

## Montana AmeriCorps State FFY2023 Competitive Program Grant

### NOTICE OF FUNDING OPPORTUNITY (NOFO) REQUEST FOR PROPOSALS (RFP)

This *Notice* outlines the process for applying for an AmeriCorps State grant, funded by the Corporation for National and Community Service (CNCS) doing business as AmeriCorps, administered and overseen by the Montana Governor's Office of Community Service (OCS aka ServeMontana). The level and timing of grant funding is subject to annual appropriations. OCS reserves the right to modify any component of this RFP, at any time.

#### **Notice of Funding Opportunity (NOFO)**

This *Notice* is the first in a multistep process that an applicant must complete to apply for and receive AmeriCorps State Competitive funding. ServeMontana's role is to solicit, screen, and rank applications. This process is only for ranking; no funding will be awarded from this solicitation. All applications cleared through screening will be ranked and submitted to compete nationally for funding. A description of the process used by AmeriCorps is contained in this *Notice*. This *Notice* should be read together with AmeriCorps Regulations, 45 C.F.R.2520–2550, Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. It is recommended that applicants review federal regulations at [www.ecfr.gov](http://www.ecfr.gov) and grant management materials on [AmeriCorps' website](#).

#### **Purpose of AmeriCorps Funding**

AmeriCorps improves lives, strengthens communities, fosters civic engagement, and brings people together to tackle some of the country's most pressing challenges through service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and lives of those who are serving. AmeriCorps demonstrates service as a cornerstone of our state and national culture.

AmeriCorps Grants are awarded to eligible organizations to engage AmeriCorps members in evidence based or informed interventions and practices to strengthen communities. An AmeriCorps member is an individual who engages in service through an approved National Service Position. Members may receive a living allowance and other benefits while serving but are not employees. Upon successful completion of service, members earn a Segal AmeriCorps Education Award from the National Service Trust. Commonly referred to as the 'Ed Award', members receive a voucher that can be used to pay higher education expenses or for qualified student loans, for up to seven years. Members age 55+ may be able to transfer their Education Award.

#### **ServeMontana**

Montana's Commission on Community Service was established in 1993 to administer grants under the National and Community Service Trust Act of 1993, amended by the Edward M. Kennedy Serve America Act of 2009 and the Montana Community Service Act of 1994 (MCA 90-14-103). Under the Montana Commission on Community Service, ServeMontana administers funds to AmeriCorps State programs, encourages citizens of all ages,

backgrounds, and abilities to engage in service, involves youth in the life and work of communities, and strengthens volunteerism for all Montanans.

### **Expectations**

ServeMontana expects all respondents to display the following features:

- ✓ Address rural, Tribal, underserved, or areas of poverty not currently served by AmeriCorps programs
- ✓ Clearly connect proposed activities to the needs and priorities in the Montana State Service Plan
- ✓ Collaborative approach to program planning, design, and delivery
- ✓ Recruits Montanans to serve in their local community
- ✓ Inclusive design and delivery, the program is accessible to individuals with disabilities

### **Who Should Apply to This *Notice of Funding Available (NOFA)*?**

Organizations continuing a competitively funded program or who propose an AmeriCorps State program that operates only in Montana must apply to this competition. The Governor’s Office of Community Service will engage a Grant Review Workgroup to review and score grants through a selection process, described in this RFP, and select applicants for recommended funding. Funding recommendations are presented to the Montana Commission on Community Service for approval. Applicants that receive funding for AmeriCorps programs through this *Notice* are overseen by ServeMontana in all areas of grant management.

Applying to this Notice is required for AmeriCorps programs that propose to serve only in the state of Montana. Tribes and Tribal organizations may apply through this *Notice* or may choose to apply directly to AmeriCorps. AmeriCorps may award a Cost Reimbursement or an Education Award Program grant to any successful applicant, but a Fixed Cost grant is limited to certain applicants ([See Application Types – New Application](#)).

*If your organization has never had an AmeriCorps grant or it has been more than 2 years since having an AmeriCorps grant, please consider the Montana AmeriCorps Formula grant opportunities.* Organizations seeking to apply for a one-year Planning Grant to identify if AmeriCorps State resources are well-suited to meet identified needs and plan a program should apply to the [Montana AmeriCorps Fall Planning Grant Notice of Funding Available](#).

Multi-state organizations proposing to operate AmeriCorps National programs in more than one state or territory apply directly to AmeriCorps and are required to consult State Service Commissions. [ServeMontana’s National Direct Consultation page](#) details Montana’s the consultation process. Failure to consult will likely result in a ‘do not support’ recommendation to AmeriCorps.

### **Montana AmeriCorps State Process and Screening**

To be eligible for consideration under this *Notice*, an applicant must meet the intent of all the requirements listed in this packet. ServeMontana staff will determine if the applicant’s proposal complies with the requirements. If responses do not meet all requirements listed in this *Notice*, the application may be deemed unresponsive and/or incomplete and will be removed from the review process. Applicants will be reviewed to ensure they meet the standards of responsibility in accordance with [ARM 2.5.407](#). Such a determination may be made at any time during the process if information surfaces that would result in the determination of non-responsibility.

**Dual Points of Contact - All Applicants**

From the date this Request for Proposal (RFP) is officially posted until an applicant(s) is selected and announced by OCS, *applicants shall only communicate with designated state staff listed below regarding this Notice*. Any unauthorized contact may disqualify the application from further consideration.

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[joe.naiman-sessions@mt.gov](mailto:joe.naiman-sessions@mt.gov)

Keena Irby, OCS Fiscal Officer  
ph: 406.444.1809  
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**Costs/Ownership of Materials**

The applicant is solely responsible for all costs it incurs prior to contract execution. The State shall own all materials submitted in response to this RFP.

**Associated Documents**

The following documents are referenced through this Notice.

- [FY2023 AmeriCorps Application Instructions](#)
- [FY2023 Mandatory Supplemental Information](#)
- [FY2023 Performance Measure Instructions](#)
- [Letter of Intent Template](#)
- [Operational and Fiscal Management Survey \(OFMS\)](#)
- [Evaluation Plan Template](#)
- [Budget Worksheet](#)
- [Logic Model Worksheet](#)

