develop Recommendation Report for Serve Washington Commissioners **Note: Applicants must be available by phone on this day in the event the GRC needs additional information or clarification. Interviews will not be conducted.**	May 1 or 3, 2019
Serve Washington Commissioners Vote on Grant Review Committee Recommendation	May 9, 2019
Notification to Applicants Regarding Serve Washington Vote	Week of May 13, 2019
Clarification and Revision Period for Selected Applicants	Notification – mid June
Serve Washington to submit applications to CNCS No Later Than	Mid to end June

Technical Assistance WebEx

Applicants are highly encouraged to participate in an online technical assistance session via WebEx on **Monday, March 4** to review application instructions and as an opportunity for applicants to ask questions about the process.

NEW/RECOMPETE 10am-12pm
Join Online Here
Join Audio Only: 1-855-929-3239
Meeting Number: 800 726 957
Meeting Password: ServeWA19!

CONTINUATIONS ONLY 3pm-4pm
Join Online Here
Join Audio Only: 1-855-929-3239
Meeting Number: 805 101 578
Meeting Password: ServeWA19!

CNCS Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

Disaster Services
Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or 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; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or 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 children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

Environmental Stewardship
Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; and provide reforestation services after floods or fires.

Healthy Futures
Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

Veterans and Military Families
Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS programs.

2019 CNCS Funding Priorities

CNCS seeks to prioritize the investment of national service resources in *(see Supplemental Guidance for further information)*:

- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth to prepare them for the workforce

- Education – selection of one of the evidence-based interventions in three categories: School Readiness, K-12 Success, and Post-Secondary Support

- Healthy Futures - reducing and/or preventing prescription drug and opioid abuse

- Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength

- Rural Intermediaries - organizations that demonstrate measureable impact and primarily serve rural communities with limited resources and organizational infrastructure

- Safer Communities - programs that focus on public safety, and/or partnerships between law enforcement and the community

- Faith-Based Organizations

2019 Serve Washington Funding Priorities

Additionally, Serve Washington seeks to develop a diverse grant portfolio of programs that meet CNCS and/or Serve Washington priority areas:

- Improve educational outcomes from cradle to career

- Protect and preserve the environment and sustainable ecosystems

- Support healthy and safe communities

- Prepare, respond, recover and mitigate disasters and increase community resiliency

- Advance economic prosperity and security

- Support veterans and military families

- Create pathways to success for opportunity youth

- Ensure resources are available to tribes, rural, and underserved communities

Program Authority
Legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.).

Estimated Award Amount
Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects.

Type of Award
AmeriCorps grants can be awarded on a Cost Reimbursement or Fixed Amount basis, but the availability of a Fixed Amount grant is limited to certain applicants. CNCS/Serve Washington will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount	
Available Subtypes	Traditional	Full-Time	EAP
Maximum Cost per MSY	$15,192	$15,192	$800
Type of Slots in the National Service Trust	All	Full-Time or Less than Full-Time Serving in a full time capacity Only	All
Budget Submission Required	Yes	No	
Availability of Funds linked to enrollment and retention of awarded MSY	No	Yes	
Match Requirements	Yes	No	
Financial Reporting Requirements	Yes	No	
Available to New Applicants	Yes	No	Yes

Project and Award Period
The project period is generally one year, with a start date proposed by the applicant. The grant award covers a three-year project period unless otherwise specified. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date CNCS/Serve Washington awards the grant. 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.

Eligible Applicants
The following Non-Federal entities (as defined in 2 CFR §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:
- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

New Applicants
New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but not eligible to apply for Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees that can demonstrate a track record and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants.

Continuation Applicants
Organizations that have current AmeriCorps awards that do not end in FY19 must submit an application in order to be eligible to receive funding for the following year. Please see pages 12-15 of the *Application Instructions* (separate document).

Dun and Bradstreet University Numbering System (DUNS) Number 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. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: DUNS Request Service. CNCS/Serve Washington recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants must register with the SAM and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS/Serve Washington suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS/Serve Washington.

Applicants who do not comply with these requirements may be ineligible to receive or maintain an award.

Requirement for Minimum Number of Member Service Years

One Member Service Year (MSY) is equivalent to one 1700 hour full-time AmeriCorps position. The purpose of this RFGA is to solicit grant applications from programs that can support a "team" of AmeriCorps members. As such, **to be considered for funding, Serve Washington expects grant applications to be between 10-35 MSYs**.

