

## FFY2025 Montana AmeriCorps State Competitive Program Grant

### NOTICE OF FUNDING OPPORTUNITY (NOFO)

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 (GOCS aka ServeMontana). The level and timing of grant funding is subject to annual appropriations. GOCS reserves the right to modify any component of this Notice anytime.

**Assistance Listing Number:** 94.006

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

This Notice is the first in a multistep process 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.

This Notice should be read together with AmeriCorps Regulations, [45 CFR §2520–2550](#), Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions, see [Associated Documents](#).

#### **Governor's Office of Community Service aka ServeMontana**

Established in 1993, Montana's Commission on Community Service administers 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, a primary function of the Governor's Office of Community Service (GOCS) is administering funds to AmeriCorps State programs.

#### **Expectations of All Applicants**

- ✓ 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;
- ✓ Take a collaborative approach to program planning, design, and delivery;
- ✓ Recruit Montanans to serve in their local community; and
- ✓ Design and deliver an inclusive program that is accessible to individuals with disabilities.

#### **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 serve with organizations dedicated to improving communities and lives of those serving.

AmeriCorps Grants are awarded to eligible organizations that engage AmeriCorps members in evidence based or informed interventions and practices to strengthen communities. An AmeriCorps member is a person who does service through AmeriCorps. Members may receive a living allowance and other benefits while serving but are *not* employees. After successful completion of service, members earn a Segal AmeriCorps Education Award that can be

used to pay higher education expenses or qualified student loans, for up to seven years. Members age 55+ may be eligible to transfer their Education Award.

### **Who Should Apply to This Notice of Funding Opportunity (NOFO)?**

Organizations continuing a competitively funded program or proposing an AmeriCorps State program that operates only in Montana must apply to this competition. ServeMontana will form a Grant Review Workgroup to review and score grants, and select applicants recommended for funding. Funding recommendations are presented to the Montana Commission on Community Service for approval. Applicants that receive funding through this Notice are overseen by ServeMontana.

Tribes and Tribal organizations may apply through this Notice or may 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](#)).

*Organizations that have never had an AmeriCorps grant or have not had one in more than 2 years, please consider the Montana AmeriCorps Formula grant opportunity. Organizations that are unsure if AmeriCorps State resources are well-suited to meet identified needs should contact ServeMontana for a consultation.*

Organizations proposing an AmeriCorps program that operates in more than one state or territory must apply directly to AmeriCorps and must consult with State Service Commissions, such as ServeMontana. [ServeMontana's National Direct Consultation page](#) outlines the consultation process. Failure to consult will likely result in a 'do not support' recommendation to AmeriCorps.

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

Organizations applying to this Notice must meet the intent of all the requirements listed in this packet. GOCS staff will determine if the applicant's proposal complies with the requirements, including the standards of responsibility in accordance with [ARM 2.5.407](#). If responses do not meet all requirements listed in this Notice, the application may be deemed unresponsive and/or incomplete and removed from consideration. A determination of unresponsiveness may be made anytime 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 is selected and announced by GOCS, *applicants shall only communicate with designated staff listed below regarding this Notice.* Any unauthorized contact may disqualify the applicant from further consideration.

Kristina Jordan, GOCS Program Officer  
Ph: 406-444-5547  
Email: [kristina.jordan@mt.gov](mailto:kristina.jordan@mt.gov)

Keena Irby, GOCS Fiscal Officer  
Ph: 406-444-1809  
Email: [keena.irby@mt.gov](mailto:keena.irby@mt.gov)

### **Costs/Ownership of Materials**

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

**Associated Documents**

The following documents and/or forms [should be read alongside this Notice and](#) are available at the [Montana Competitive Grant webpage](#)

- FFY2025 AmeriCorps Application Instructions
- FFY2025 Mandatory Supplemental Information
- FFY2025 Performance Measure Instructions
- Letter of Intent Form
- Operational and Fiscal Management Survey (OFMS)
- Evaluation Plan Template
- Budget Worksheet
- Logic Model Worksheet