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## TIMELINE

|                         |  |
|-------------------------|--|
| <b>Sep. 30, 2022</b>    | <b>Official posting of the <i>Notice</i></b>   |
| <b>Oct. 7, 2022</b>     | <b><u>All applicants, due to <a href="mailto:serve@mt.gov">serve@mt.gov</a> by 5pm Mountain Time</u></b> <ul style="list-style-type: none"><li>• Letter of Intent (LOI)</li><li>• PDF of current SAM registration &amp; UEI, <a href="https://www.sam.gov/portal/SAM/#1">https://www.sam.gov/portal/SAM/#1</a></li><li>• Documentation of Federally Approved Indirect Cost Rate, <i>if applicable</i></li><li>• Most Recent Single Audit for organizations who spend more than \$750,000 in the last fiscal year</li></ul> |
| <b>Oct. 17-21, 2022</b> | <b>Technical assistance period*</b> Submit questions via email to <a href="mailto:serve@mt.gov">serve@mt.gov</a> .   |
| <b>Oct. 27, 2022</b>    | Last day to submit an Alternative Match Request  |
| <b>Oct. 28, 2022</b>    | <b><u>All applicants: Application Due Date by 5pm Mountain Time</u></b> <ul style="list-style-type: none"><li>• Complete Application, submitted in eGrants<br/><a href="https://egrants.cns.gov/espan/main/login.jsp">https://egrants.cns.gov/espan/main/login.jsp</a></li><li>• <a href="#">Additional Documents</a>, submitted via email to <a href="mailto:serve@mt.gov">serve@mt.gov</a> (See Page 18)</li><li>• AmeriCorps Operational and Financial Management Survey (OFMS)</li></ul>                               |
| <b>Nov. 16, 2022</b>    | <b>Competitive Operating and Fall Formula Planning Grant Review Workgroup Meeting</b>  |
| <b>Dec. 8, 2022</b>     | <b>Commission Meeting</b>  |
| <b>Dec. 12-15, 2022</b> | <b>State of Montana Applicant clarification period</b> – All recommended applicants  |
| <b>Dec. 15, 2022</b>    | <b><u>Clarified applications resubmitted in eGrants by 5pm Mountain Time</u></b>   |
| <b>Spring 2023</b>      | <b>AmeriCorps Clarification and Resolution</b>   |
| <b>Apr. 2023</b>        | <b>Applicants notified of funding determination</b>  |
| <b>Jul. 2023</b>        | <b>Awards issued to successful applicants</b>  |

### **\*Technical Assistance**

Participation in the technical assistance period is optional, and highly encouraged. Applicants are encouraged to use the opportunity to ask clarifying questions, obtain a better understanding of the RFP process, the project, and to notify the State of any ambiguities, inconsistencies, or errors discovered in this RFP. All questions and written responses will be posted on the ServeMontana website at <https://serve.mt.gov/ameri-corps/ameri-corps-grants/grant-competitive-program>.

## PLANS, FOCUS AREAS, FUNDING PRIORITIES, & PERFORMANCE MEASURES

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

### Montana State Service Plan

The 2022-2024 Montana State Service Plan outlines the goals and objectives of the Governor's Office of Community Service (OCS). Applicants should strive to implement evidence-based service strategies to meet one or more needs identified in the [State Service Plan](#).

### Governor and First Lady Priorities

- American Indian Affairs- Partner with Tribal Nations and people to help create more and better opportunities. OCS seeks to engage Tribal members into service with Montana's AmeriCorps programs and to foster programs that make real impacts in addressing the diverse needs facing Montana's Tribal Nations, with cultural competency.
- Improve Education and Empower Montana's Workforce – Provide better resources for K-12 Educators, prepare Montana students for the jobs of tomorrow, and bring our kids and grandkids home to serve in AmeriCorps.
- Boosting Literacy – Prepare Montanans of all ages to better engage in daily life through developing written communication and reading comprehension skills.
- Promote Stewardship of Montana's Public Lands – Bring Montanans together in service interventions that result in healthier landscapes, more recreational opportunities, more jobs, less severe wildfires, and improved habitat and water quality.
- Improve Access to Mental Health Care – Increase Montana's access to mental health care, suicide prevention services, health education, and innovative community strategies.
- Increase Opportunities for Veterans – Engage veterans in overcoming barriers to employment, connect them with employment opportunities, and provide services for veterans to fulfill their hopes and dreams. OCS seeks to engage veterans into service with Montana's AmeriCorps programs and to foster programs that make real impacts in addressing the diverse needs facing Montana's veterans and military families.

### Montana Encouraged Program Elements

- Program design that incorporates National Commission on Military, National, and Public Service's recommendations in their Final Report Appendix C, Best Practices in Civic Education and Service Learning. AmeriCorps members receive impactful civic education and/or service-learning as part of member development that increases knowledge and deepens the members' ethic of service.
- Program design includes engaging citizens with lived experience to serve people in the area of defined need with robust training, development, and support.
- Program design engages Montanans and uniquely prepares them to serve the communities where they live.

## AmeriCorps 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. To carry out Congress's intent, maximize the impact of investment in national service, and to achieve the goals laid out in AmeriCorps' [Strategic Plan \(2022-2026\)](#), AmeriCorps has the following Focus Areas:

- [Disaster Services](#) Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.
- [Economic Opportunity](#) Improving the economic well-being and security of underserved individuals.
- [Education](#) Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.
- [Environmental Stewardship](#) Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.
- [Healthy Futures](#) Supporting for health needs within communities, including mitigating the impacts of COVID-19 and other public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.
- [Veterans and Military Families](#) Improving the quality of life of veterans, military families, caregivers, and survivors.

## AmeriCorps Strategic Plan

AmeriCorps [2022-2026 Strategic Plan](#) defines goals, objectives, and strategies to meet the agency's mission to improve lives and strengthen communities. AmeriCorps' four goals will better prepare the agency to respond to national and local needs and help the communities it serves prosper. The goals are: partner with communities to alleviate poverty and advance racial equity, enhance the experience for AmeriCorps members, unite Americans by bringing them together in service, and to effectively steward federal resources.

## AmeriCorps Funding Priorities

- Organizations addressing poverty, strengthening rural and tribal communities, and serving people with disabilities, people with arrest and/or conviction records, immigrants and refugees, people who identify as part of the LGBTQIA+ community, and religious minorities
- Evidence-based interventions on the [AmeriCorps Evidence Exchange](#) assessed as having Moderate or Strong evidence. These interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military and veteran families, caregivers, and survivors
- Faith-based organizations
- Programs that provide additional benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.

- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support
- Environmental Stewardship, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities

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

### Performance Measures

AmeriCorps has aligned Performance Measures with its Focus Areas. Applications must include at least one aligned Performance Measure that may be either National Performance Measures or applicant determined. AmeriCorps and OCS value quality of performance measures over a quantity. Applicants should use Performance Measures as part of a comprehensive strategy that relies on both performance and evaluation data to learn from their work and make programmatic adjustments to achieve their goals.

Refer to AmeriCorps Performance Measure Instructions and [Performance Measure Review Criteria](#) for detailed information on performance measure statements, requirements, and data collection expectations. *Applicants are encouraged to use Appendix B: Performance Measure Checklist in the Performance Measure Instructions.*

## ELIGIBILITY, TYPES OF APPLICANTS, AND APPLICATION TYPE INFORMATION

### Eligible Entities

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States and US Territories

### System for Award Management (SAM) & Unique Entity Identifier (UEI) Number

To receive an award, applicants *must* register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the [SAM Quick Guide for Grantees](#).

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. *Applicants must use their SAM-registered legal name and physical address on AmeriCorps grant applications. The legal applicant's name and physical address in eGrants must exactly match the applicant's SAM-registered information.*

AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.



Applications must include an Employer Identification Number and Unique Entity Identifier (UEI). UEI is generated as part of the SAM registration process. UEI and Dun and Bradstreet (DUNS) numbers are not the same. Applicants must use “My Account” on the eGrants home screen to enter UEI and EIN numbers in the “Edit Organization’s Attributes” module. These entries will populate the Application’s 424 Facesheet.

## **Types of Applicants**

Single State Applicants: Organizations proposing to only operate in Montana must apply through ServeMontana. Each state and territory commission administers its own selection process and submits the selected applications to compete for funding directly to AmeriCorps. *A Single-State application from a State or Territory with a Commission that is submitted directly to AmeriCorps by the applicant instead of the Commission will be considered unresponsive and will not be reviewed.* See Mandatory Supplemental Information for applicant descriptions.