If your organization is interested in hosting less than 10 MSYs, for example an independent placement AmeriCorps member or a small AmeriCorps team, this is not the appropriate application process. We recommend that you contact an AmeriCorps program in your area or a statewide intermediary to determine if a partnership may be feasible. Refer to the AmeriCorps Program Directory for a listing of programs in your county. If your organization is looking for AmeriCorps VISTA opportunities, please refer to the CNCS VISTA website.

A waiver to the minimum/maximum MSY may be requested. Please contact servewa@ofm.wa.gov to request waiver information. Waivers must be approved **before** the application deadline. Applications that don't meet the minimum/maximum MSY and do not have an approved waiver at the application deadline may not be eligible for review or consideration of funding.

Volunteer Generation Requirement

There is an expectation that all programs engage AmeriCorps members in recruiting and/or managing community volunteers unless there is a significant and compelling justification as to why this is not a feasible part of the AmeriCorps program design. Applicants should keep in mind that AmeriCorps members can engage with volunteers in ways that fall outside of the assigned primary service activity. For example, AmeriCorps members could plan a volunteer event on National Days of Service such as the 9/11 Day of Service and Remembrance and/or the Martin Luther King Jr. (MLK) Day of Service.

A waiver to the volunteer generation requirement may be requested. Please contact servewa@ofm.wa.gov to request waiver information. Waivers must be approved **before** the application deadline. Applications that don't include volunteer generation numbers in there Executive Summary and/or Demographic sections and do not have an approved waiver at the application deadline may not be eligible for review or consideration of funding.

Other Requirements

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this RFGA.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS/Serve Washington is aware that any corporation has any unpaid Federal tax liability which—

- has been assessed,
- for which all judicial and administrative remedies have been exhausted or have lapsed, and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this RFGA. A similar restriction may be enacted with the appropriation which will fund awards under this RFGA. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a

determination that suspension or debarment is not necessary to protect the interest of the federal government

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS/Serve Washington funding.

Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. CNCS/Serve Washington does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS/Serve Washington values the quality of performance measures over the quantity of performance measures.

Of note: FY19 CNCS Performance Measures have been streamlined, and in some case, renumbered. All applicants, including continuations, must ensure National Performance Measures are aligned with FY19 National Performance Measures. Edit and update accordingly directly in the Performance Measurement Module.

Fixed Amount Grants and Education Award Program Grants

There is no specific match requirement for Fixed Amount grants and Education Award Program grants. CNCS/Serve Washington does not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program.

Cost Reimbursement Grants

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 below. Match can be in the form of cash or in-kind donations.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) 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 a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout. Grantees must also have documented permission to use other federal funds as match from the other federal awarding agency.

It's important to note that statutory match may or may not be enough to operate. Statutory match is merely a minimum requirement.

No matter the financial agreement (cost-reimbursement grantee or fixed amount grantee) there is a substantial cash and in-kind need to operate successful AmeriCorps programs. The federal government does not intend to be the sole funder of these programs.

A waiver for alternative match may be requested. Please contact servewa@ofm.wa.gov to request waiver information. Waivers must be approved **before** the application deadline. Applications that don't meet the match requirements and do not have an approved waiver for alternative match at the application deadline may not be eligible for review or consideration of funding.

Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate, a 10 percent de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in eGrants. However, under section 121(d) of the NCSA and CNCS's regulations at 45 C.F.R. 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table 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 to members that complies with the minimum and maximum requirements. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as "without living allowance" in the budget.

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1700	$13,992	$27,984
Three Quarter-time	1200	n/a	$19,753
Half-time	900	n/a	$14,815
Reduced Half-time	675	n/a	$11,111
Quarter-time	450	n/a	$7,408
Minimum-time	300	n/a	$4,938

Maximum Cost per Member Service Year (MSY)

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

Grant Program	Maximum
Cost Reimbursement Grant	$15,192
Full-time Fixed Amount Grant	$15,192
Education Award Program Fixed Amount Grant	$800

Amount of the Segal AmeriCorps Education Award

AmeriCorps members serving in programs funded with FY19 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $6,095 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after their term of service to use the Education Award.

Term of Service	Minimum # of Hours	Education Award
Full-time	1700	$6,095.00
Three Quarter-time	1200	$4,266.50
Half-time	900	$3,047.50
Reduced Half-time	675	$2,321.00
Quarter-time	450	$1,612.43
Minimum-time	300	$1,289.95

How to Submit an Application in eGrants

Applicants must submit their applications electronically via the CNCS web-based system, eGrants (egrants.cns.gov). CNCS recommends that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document and copy and paste the document into the appropriate eGrants fields no later than ten days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. CNCS/Serve Washington will consider the number of pages as they print out through eGrants when determining compliance with any page limits.