## CONTENTS

<b>Notice of Funding Opportunity .....</b>	<b>1</b>
<b>Timeline.....</b>	<b>5</b>
<b>Plans, Focus Areas, Funding Priorities, &amp; Performance Measures .....</b>	<b>6</b>
<b>Federal Award Information .....</b>	<b>8</b>
<b>Eligibility, Types of applicants, and Application Type Information .....</b>	<b>9</b>
<b>Federal Funding Restrictions and Budget Considerations.....</b>	<b>12</b>
<b>Application and Submission Information .....</b>	<b>14</b>
<b>Review Criteria for New and Recompete Applicants .....</b>	<b>17</b>
<b>Review Criteria for Continuation Applications .....</b>	<b>23</b>
<b>Application Review and Award Determination Process .....</b>	<b>23</b>
<b>Federal Award Administration Requirements.....</b>	<b>26</b>
<b>Servemontana Contacts.....</b>	<b>27</b>
<b>Other Information .....</b>	<b>27</b>
<b>Important Notices .....</b>	<b>27</b>
<b>Appendix A: Staff Assessment.....</b>	<b>28</b>

## TIMELINE

<b>Sep. 27, 2024</b>	<b>Official posting of the Notice</b>
<b>Oct. 4, 2024</b>	<b><u>All applicants: Letter of Intent &amp; associated documents due by 5pm Mountain Time</u></b> (see <a href="#">Application and Submission Information</a> ) <ul style="list-style-type: none"><li>• Letter of Intent (LOI)</li><li>• PDF of current SAM registration &amp; UEI</li><li>• Documentation of Federally Approved Indirect Cost Rate, if applicable</li><li>• Confirmation of most recent Single Audit, if applicable</li></ul>
<b>Oct. 14-17, 2024</b>	<b>Technical assistance period*</b> Submit questions via email to <a href="mailto:serve@mt.gov">serve@mt.gov</a> .
<b>Oct. 24, 2024</b>	<b><u>All applicants: Application Due Date by 5pm Mountain Time</u></b> (see <a href="#">Application and Submission Information</a> ) <ul style="list-style-type: none"><li>• Complete Application, submitted in eGrants</li><li>• Additional Documents, submitted via email to <a href="mailto:serve@mt.gov">serve@mt.gov</a></li></ul>
<b>Nov. 20, 2024</b>	<b>Competitive Grant Review Workgroup Meeting</b>
<b>Dec. 12, 2024</b>	<b>Commission Meeting</b>
<b>Dec. 13-19, 2024</b>	<b>State of Montana Applicant clarification period</b> – All recommended applicants
<b>Dec. 19, 2025</b>	<b><u>Clarified applications resubmitted in eGrants by 5pm Mountain Time</u></b>
<b>Spring 2025</b>	<b>AmeriCorps Clarification and Resolution</b>
<b>Apr. 2025</b>	<b>Applicants notified of funding determination</b>
<b>Jul. 2025</b>	<b>Awards issued to successful applicants</b>

### **\*Technical Assistance**

Applicants are encouraged to use the technical assistance period 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 upon examination of this Notice of Funding Opportunity.

Participation in the technical assistance period is optional, however, all interested parties are encouraged to participate. All questions and written responses will be posted publicly on the ServeMontana website at <https://serve.mt.gov/ameriCorps/ameriCorps-grants/Competitive-Program-Grant>.

## 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 [State Service Plan](#) outlines the goals and objectives of GOCS. 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. Engage Tribal members into service with AmeriCorps programs and foster programs that address the diverse needs facing Montana's Tribal Nations with cultural responsiveness.
- [Improve Education and Empower Montana's Workforce](#) – Provide better resources for educators, prepare 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.
- [Stewardship of Montana's Public Lands](#) – Support service interventions resulting in healthier landscapes, more recreation opportunities and 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 and provide services for veterans to fulfill their hopes and dreams. Engage veterans into service with AmeriCorps programs and to foster programs that address the diverse needs of veterans and military families.

### Montana Encouraged Program Elements

- Program design facilitates AmeriCorps members receiving impactful civic education and/or service-learning as part of member development that increases knowledge and deepens the members' ethic of service.
- [Program includes basic professionalism training and leadership skill development to prepare AmeriCorps members for meaningful post-service careers \(communication & active listening, networking, receiving and giving feedback, etc.\)](#).
- [Programs that provide additional benefits to AmeriCorps members aimed at bolstering member recruitment, retention, and experience such as paying more than the minimum living allowance, housing, food, etc.](#)
- [Program includes AmeriCorps as a strategy to develop a specific demographic of Montana's workforce \(youth aging out of foster care, justice involved youth and adults, adults with literacy related goals, etc.\)](#).
- 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

- [Disaster Services](#): Supporting response, recovery, and resiliency in the wake of disasters.
- [Economic Opportunity](#): Improving economic well-being and security of all people.
- [Education](#): Improving educational outcomes for all people, especially children.
- [Environmental Stewardship](#): Serving public lands and people by conserving natural habitats, protecting clean air and water, and reducing utility bills for underserved households.
- [Healthy Futures](#): Supporting health needs within communities, especially in underserved areas.
- [Veterans & Military Families](#): Improving quality of life of veterans, military families, caregivers, and survivors.