### Federally Recognized Indian Tribes in Montana

Indian Tribes proposing to only operate in Montana are eligible to apply to this Notice, or may apply directly to [AmeriCorps Indian Tribes Grants National Direct Opportunity](#). If interested in pursuing an AmeriCorps Indian Tribes Grant, please reach out to the OCS Grants Manager for more information.

In addition to Indian Tribes (2 CFR §200.54), tribal organizations controlled, authorized, and chartered by Indian Tribes are also eligible to apply. An entity applying on behalf of one or more federally recognized tribe(s) must submit a Tribal Council adopted resolution or other authorization which covers the entire period of performance. The resolution must identify the entity by name as a tribal organization and indicate whether it is controlled, authorized, or chartered by an Indian Tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in an AmeriCorps application for the purpose of conducting the activities and providing the services described in the application.

Multi-State Applicants: Organizations proposing to operate in more than one State or Territory apply directly to AmeriCorps. While National Direct applicants do not apply to State Service Commissions, there are clear requirements to coordinate with the Commissions in states where National Service programs will operate. ServeMontana expects National Direct applicants to comply with AmeriCorps’ consultation requirements.

### **National Direct Consultation: Coordination among State Commissions and National Direct Applicants**

In alignment with AmeriCorps, ServeMontana expects to engage with National Direct applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA, 42 U.S.C. § 12583. This is designed to ensure effective use of national service resources and enhance coordination.

National Direct applicants, except federally recognized Indian Tribes, must:

- Before application submission:
  - Consult with the Commission of each state or territory in which the organization plans to operate and describe the consultation in their application.
  - Complete consultation at <https://serve.mt.gov/ameriCorps/national-direct-consultation>. Provide information that connects the proposed activities to the Montana State Service Plan and training opportunities.

- After Award:
  - Provide the Commission staff with contact information for National Direct programs in the state and/or territory and update the information on an annual basis.
  - Participate in the Commissions' periodic needs assessment in the development of the state service plan and participate in appropriate training and other events.
  - Include the Commission on the National Direct program's mailing/email distribution lists and invite it to appropriate training and other events.

State/Territory Commissions must:

- Before application submission:
  - Consult in a timely manner with the National Direct applicants, except Indian Tribes, that contact Commissions prior to application submission.
- After Award:
  - Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
  - Include National Direct programs, including Indian Tribes, in their needs assessment and training plan development activities, and in the development of their state service plan.
  - Add staff of multi-state programs in their state to their mailing/email distribution lists and invite them to appropriate training and other events.

AmeriCorps solicits Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory. The Commission provides input and indicates if they “support,” “do not support,” or are “neutral,” on a project in eGrants. AmeriCorps reviews and considers Commission input on multi-state applicants proposing to operate in their state. Failure to consult will likely result in a “do not support” input to AmeriCorps.

## **Application Types**

### New Application

OCS encourages applicants that have received prior funding from AmeriCorps to apply to this Notice. OCS encourages applicants to plan for sustainable and mission capable program growth. **As such, the general practice is for New Applicants to apply for at least 5 but no more than 50 MSY for the first three-year grant cycle, and Recompete Applicants to apply for at least 10 MSY in the second grant cycle and beyond.**

Organizations that have never received AmeriCorps funding are encouraged to consider ServeMontana's formula grant opportunities. Applicants who have received AmeriCorps funding in the last three years are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full-Cost Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees who can demonstrate a successful history and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and are eligible to apply for Full Cost Fixed Amount grants. See [Type of Award](#).

### Continuation Application

Organizations with current AmeriCorps State awards that will be in program Year 2 or Year 3 in are considered continuation applicants. Continuation applicants must submit an application in order to be eligible to receive funding for the FY 2023 program year. Continuation applicants must follow the requirements for continuation

application content as outlined in the Application Instructions. Requests by existing continuation applicants for significant increases/decreases in the level of funding or number of positions will be assessed using the review criteria published in this Notice. The review will also be based on progress reports, financial reports, evaluation plans, and OCS staff knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with grant Terms and Conditions.

*In addition to the Application Instructions continuation narrative concisely address the [Review Criteria for Continuation Applicants](#).*

Continuation applicant's performance measures must comply with Performance Measure Instructions. To add or revise performance measures use the Performance Measures Module. In the eGrants application Continuation Changes field, note updates to any performance measures. If significant increases or decreases to output or outcome targets for existing measures are proposed, provide a justification for the change.

OCS and AmeriCorps reserve the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

#### Recompete Application

Previously awarded organizations whose AmeriCorps Operational funding three-year award period is ending, may apply to this Notice as a recompile applicant. Organizations who have successfully operated AmeriCorps programs for a minimum of 5 years and consulted OCS are eligible to apply for Full Cost Fixed Amount Grants.

#### **Minimum Thresholds for All Applications**

- Applications should meet all threshold requirements for the grant type for which they are applying.
- All applicants should request at least 5 Member Service Years. Applicants with less than 5 MSY will be deemed nonresponsive and will not be reviewed.
- All applicants should budget for travel to the [Serve Montana Symposium](#) in Helena for staff and members. Symposium takes place annually in March.
- Applicants should budget staff travel and staff training for new staff to attend the America's Service Commission's AmeriCorps Boot Camp in Austin, TX.
- If an applicant is applying for a Professional Corps grant, the application must demonstrate the area affected has an inadequate number of professionals in the given concentration of operation.
- If the proposed service activities require specialized member qualifications and/or training the applicant must describe how the program will meet requirements (e.g. tutoring: 45 C.F.R. §2522.910-.940).
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as Pre-preliminary evidence tier must adequately describe how the proposed intervention is evidence-informed per the Mandatory Supplemental Information.

#### **Other Eligibility Requirements**

Under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this Notice.

Applications that propose to engage in prohibited activities listed in AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid federal tax liability that 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 entity is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation that a federal agency has considered for suspension or debarment and determined that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. §501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.

## FEDERAL AWARD INFORMATION

### **Program Authority**

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. 12501 et seq.](#))

### **Estimated Available Funds**

AmeriCorps and OCS expect a highly competitive AmeriCorps grant selection process. AmeriCorps reserves the right to prioritize providing funding to existing awards over making new awards. **Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding is subject to the availability of annual appropriations.**

### **Estimated Award Amount**

Grant awards have two components: operating funds and AmeriCorps member positions with corresponding Education Award amounts. 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 project proposed by the applicant.

### **Project and Award Period**

AmeriCorps anticipates making three-year grant awards. AmeriCorps generally makes an initial award for the first year of the period of performance, based on the submitted one-year budget. Applicants may propose any program start date that aligns with the program design. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance (see [Review Criteria for Continuation Applicants](#)).

The project start date may not occur prior to the date AmeriCorps 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. The earliest suggested program start date is September 1, 2023 with the understanding some applicants may choose to operate on the calendar year.

## Type of Award

AmeriCorps Operating Grants: AmeriCorps may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant. AmeriCorps will not provide both types of grants for the same project in one fiscal year. More information [under \*Eligible Applicants\* section in the Mandatory Supplemental Information](#).

**Cost Reimbursement:** Grant applications that require a line-item budget. Awarded grant reimbursement payments are based on allowable costs incurred and reported monthly to OCS.