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using CNCS's web-based system under their own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Contact the National Service Hotline at 800-942-2677 or via Questions if a problem arises while creating an account or while preparing or submitting an application in eGrants.

Submission of Additional Documents

Applicants must submit all required additional documents by the application deadline to servewa@ofm.wa.gov. All additional required documents should be clearly labeled with the applicant organization name and Application ID number at the top of the page. Emails should include in the Subject line, the applicant organization name and Application ID number.

Additional documents for new/recomplete applicants may include (if applicable): recompete applicant evaluation report, letters from the consortium members for rural intermediaries, labor union concurrence, indirect cost rate agreement, federal debt delinquency, and up to two

evaluation briefs, reports, and/or peer reviewed articles in support of the applicant's evidence base. *(Continuation applicants should not submit additional documents.)*

Failure to submit the required additional documents may have a negative impact on the assessment of an application. Do not submit other items. Serve Washington will not review or return them.

Application Fields and Page Limits

In eGrants, applicants will enter the following components of a complete application:

- Standard Form 424 Face Sheet: This is automatically generated when applicants complete the data elements in the system under applicant info and application info tabs.
- Narratives
  - o Executive Summary
  - o Program Design
  - o Organizational Capability
  - o Evaluation Plan (if applicable)
- Logic Model
- Budget Worksheet(s)
- Performance Measures
- Program Information
- Documents
- Funding/Demographics
- Authorization, Assurances, and Certifications

Applications may not exceed 10 pages for the Narratives (13 pages for Rural Intermediaries). Application content considered in determining page limit compliance includes the SF 424 Face Sheet and the Narrative sections contained in the Executive Summary, Program Design, and Organizational Capacity as the pages print out from eGrants. Content that exceeds the page limit may not be eligible for review and may jeopardize consideration of funding.

Please note the length of a document in word processing software may be different than what will print out in eGrants. CNCS/Serve Washington will consider the number of pages as they print out through eGrants when determining compliance for page limits. CNCS/Serve Washington strongly encourages applicants to print out the application from the "Review and Submit" page prior to submission to check that the application does not exceed the page limit. (The application page limit does not include the Narrative portion of the Evaluation Plan, the Logic Model, the Budget Worksheet(s), Performance Measures, or additional documents, as applicable.)

The Logic Model may not exceed more than three pages when printed from eGrants.

Executive Summary (Required – 0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers] who will be engaged in [what the leveraged volunteers will be doing.] This program will focus on the CNCS focus area(s)

of [Focus Area(s)].* The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS' focus area, omit this sentence.

Fixed Amount grant applicants should list their Other Revenue because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

Program Design (50 percent)
Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. **Theory of Change and Logic Model** (28 points)
The Theory of Change narrative section shall address:
- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The (separate) logic model (outside the narrative section) shall depict:
- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, hours of service delivered, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

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

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

2. **Evidence Base** (16 points)
Applicants must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible; and 3) describe any additional evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence.

When describing research studies or evaluations in the application narrative, applicants should include the following information:
- The time period for which the intervention was examined
- A description of the target population studied (e.g. the demographics)
- The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design, propensity score matching)
- A description of the data, data source, and data collection methods
- The outcomes or impacts examined and the study findings
- The strength of the findings (e.g. confidence level, statistical significance of findings)

Requirements associated with the four evidence tiers are described next.

Pre-preliminary evidence (1-4 points) means the applicant may have collected performance data on the intervention proposed in the application. Applicants in this tier must describe how their program design is evidence-informed using the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described.

Preliminary evidence (5-8 points) means the applicant has provided data from at least one outcome study of the same intervention described in the application and yielded positive results. The outcome study has either been conducted internally or externally. The study design includes pre and post assessment or a retrospective post assessment, but does not include a comparison group.

Moderate evidence (9-12 points) means the applicant has well-designed and well-implemented studies of the same intervention described in the application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or Quasi-Experimental Design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The study has been conducted externally.

Strong evidence (13-16 points) means the applicant has demonstrated moderate evidence and that the intervention described in the application has been tested nationally, regionally, or at the

state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT of their own program. The studies have been conducted externally.

3. **Priority Area** (0 points)
- The applicant proposed program fits within one or more of the 2019 CNCS or Serve Washington funding priorities.
- Simply state the priority area in which you think your application qualifies.

(Although this section is not awarded points, Serve Washington reserves the right to use this information in final funding decisions.)

4. **Member Experience** (6 points)
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

Organizational Capability (25 percent)
Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. **Organizational Background and Staffing** (9 points)
- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight/monitoring.

2. **Compliance and Accountability** (8 points)
- The organization has an oversight/monitoring plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The required recompete applicant evaluation report meets requirements and is of satisfactory quality (if applicable).

