



2013 Formula AmeriCorps State Technical Assistance FAQ

This FAQ contains information pertaining to the 2013 Montana AmeriCorps Formula Request for Proposal (RFP) process. AmeriCorps State Grants are funded by the Corporation for National and Community Service (CNCS) through the Montana Governor's Office of Community Service (OCS).

Technical assistance will be available to 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 publicly in the FAQ document on the ServeMontana website at <http://serve.mt.gov/funding/>. Questions will be dated with the most recent added to the top. It is highly recommended that applicants read through all materials including the FAQ, application instructions, performance measure instructions, and full Notice of Funding.

April 30, 2013

Question: Does our organization need to submit documentation of labor union concurrence?

Answer: The following guidance is provided in the application instructions:

- 1) If a program applicant:
 - a) Proposes to serve as the placement site for AmeriCorps members; and
 - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
 - c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- 2) If a program applicant:
 - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
 - i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff
 - ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, "program applicant" includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

If either 1) or 2) above applies to you, please select "Enter New," name the new document 1) "Labor Union Concurrence," or 2) "Displacement Assurance" and select "Sent."

If the above is applicable documentation of labor union concurrence should be submitted to OCS.

Question: If we are requesting an expansion in MSY in our continuation request should we adjust our performance measures to match the expanded number of members?

Answer: Yes, your performance measure targets should correspond with the number of MSY you are requesting.

Question: Will the grant reviewers be reading only the continuation grant narrative or the entire grant application?

Answer: Grant reviewers will be provided the entire grant narrative with continuation applications including previous years' continuation requests. However, applicants should write their continuation narrative in a way that grant reviewers can understand without referencing the original narrative.

April 24, 2013

Question: When inputting the narrative into the Continuation section of eGrants, should we delete the Year 2 continuation narrative, or simply add the Year 3 continuation narrative under the Year 2 text. Applications instructions say continuation narrative should be under 6 pages, and I wasn't sure it that was per year, or total allowable in this section. I'm assuming it's a "per year" limit, but let me know if otherwise.

Answer: If possible, leave all the previous continuation narrative and add a header for the 3rd year narrative which you'll want to keep to 6 pages. If you find that eGrants limits the narrative to just 6 pages total, then you can edit the previous continuation narrative to make more room. The previous application remains intact under the early grant application number so that information can be recreated. If you need to do extensive editing or cutting, it would be good to make a note in the narrative so the reader knows that there were items that can be found in the earlier proposal.

April 17, 2013

Question: In the previous grant year our program was awarded additional slots through supplemental formula funding. In our continuation application we wish to maintain the number of slots we were originally awarded plus the slots we received through supplemental funding. Is requesting slots previously awarded through supplemental funds considered an expansion request?

Answer: Yes. Suppose a program that was awarded 10 formula slots with an additional award of 3 slots contingent of supplemental funding applies. When submitting their continuation request this program should consider 10 slots their original award. Any request above those ten slots should be treated as an expansion request.

April 3, 2013

Question: What is the expectation for formula programs to conduct an evaluation?

Answer: The CNCS expectations for formula programs regarding evaluation are outlined on page 13 of the [application instructions](#). For a formula program that has completed three years of funding an evaluation plan, summary, or evaluation report is required when submitting a re compete application.

March 27, 2013

Question: Where can I find help with performance measures?

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

Answer: CNCS has a number of new resources this year, for more information please visit:
<http://www.nationalservicerresources.org/npm/home>
<http://www.nationalservicerresources.org/npm/ac>
<http://www.nationalservicerresources.org/npm/training-resources#overview>