**Fixed Amount:** Grant applications that do not require a line-item budget. Must achieve 100% member enrollment and retention rates to receive the full amount of a fixed grant award. Fixed awards may be Full Cost, Education Award Program (EAP), Professional Corps, or No Cost Slots. A Fixed Amount grant is limited to certain applicants.

- Full Cost – Eligible to claim maximum cost per MSY. May apply for all slot types. (See table below).
- Professional Corps - Must place qualified professionals in communities with an inadequate number of such professionals. Only Full Time Slots are available to this award type. Professional Corps program requirements are in the Mandatory Supplemental Information.
- Education Award Programs - AmeriCorps may provide operational support up to but not more than \$800 per individual enrolled in an approved National Service Position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth. All slot types are available.
- No Cost Slots – Member positions with education awards only. Awards are made for \$0 cost per MSY. May apply for all slot types.

## FEDERAL FUNDING RESTRICTIONS AND BUDGET CONSIDERATIONS

### Member Service Year (MSY)

Applicants request the number of positions per slot type in Budget Section II. The Budget calculates the total number of Member Service Years (MSY) using the below MSY values. See the Application Instructions for more details. Below is a description of available slot types.

**Table: Member Service Year (MSY) Values and Slot Types**

| Slot Type          | Minimum # of Hours | MSY Value  |
|--------------------|--------------------|------------|
| Full-time          | 1,700              | 1          |
| Three Quarter-time | 1,200              | 0.7        |
| Half-time          | 900                | 0.5        |
| Reduced Half-time  | 675                | 0.38095240 |
| Quarter-time       | 450                | 0.26455027 |
| Minimum-time       | 300                | 0.21164022 |

### Cost per MSY

AmeriCorps cost per MSY is determined by dividing the Federal share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn.

**Maximum Cost per MSY**

The maximum Cost per MSY is set by AmeriCorps on an annual basis. Subapplicants cannot exceed the maximum cost per MSY for the respective grant type. Applications that exceed that Maximum may be considered unresponsive to the requirements.

**Table: Maximum Cost per MSY for Application Types**

| Application Type  | Maximum Cost per MSY |
|---|----------------------|
| Montana Competitive Applications (Cost Reimbursement & Full Cost Fixed Award) | \$23,000             |
| Professional Corps Applications   | \$1,000              |
| Education Award Program Applications  | \$800 or \$1,000     |
| No Cost Slot Applications   | \$0                  |

**Member Living Allowance**

A living allowance is not considered a salary or a wage. Programs are required to provide a living allowance for members in full-time positions and members serving in a full-time capacity. Full time capacity is generally 32 hours or more per week for 6 weeks or more. Programs are not required to provide a living allowance for members serving in less than full time slot types and capacity. If a program provides a living allowance to a less than full-time member, it must comply with the limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, applicants must provide a living allowance that complies with the minimum and maximum requirements.

**Table: Minimum and Maximum Living Allowance**

| Slot Type          | Minimum # of Hours | Minimum Living Allowance | Maximum Living Allowance |
|--------------------|--------------------|--------------------------|--------------------------|
| Full-time          | 1,700              | \$18,000                 | \$35,200                 |
| Three Quarter-time | 1,200              | n/a                      | \$24,640                 |
| Half-time          | 900                | n/a                      | \$17,600                 |
| Reduced Half-time  | 675                | n/a                      | \$13,376                 |
| Quarter-time       | 450                | n/a                      | \$9,152                  |
| Minimum-time       | 300                | n/a                      | \$7,392                  |

**Exceptions to the Living Allowance Requirements**

Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries and benefits, including childcare, are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (Federal share).

## Fixed Amount Grants

There is no specific match requirement for Fixed Amount grants. AmeriCorps does not provide all funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program. *Only applicants who have successfully operated AmeriCorps programs for a minimum of 5 years and have consulted with OCS are eligible to apply for Fixed Amount Grants.*

Fixed award applicants must be familiar with the [AmeriCorps Fixed Award Financial and Administrative Guide](#).

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full-Cost Fixed Amount grants.

## Cost Reimbursement Grants

### Required Match

Applicants are required to match funds based on the chart below. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. The source of funds can be state, local, or private cash and/or in-kind contributions. Applicants must indicate if the match is proposed or secured. A first-time successful applicant is required to match 24% for the first three-year funding period. Starting with year four, the match requirement gradually increases each year, to 50% by year ten, according to the minimum overall share chart found in 45CFR§2521.60 and below.

**Table: Cost Reimbursement Grant Required Match Schedule**

| AmeriCorps Funding Year      | 1, 2, 3 | 4   | 5   | 6   | 7   | 8   | 9   | 10+ |
|------------------------------|---------|-----|-----|-----|-----|-----|-----|-----|
| Grantee Share Required Match | 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 AmeriCorps on a Federal Financial Report (FFR). Grantees must track and be prepared to report on that match separately each year and at closeout. OCS requires documented permission allowing for funds to be used as match from the non-AmeriCorps entity.

### Alternative Match

Under certain circumstances, applicants may qualify for an alternative matching schedule. The schedule is detailed in 45 C.F.R. §2521.60(b) and culminates in 35% match instead of 50%. 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. *To receive consideration, an alternative match request must be submitted to OCS by the date specified in the Timeline.*

### Indirect Costs

Application budgets may include indirect costs, however no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants (45 CFR 2521.95 and 2540.110). Applicants may use the Five/Ten Percent Fixed Administrative Costs, a Federally-approved indirect cost rate, or a 10 percent *de minimis* rate (see Attachment B in the Application Instructions), or may claim certain costs directly, as outlined in 2 CFR 200.413. States, local governments, and Indian Tribes may use previously approved indirect cost allocation plans. All methods must be applied consistently across all 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 the Organization section in eGrants.

#### Preaward Costs

If awarded, applicants are permitted to charge the following expenses to the grant prior to the budget period with prior written approval from OCS:

- National Service Criminal History Checks costs
- Supplies including National Service Gear
- Staff time and benefits

These expenses must be submitted for reimbursement with the first financial report.

#### **Segal AmeriCorps Education Award**

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after the term of service to use the Education Award.

*Note: Education Awards amounts are determined by the federal fiscal year of the grant award. Read the amounts listed on the [AmeriCorps website](#) very carefully.*

## APPLICATION AND SUBMISSION INFORMATION

### **How to Submit an Application**

Applications must be submitted electronically in [eGrants](#). It is *strongly recommended* that applicants initiate and begin the eGrants application well before the deadline. Applicants should draft the content as a word processing document, then copy and paste the content into the appropriate eGrants fields. The length of a document in word processing software will likely be different than what will print out in eGrants- *follow the [page limits](#)*.

The application's authorized representative must be the person who certifies and submits the application and must use their own eGrants account to do so. Applicants must have a current authorized signature list on file with OCS, and the authorized representative must be on that list.

A copy of the governing body's authorization for the official representative must be on file in the applicant's office.

If a problem arises when creating an account or preparing or submitting the application, contact the AmeriCorps Hotline at 800.942.2677 or via [Live Chat or Webform](#). Be prepared to provide the application ID, organization name, and the *Notice* you are applying to. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit the application via eGrants.