3. **Culture that Values Learning** (6 points)
- The applicant's board, management, and staff collects and uses information for learning and decision making.

4. **Member Supervision** (2 points)
- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

Cost Effectiveness and Budget Adequacy (25 percent)
Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

This criteria will be assessed based on the budget submitted. <u>No narrative</u> should be entered in the narrative box except for "See budget."

1. **Cost Effectiveness and Budget Adequacy** (25 points)
   - Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
   - Budget is submitted with adequate information to assess how each line item is calculated.
   - Budget is in compliance with the budget instructions.
   - Match is submitted with adequate information to support the amount written in the budget.
   - The budgeted match is equal to or more than the required match for the given program year (or the applicant has an approved waiver for alternative match).
   - The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that exceed the maximum cost per MSY, don't meet the match requirements and/or do not have an approved waiver for alternative match at the application deadline may not be eligible for review or consideration of funding.

Evaluation Plan (Required for Recompeting Grantees – 0 percent)

If the applicant is competing for the first time, please enter N/A in the Evaluation Plan field since it pertains only to recompeting grantees.

If the applicant is recompeting for AmeriCorps funds for the first time the program must submit its evaluation plan in the Evaluation Plan field in eGrants.

If the applicant is recompeting for a subsequent time, the program must submit its evaluation report via email to servewa@ofm.wa.gov by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants.

While evaluation plans could evolve after grant submission, to the extent possible, include the following components in your evaluation plan:

- A description of the aspect of your program you plan to evaluate
- Clear and measurable outcomes of interest that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the evaluation that are clearly connected to the outcomes
- Proposed evaluation design and rationale for the selected design (e.g. process/implementation evaluation, outcome evaluation, impact evaluation using a QED or RCT)
- Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation
- Analysis plan
- General timeline for the evaluation

Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

APPLICATION REVIEW PROCESS

Grant Review Committee

Applications will be reviewed by a subcommittee of the Serve Washington Commission during April 8-30, 2019. This subcommittee, known as the Grant Review Committee (GRC), is comprised of Commissioners from Serve Washington who have volunteered to be a part of the process. The GRC members are required to each sign forms certifying (1) that they have no real or perceived conflicts of interest, and (2) that they will not disclose any confidential information about the programs until after the grant review process is completed. The GRC will meet May 1 and/or May 3, 2019, to develop recommendations to present for consideration to the full Serve Washington Commission on May 9, 2019.

Assessment Criteria

The GRC will assess each of the applications based solely on how well the applicant answers the questions and follows the directions included in the RFGA and Application Instructions.

Applicants must be available by phone on May 1 or May 3, 2019, to remotely answer any questions the GRC may have. Applicant contact information will be collected sometime during the GRC application review period. Serve Washington does not expect all applicants will receive an inquiry via phone. Receipt of (or no receipt of) a phone inquiry does not indicate award status. It is, therefore, highly incumbent upon applicants to submit quality applications that conform to the requirements set forth in the RFGA and Application Instructions in order to be competitive.

Serve Washington Staff Review and Clarification/Revision Period

Serve Washington staff will conduct an immediate technical review at the application deadline. The technical review will include timeliness, eligibility, submission of additional required documents, application page limits, volunteer generation, and budget sections (including cost per MSY and match requirements). If substantial and substantive errors are found, or the appropriate waivers are not in place and approved, the application may be declined for further review. If declined, organizations will be offered consultation on the successes and challenges of the application.

For applications that make it past the technical review, Serve Washington staff will be simultaneously reviewing applications with the GRC. After the Commission has made a decision on the GRC's recommendation, Serve Washington staff will notify applicants. Once applicants are notified in mid-May, staff will then begin working closely with awarded applicants to finalize their applications based on all reviews. If declined, organizations will be offered consultation on the successes and challenges of the application.

Planning Grant Opportunity

If applicants are not awarded operational grants (the primary grant opportunity in this RFGA) and funding is available, Serve Washington reserves the right to offer prospective applicants a planning grant. Planning grants are used to develop national service models. No members are awarded. Planning grants are awarded for a single year, and usually only cover minimal personal costs/consultation costs, training, and travel. Full details would be communicated upon offer.

QUESTIONS

Please submit questions about this funding opportunity to servewa@ofm.wa.gov. Questions and responses will be included in a list of Frequently Asked Questions (FAQs) that will be periodically updated on the Serve Washington website. Serve Washington is committed to a fair and open competition for this funding opportunity, and, as such, staff will not be able to answer questions about the funding opportunity unless the questions are asked through the servewa@ofm.wa.gov email address or through the technical assistance call.