### **Content and Form of Application**

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

- Standard Form 424 (SF-424) Face Sheet: Populates when applicant completes eGrants fields in Applicant Info and My Organization Info portions of eGrants
- Narratives
  - Executive Summary



- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Summary/Plan
- Continuation Changes
- Clarification
- Logic Model
- Standard Form Budget and Budget Narrative
- Performance Measures
- Authorization, Assurances, and Certification

### Application Package

Information necessary to apply is accessible at <https://serve.mt.gov/americorps/americorps-grants/>. Applicants may email [serve@mt.gov](mailto:serve@mt.gov) or call 406.444.5547 for printed materials.

### Page Limits

There are two components with page limits that *must be* adhered to: Application & Narrative and Logic Model.

- Application & Narratives - Applications must not exceed 10 pages when printed from eGrants.
  - The application sections that count towards the page limit are the:
    - SF-424 Face Sheet
    - Narrative portions contained in the Executive Summary, Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.
  - The application page limit does not include the Budget; Performance Measures; Continuation, Amendment, Clarification or Evaluation Plan narratives; or any required additional documents.
  - The **page limit for the Continuation Changes field is six pages**, when printed from eGrants.
- Logic Model
  - The Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

Page limits are determined by the Application for Federal Assistance print out from eGrants. The character limits in eGrants fields do not align with page limits set in the Notice and eGrants will allow an applicant to enter text that exceeds page limits. The length of a document in word processing will likely be different than the eGrants printout.

*OCS strongly encourages applicants to print the Application for Federal Assistance from the “Review and Submit” tab in eGrants prior to submission to confirm it does not exceed the page limits. Reviewers will not consider material that is over the page limits in the printed report.*

### Submission Dates and Times

#### Letter of Intent

New, Recompete, and Continuation applicants must notify OCS of their intent to apply **by Friday, October 7, 2022**.

Entities intending to submit an application must submit the following by email it to [serve@mt.gov](mailto:serve@mt.gov):

- Letter of Intent utilizing the template available on <https://serve.mt.gov/americorps/americorps-grants/>

- SAM.gov certification and Universal Entity Identifier
- Documentation of Indirect Cost Rate (if applicable)
- Organizational Single Audit (if applicable per [2 CFR 200.501](#))

#### Application Package

Applications are due in eGrants and Additional Documents emailed to [serve@mt.gov](mailto:serve@mt.gov) by **Friday October 28, 2022, by 5:00pm Mountain Standard Time**. *Incomplete applications will not be considered*. Late applications may not be reviewed, see below.

- This deadline applies to new, continuation, and recompetete applicants, and includes submission of additional documents. ServeMontana reserves the right to add documents to the RFP and to extend the deadline. Any such changes will be posted on the OCS website.
- ***When the application is submitted in eGrants, notify OCS by emailing [serve@mt.gov](mailto:serve@mt.gov).***

#### Additional Documents

Only submit items requested in this *Notice* and Application Instructions. Items submitted that are not requested will not be reviewed or returned. Applicants are required to submit additional documents by the application package deadline:

##### *New, Recompetete and Continuation applications:*

- Labor union (if applicable)
- Federal debt delinquency concurrence (if applicable)

##### *New and Recompetete applications:*

- Evaluation briefs, reports, studies. Refer to the Evidence Base section of this Notice and Mandatory Supplemental Information for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.
- Operational and Financial Management Survey (OFMS) in a Microsoft Word file. Forms submitted as a PDF or any other format may not be accepted.
- Two letters of support

##### *New Applicants (Only):*

Data collection system description or plan. Must not exceed 2 pages in Microsoft Word, and addresses:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system.
- A description of how the applicant will use performance data (including AmeriCorps Performance Measures and other process and outcome measures, if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that OCS and AmeriCorps may require submission of data collection instruments if approved for funding. For more information on developing a high-quality data collection plan, visit <https://americorps.gov/grantees-sponsors/evaluation-resources>.

*Recompete applicants who have previously received two or more years of competitive funding for the same project being proposed:*

- Evaluation Plan using the evaluation plan template found available on the Notice webpage. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

*Recompete applicants who have previously received five or more years of competitive funding for the same project being proposed:*

- **Evaluation report submitted in Microsoft Word.** The evaluation report should include a title page with the AmeriCorps grant number for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting the evaluation requirements.
- Evaluation Plan using the template found available on the Notice webpage. Evaluation plans are not scored and will not be reviewed until after funding decisions are made.

### **Additional Documents Formatting and Submission**

Additional Documents must be emailed to [serve@mt.gov](mailto:serve@mt.gov) with the subject line: [Legal Applicant Name] – [Application ID number].

Emails should include the following information:

- the legal applicant name and point of contact information
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)"

Attachments to emails should be individually saved files. Each file must include a header or title within the body of the file that includes the legal applicant name and application ID number.

### **Tribal Sanctioning Resolution Additional Documents**

Entities applying on behalf of a Federally Recognized Tribe must supply sanctioning resolution adopted by the Tribal Council of each Indian Tribe (See *Eligible Applicants*) by the time the grant is awarded (typically July).

### **Late Applications**

All applications received after the submission deadline published in this *Notice* are presumed to be non-compliant. To overcome this presumption, the applicant must provide a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:

- the timing and specific cause(s) of the delay
- the ticket number if a request for assistance was submitted to the AmeriCorps Hotline
- any information provided to the applicant by the AmeriCorps Hotline
- any other documentation or evidence that supports the justification

OCS must receive the written justification no more than one business day after the submission deadline at [serve@mt.gov](mailto:serve@mt.gov). Applicants must continue working in [eGrants](#) and with the AmeriCorps Hotline to submit the application as soon possible. OCS will determine whether to accept a late application on a case-by-case basis. Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed.

## REVIEW CRITERIA FOR NEW AND RECOMPETE APPLICANTS

Each applicant must describe a project to deploy AmeriCorps members to effectively meet significant community need(s). OCS urges applicants to submit high quality applications that follow the *Notice* and the Application Instructions. Application and budget quality are key factors in determining the funding recommendation. Applications should be based in evidence and include in line citations; reviewers will not review any documents external to the application other than evaluation report(s) submitted.

Applications should include a well-designed plan with clear and compelling justifications for requesting funds. Reviewers will assess the quality of applications by using the selection criteria described in this Notice and will rate them accordingly. They will also consider the weights assigned to each criterion.

Applicants should address the assessment criteria. Each narrative subsection heading should be formatted in ALL CAPITAL LETTERS. Reviewers will consider the quality of the application’s response, do not assume all criteria are of equal value. Use subsection points to prioritize the length of information provided in the narratives. Prior to submission, OCS recommends applicants use the assessment criteria and/or score sheet to review your application, or to have a peer review. *Scoresheets are available on Serve Montana’s AmeriCorps Grants page.*

**Table: Required Narratives**

| Required Narrative Fields                     | Narrative Subsection                 | Subsection Points |
|---|--------------------------------------|-------------------|
| <b>Executive Summary</b>                      |                                      | <b>Pass/Fail</b>  |
| <b>Program Design</b>                         | THEORY OF CHANGE AND LOGIC MODEL     | 24                |
|   | EVIDENCE TIER                        | 12                |
|   | EVIDENCE QUALITY                     | 8                 |
|   | NOTICE PRIORITY                      | 0                 |
|   | MEMBER EXPERIENCE                    | 6                 |
| <b>Organizational Capability</b>              | ORGANIZATION BACKGROUND AND STAFFING | 13                |
|   | COMPLIANCE AND ACCOUNTABILITY        | 8                 |
|   | MEMBER SUPERVISION                   | 4                 |
| <b>Cost Effectiveness and Budget Adequacy</b> |                                      | <b>25</b>         |

## EXECUTIVE SUMMARY (REQUIRED – PASS/FAIL)

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Fill in the blanks of these sentences to complete the Executive Summary. **Do not deviate from the template.**

*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, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]*

*The AmeriCorps 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.*

Fixed-Amount grant applicants (Full-cost Fixed, Professional Corps, Education Award Program, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

## PROGRAM DESIGN NARRATIVE (50 POINTS TOTAL)

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### Theory of Change, Logic Model, and Performance Measures (21 points)

Please ensure the Theory of Change and Logic Model incorporate the Funding Priorities listed in this Notice.

#### Theory of Change

The theory of change defines the cause-and-effect relationship between the proposed intervention, or service activity, and an intended outcome. The theory of change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data including using the [CDC's Social Vulnerability Index](#).
- Rural communities are described using the [Rural Urban Commuting Area \(RUCA\) Codes from the USDA](#).
- The proposed intervention is responsive to the identified community problem.
- The role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.
- The applicant's proposed intervention clearly articulates the design, dosage, target population, and roles of AmeriCorps members and leveraged volunteers (if applicable).
- The applicant's intervention is likely to lead to outcomes identified in the applicant's Theory of Change.
- The expected outcomes articulated in the narrative and Logic Model represent meaningful progress toward addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the interventions is reasonable.
- The service role of AmeriCorps members will produce significant contributions to the existing efforts and build capacity to address the stated problem.

- The rationale for setting performance measure output and outcome targets, which are informed by the organization’s performance data (e.g. program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

### Logic Model

The logic model is a visual representation of the applicant’s theory of change including short, medium and long-term outcomes. Applicants are not required to measure all components of the Theory of Change. However, the applicant’s performance measures should be consistent with the program’s Theory of Change and represent significant program activities. Applicants with multiple interventions should depict each intervention on a separate line. Logic Models must be submitted in eGrants and must not exceed 3 pages as printed out in the Application for Federal Assistance from the Review Tab of the application. [A Logic Model Template word document is available in the Application Documents and Resources section of the grants page to assist in building the Logic Model.](#)

The logic model briefly describes:

- A summary of the community problem.
- The inputs or resources necessary to deliver the intervention, including but not limited to:
  - Locations or sites where members will provide services
  - Number of AmeriCorps members who will deliver the intervention
- The core activities of intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., 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 resulting from delivering the intervention (i.e. number of beneficiaries served, 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, attitude, behavior, or condition resulting from the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

### Performance Measures

All applications must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure depending on the program’s theory of change. Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. Output-only measures do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s). See the Performance Measure Instructions for full details.

The Performance Measures section addresses:

- Selected performance measures align with interventions described in Theory of Change and Logic Model.
- Targets appear reasonable and are set using the rationale described in Theory of Change.
- Described data collection practices and instruments are sufficient to ensure reported data is valid, complete, consistent, accurate, and verifiable.

*A staff review will be conducted of the full performance measure section using Appendix B: Performance Measure checklist found in the Performance Measure Instructions.*

## **Evidence Base**

### Evidence Tier (12 points)

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model. All evidence tiers are defined in the Mandatory Supplemental Information. Applicants must meet all requirements of an evidence tier to be considered for that tier. If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Information, the applicant may be considered for a lower evidence tier.

To qualify for the Preliminary, Moderate, or Strong evidence tier, the applicant submits the evaluation report from their last three-year grant cycle (if applicable) and/or up to two additional outcome or impact evaluation reports of the same intervention (see Mandatory Supplemental Information for definition) described in the application.

In the Evidence Tier subsection of the Program Design narrative, describe:

- the study design, key findings of any submitted outcome or impact evaluation report(s)
- any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

If submitted reports evaluated a different program, describe in the Program Design narrative and Logic Model how the intervention evaluated in the submitted report(s) matches the proposed "same intervention" in the following areas:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Reports insufficiently matching the intervention proposed by the applicant in all areas will not be considered applicable. Submission of additional documents not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

### Evidence Quality (8 points)

The quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;

- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed in the Pre-Preliminary evidence tier who do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this *Notice* and will not be considered for funding.

*All applicants are required to provide additional information in the form of an Evaluation Plan Template or a Performance Data System or Plan detailed by applicant type in the [Additional Documents](#) section. However, information provided will not be scored and will not be reviewed until after funding is determined.*

#### **Notice Priority (3 points)**

- The applicant proposed program fits within one or more of the AmeriCorps and Montana funding priorities as outlined in the *Funding Priorities* section and meets all requirements of the priority. AmeriCorps Funding Priorities are described in the Mandatory Supplemental Information.

#### **Member Experience (6 points)**

- AmeriCorps members' service will provide them opportunities to develop as leaders.
- 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.
- AmeriCorps members receive additional benefits.
- Member experience will be enhanced through civic reflections. Members will be trained on elevator speeches and are encouraged to speak about their role and position while in service. Participants, staff, and community members will know they are AmeriCorps members.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- Recruitment Plan details strategies for recruiting AmeriCorps members from geographic or demographic communities in which the program operates and how the project engages a diverse and inclusive group of members.
- Describe the demographics of the communities served, including but not limited to the following historically underserved, under-represented, and disadvantaged populations.
- Describe the organization and/or program's diversity, equity, and inclusion council or similar mechanism that seeks to diversify its staff and board, create a supportive and safe environment, and ensure its programming is culturally appropriate.



## ORGANIZATIONAL CAPABILITY (25 POINTS TOTAL)

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Reviewers will consider the quality of the application's response to the following criteria. Do not assume all sub-criteria are of equal value.

### Organizational Background and Staffing (9 points)

- The organization details the roles, responsibilities, and structure of the staff that will implement, provide oversight, and monitor the program.
- The organization has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.).
- The leadership and staff of the organization has similar lived experience as the beneficiary population and/or community being served.
- The applicant's definitions of diversity, equity, inclusion, and accessibility demonstrate the organization is engaged in activities related to DEI. This may include diversity on the Board of Directors, agency staff and leadership, and/or volunteers.

### Compliance and Accountability (8 points)

- The organization has an internal monitoring and oversight plan to prevent, detect, and enforce non-compliance at the program, service site, and member levels, including prohibited and unallowable activities, criminal history checks, and other AmeriCorps Rules and Regulations.
- The extent to which the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps. The organization has a plan for training staff and participants on these reporting protocols.
- The extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement. This can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The evaluation report meets AmeriCorps requirements (if applicable),
- The evaluation report is of satisfactory quality (if applicable).

### Member Supervision (4 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 POINTS TOTAL)

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**Only enter "See budget" narrative box. Any other narrative will not be reviewed.**

- Budget complies with the Application Instructions (Cost Reimbursement Applicants: See Appendix B and C; Fixed Amount Applicants: See Appendix D and E)
- Cost Reimbursement applicant meets match requirements or Fixed Amount applicant proposes sufficient additional revenue to adequately support the program. Applicant identifies sources in the Source of Funds section of the budget
- The cost per MSY is equal to or less than the [maximum cost per MSY](#) listed in this Notice

Staff will conduct a “budget check” on the application’s budget and budget narrative. Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

#### EVALUATION PLAN (0 POINTS)

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Enter “N/A”. Any other text entered in this field will not be reviewed.

#### AMENDMENT JUSTIFICATION (0 POINTS)

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

#### CLARIFICATION INFORMATION (0 POINTS)

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

#### CONTINUATION CHANGES (0 POINTS)

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Enter N/A if recompeting. This field is used to enter continuation narratives for continuation requests. **Continuation changes should be labeled by program year. Do not delete prior year’s continuation changes, if applicable.**

### REVIEW CRITERIA FOR CONTINUATION APPLICATIONS

For each continuation application, ServeMontana staff will complete a continuation assessment (Appendix A) that will provide reviewers with critical performance information of the grantee. Reviewers will provide continuation applicants with feedback on the continuation narrative and budget but will primarily score the application based on the information provided in the staff assessment. Applicants should use headers, provide detail for each of the following subsections, and **should utilize eGrants S & N Reports to calculate rates**, where applicable.

#### BUDGET, MATCH, AND COST PER MSY (10 POINTS)

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Commission staff will provide reviewers with budget performance information. This information will include actual spending compared to the budget, ability to meet budgeted match, and the cost per MSY as compared to previous operating periods. Applicants should briefly describe changes to the Budget, Match, or Cost per MSY with rationale.

#### COMPLIANCE FINDINGS (10 POINTS)

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Commission staff will describe compliance issues and areas of weakness/risk identified during the last full year of program operation. If the applicant and/or service site locations had compliance or areas of weakness/risk identified, the applicant should provide an explanation, describe the corrective action taken and the plan for improvement.

#### MEMBER ENROLLMENT (10 POINTS)

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If the program enrolled less than 100% of the slots, or enrolled members outside the 8-day enrollment period during its last full program year. State and National Enrollment Rate report calculates this by adding slots filled and refill slots filled, then dividing by slots awarded.

## MEMBER RETENTION AND EXIT (10 POINTS)

If the applicant did not retain 90% members during the last full program year, or exited members outside the 30-day exit period. While retention rates may vary among effective programs depending on the program model, the expectation is that programs pursue the highest retention rate possible. State and National Retention Rate report is calculated by dividing the number of members exited with award (full or partial award) by the number of members enrolled.

## PERFORMANCE MEASURE PROGRESS VERSUS STATED GOALS (10 POINTS)

Staff will describe the applicant's results against performance measure targets during the last year of program operation. How successful has the applicant been in solving the identified problem? If the program did not meet performance targets, provide an explanation and describe the plan for improvement.

## APPLICATION REVIEW AND AWARD DETERMINATION PROCESS

### Montana Application Review

Applications cleared through this process will be sent to AmeriCorps for final funding determination. The review process will consist of:

- OCS staff review Letters of Intent, Additional Documents, and Audit Report as applicable. If the applicant is determined to have sufficient capacity to manage federal grants, they are eligible to continue the application process.
- Submitted applications are reviewed for compliance with pertinent state and federal regulations, and responsibility to the request for proposal. All compliant and responsive applications will continue through the review process.
- Applications passing staff review will next be reviewed by a Grant Review Workgroup responsible for scoring applications and making funding recommendations.
- The Grant Review Workgroup will individually score the applications then convene with applicants present to arrive at consensus scores, ranking, and a funding recommendation.
- Funding recommendations are presented to the Montana Commission on Community Service for approval. If the funding recommendation is rejected by the Commission the review process may be repeated.
- Following the funding recommendation approval, applicants may receive time sensitive requests to provide clarifying information and/or make required changes to the application.

*If unforeseen challenges or circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned, OCS and AmeriCorps reserve the right to adjust or make changes to the review process at any time. Adjustments or changes will not affect the assessment criteria.*

Funding priority will be given to continuation applicants. Following continuation applications, funding priority will be given to applications in order of the consensus scores assigned by the Grant Review Workgroup. Review scores will not necessarily have a direct bearing on the distribution of funds. However, a lower scoring application will not be recommended for funding at the expense of a higher scoring one. The distribution of funds will be based on the assessment of the Grant Review Workgroup as to how best to carry out the mission of OCS. When making funding recommendations, the Grant Review Workgroup will consider the consensus score, the effectiveness of the

program in addressing Montana’s needs, the priorities set by the Governor and/or State Service Plan, and commission staff input.

*All applications approved by the Montana Commission for submission to AmeriCorps are subject to the following review and selection process.*

### **AmeriCorps Application Review**

External Review: External Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria. AmeriCorps will recruit and select reviewers on the basis of demonstrated expertise in AmeriCorps State and National programming and/or the Focus Areas and in assessing applications. All External Reviewers will be screened for conflicts of interest.

Internal Review: AmeriCorps will review the input from the Commission about National Direct applications.

### **Post-Review Quality Control**

After the initial review process is complete, AmeriCorps staff will review the initial results for fairness and consistency. Applications may be selected for Post-Review Quality Control assessment. This review will be used to ensure fairness and provide assurances that applications were not disadvantaged in the original review.

### **AmeriCorps Applicant Clarification**

AmeriCorps may ask an applicant for clarifying information after notification of competition results. An applicant’s failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from the award process.

### **Resolution Process**

As a result of the review, applicants may receive time sensitive requests to provide resolution information and/or make changes to the application including the budget. This information is used by AmeriCorps staff in making final funding determination. Applications may be recommended for funding with or without a Resolution request. Failure to respond to AmeriCorps/OCS requests for additional information in response to Resolution items in a timely fashion may result in the removal of application from consideration.

### **Pre-Award Risk Assessment**

AmeriCorps staff will assess the risks posed by each applicant and assess an applicant’s ability to manage federal funds. This evaluation is in addition to those about the applicant’s eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If AmeriCorps determines that an award will be made to an applicant with assessed risks, then special conditions corresponding to the degree of assessed risk may be applied to the award. Additionally, if AmeriCorps concludes the reasons for applicants having a poor risk assessment are not likely to be mitigated, those applications may not be selected for funding. In assessing risks, AmeriCorps may consider the following criteria:

#### Due Diligence, including:

- Federal debt delinquency
- Suspension and debarment

- Information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#)
  - [U.S. Treasury Bureau of Fiscal Services](#)
  - [System for Award Management \(SAM\)](#)
- Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- [Oversight.gov](#)
- Public Litigation Records

Operational and Financial Management:

- Financial stability
- Operational and Financial Management Survey

Past Performance:

- Applicant’s record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards:
  - Timeliness of compliance with applicable reporting requirements
  - Conformance to the terms and conditions of previous Federal awards
  - Applicant’s ability to effectively implement statutory, regulatory, or other requirements
  - Timely closeout of other awards
  - Meeting matching requirements
  - The extent to which any previously awarded amounts will be expended prior to future awards
  - National Service Criminal History Check compliance

*Commission staff will assess their subgrantees’ programmatic past performance using the criteria above and submit those assessments to AmeriCorps.*

Other Programmatic Risks:

- Publicly available information, including from the applicant organization's website

**Consideration of Integrity and Performance System Information**

Prior to making any award that exceeds the \$250,000, AmeriCorps is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (See [41 U.S.C. §2313](#)). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIS.

AmeriCorps may consider comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this Notice.

## AmeriCorps' Selection for Funding

The review and selection processes are designed to:

- identify how well eligible applications are aligned with the [application selection criteria \(E.1\)](#)
- build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Funding Priorities (See [Section A.2. Funding Priorities](#))
  - meaningful representation of
    - rural communities
    - innovative community strategies
  - *CEO discretion to advance strategic goals*

AmeriCorps will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in eGrants. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of the program design and strategies are described in the application.

In selecting applicants to receive awards under this Notice, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff recommendations, alignment with selection criteria, and strategic considerations.

AmeriCorps reserves the right to prioritize funding existing awards over making new awards. OCS reserves the right to recommend, and AmeriCorps reserves the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

***AmeriCorps reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the [Selection Criteria](#) used to assess applications.***

### Feedback to Applicants

Each compliant applicant will receive feedback from the External Review of its application.

### Transparency in Grantmaking

AmeriCorps is committed to transparency in grant-making. A list of all approved applications for new and re-competing applications will be published on [AmeriCorps Funded Grants](#) within 90 business days after all grants are awarded.

Submitted program narratives, executive summaries, a blank template of the external review worksheet, a list of all external reviewers who completed the review process, and a summary of external reviewer comments for successful applications will be available upon request via email to [AmeriCorpsOGA@cns.gov](mailto:AmeriCorpsOGA@cns.gov).

## FEDERAL AWARD ADMINISTRATION REQUIREMENTS

### Anticipated Announcement and Federal Award Dates

AmeriCorps will make awards following the selection announcement. **AmeriCorps anticipates announcing the results of this funding opportunity in April 2023 to State Commissions**, contingent on the availability of congressional appropriations. Applicants will then be notified by OCS as to funding decisions. This notification is not an authorization to begin grant activities. A formal *Notice of Grant Award* will be produced and the state contracting process is then initiated.

## **Uniform Guidance**

All awards made under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200](#) and [2205](#).

## **Requests for Monitoring or Payment Integrity Information**

AmeriCorps will request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

## **AmeriCorps Terms and Conditions**

All awards made under this Notice will be subject to the FY 2023 AmeriCorps General Terms and Conditions, and the FY 2023 AmeriCorps State and National Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant](#).

## **National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. Programs are encouraged to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award subrecipients must conduct an NSCHC for AmeriCorps members and staff funded under, or whose salary is reflected as match on the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. See the [NSCHC regulations and guidance](#). AmeriCorps also strongly encourages award recipients to utilize the two AmeriCorps-approved vendors to conduct all components of NSCHC.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check).
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service.
3. Fingerprint-based check of the FBI criminal history record database.

*All checks must be conducted, reviewed, and eligibility determination before the individual begins work or service.*

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- The individual refuses to consent to a criminal history check.
- Makes a false statement in connection with a criminal history check.
- Is registered, or is required to be registered, on a state sex offender or the National Sex Offender Registry.
- Has been convicted of murder.

[45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) contain complete guidance.

## **Official Guidance**

All AmeriCorps active Guidance is available on the agency's Guidance webpage:

<https://www.americorps.gov/about/agency-overview/official-guidance>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

## **Use of Material**

To ensure materials generated with AmeriCorps funding are available to the public and readily accessible to grantees and non-grantees, OCS and AmeriCorps reserve 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. 2 CFR §200.315(b)

## **Reporting**

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide mid-year and end of year progress reports, monthly and semi-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. A final financial report is due at the end of the grant.

Fixed Amount grantees are required to provide monthly financial reports and mid-year and end of year progress reports, and an internal or external evaluation report. A final financial report is due at the end of the grant. Fixed award recipient's final report must reconcile with total hours served on the roster report.

In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) and progress reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due after the end of the period of performance.

## **Progress Report Data**

If grant is awarded, subrecipients are required to report high quality performance measure data derived from sound policies, processes, and practices. High quality data is generated from the program and service locations (if applicable) through ensuring the following standards are met:

- the data measures what it intends to measure
- the data reported is complete
- the data is collected in a consistent manner
- the data is reviewed for accuracy prior to submission
- the subrecipient takes steps to correct data errors

In addition to semi-annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by



AmeriCorps members (both episodic and ongoing volunteers.) Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future OCS and AmeriCorps funding.

## AGENCY CONTACTS

Montana Governor's Office of Community Service

PO Box 200801

Helena, MT 59620

Program Officer: 406.444.5547 [joe.naiman-sessions@mt.gov](mailto:joe.naiman-sessions@mt.gov)

Fiscal Officer: 406.444.1809 [keena.irby@mt.gov](mailto:keena.irby@mt.gov)

General email: [serve@mt.gov](mailto:serve@mt.gov)

## OTHER INFORMATION

### Technical Assistance

OCS will host technical assistance calls to answer questions about the funding opportunity and eGrants. OCS strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls will be posted on OCS' Grants website. A written technical assistance period is also available as described in the Notice Timeline.

In addition to consulting the Application Instructions, Mandatory Supplemental Information, and AmeriCorps regulations, applicants are encouraged to consult the ServeMontana website for updated materials during the RFP period.

### Re-Focusing Funding

AmeriCorps/OCS reserve the right to refocus funding in the event of disaster or other compelling need for service.

## IMPORTANT NOTICES

### Public Burden Statement

Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See [5 C.F.R. 1320.5\(b\)\(2\)\(i\)](#).) This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2023.

### Privacy Act Statement

The Privacy Act of 1974 ([5 U.S.C §552a](#)) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to [42 U.S.C. §§12592](#) and 12615 of the [National and Community Service Act of 1990 as amended](#), and [42 U.S.C. §4953](#) of the Domestic Volunteer Service Act of 1973 as amended.

- Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to Federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions.

The information may also be provided to appropriate Federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance.

- Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.

**APPENDIX A: STAFF ASSESSMENT**

**ServeMontana, the Governor’s Office of Community Service**  
***Staff Assessment of Continuation Applications***

**AmeriCorps State Grant Applications**

Staff will complete the following assessment for all previously funded applicants.

- 1) Applicant:
- 2) Federal Request:
- 3) Total Match:
- 4) Match %:

|                      | <b>Current Grant (2022)</b> | <b>Request (2023)</b> | <b>Difference</b> |
|----------------------|-----------------------------|-----------------------|-------------------|
| <b>Federal Funds</b> |                             |                       | \$0               |
| <b>Cash Match</b>    |                             |                       | \$0               |
| <b>In-Kind Match</b> |                             |                       | \$0               |
| <b>Total Match</b>   | \$0                         | \$0                   | \$0               |
| <b>Match %</b>       | #DIV/0!                     | 0%                    | #DIV/0!           |
| <b>Project Cost</b>  | \$0                         | \$0                   | \$0               |
| <b>MSY</b>           | -                           |                       | 0.00              |
| <b>Cost per MSY</b>  | \$0                         | \$0                   | \$0               |

- 5) Areas of Assessment (50 points Max)
  - Budget, match, and cost per MSY (10 Points)
  - Compliance findings (10 Points)
  - Member enrollment rate and 8 day compliance (10 Points)
  - Member retention and 30 day compliance (10 Points)
  - Performance measure performance versus goals (10 Points)

| <b>Performance Measure statements</b> | <b>Current Grant Year</b> |               |               |
|---------------------------------------|---------------------------|---------------|---------------|
|                                       | <b>Target</b>             | <b>Actual</b> | <b>Status</b> |
|                                       |                           |               |               |
|                                       |                           |               |               |

**\*End of AmeriCorps State Grant Formula Request for Proposal (RFP)\***