## AmeriCorps Funding Priorities

### Serve Communities:

- With concentrated poverty, rural and tribal communities, and historically underrepresented and underserved individuals. These may include people with disabilities, religious minorities, people with arrest or conviction records, people of color, immigrants, refugees, LGBTQIA+ individuals, etc.;
- 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 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
- Community-based programs that enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members
- Programs that support civic bridgebuilding programs and projects to reduce polarization and community divisions; and providing training in civic bridgebuilding skills and techniques to AmeriCorps members
- Programs focused on implementing or expanding access to high-quality early learning and those that prepare AmeriCorps members to enter early learning careers

### Benefit AmeriCorps Members:

- Provide benefits to AmeriCorps members aimed at enhancing member experience, recruitment, and retention, such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
- Develop and train diverse public health leaders through service while addressing pressing community health needs. See Public Health AmeriCorps Priority in the Mandatory Supplemental Information for more details.

### Use Evidence

- Utilize reports from the [AmeriCorps Evidence Exchange](#) on programs assessed as having Moderate or Strong evidence to scale, replicate, or adapt the intervention;

### Faith-Based

- Organizations that are faith based.

## Performance Measures

Applications must include at least one aligned Performance Measure, [output and outcome, that corresponds to the proposed primary intervention](#). This may be a National Performance Measure or applicant determined. AmeriCorps and GOCS value quality of performance measures over quantity.

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

## 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 may prioritize funding existing awards instead of making new awards. Publication of this Notice does not obligate AmeriCorps to award any specific number of grants or to commit any particular amount of funding. The actual level and timing of grant funding depends on annual appropriations.

### Estimated Award Amount

Grant awards have two components: operating funds and AmeriCorps member positions with corresponding Education Award amounts. Award amounts will be different depending on the scope of projects.

### Project and Award Period

AmeriCorps plans to make three-year grant awards. AmeriCorps generally makes an initial award for the first year of the period of performance, based on the submitted budget. Continuation awards for subsequent years are not guaranteed and depend upon availability of appropriations and satisfactory performance (see [Review Criteria for Continuation Applicants](#)).

The earliest suggested program start date is September 1, 2025 with the understanding some applicants may choose to operate on the calendar year by starting January 1, 2026. AmeriCorps members may *not* be enrolled or count service hours prior to the start date of the award. A program may *not* certify any hours a member performs prior to the beginning of the member enrollment period as designated in the grant award.

### Type of Award

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. For more information, see the *Eligible Applicants* Section in the Mandatory Supplemental Information.

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

**Fixed Amount:** Grant applications that do not require a line-item budget in eGrants. 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.

While Fixed Amount award applicants are not required to submit a line-item budget in eGrants, they are required to submit a completed budget worksheet to ServeMontana, demonstrating the internal AmeriCorps program budget meets the Minimum Thresholds outlined in this Notice and is otherwise adequate to operate the proposed program. Budget Worksheets must show both federal and grantee share of the budget, and will not be submitted to AmeriCorps.

- **Full Cost** – Eligible to claim maximum cost per Member Service Year (MSY). May apply for all slot types (See [MSY Values and Slots table](#) below).
- **Education Award Programs** - AmeriCorps may provide up to but not more than \$800 per individual enrolled in an approved National Service Position, or not more than \$1,000 per individual if at least 50 percent of the program enrollees are disadvantaged youth. May apply for all slot types.



- **Professional Corps** - Must place qualified professionals in communities with an inadequate number of such professionals. May only apply for Full Time Slots. Professional Corps program requirements are in the Mandatory Supplemental Information.
- **No Cost Slots** – Member positions with education awards only. Awards are made for \$0 cost per MSY. May apply for all slot types.

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

### Eligible Applicants

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

- Indian Tribes
- Institutions of higher education
- Local governments, including school districts
- Nonprofit organizations
- U.S. states and Territories

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

To receive an award, all applicants must have a valid [System for Award Management \(SAM\) registration and unique identifier \(UEI\)](#) and must maintain an active SAM registration throughout the application process and, if applicable, throughout the life of the award. Applicants should 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. SAM registration must be renewed annually. See the [SAM Quick Guide for Grantees](#).

**Applicants must use their SAM-registered legal name and physical address on AmeriCorps grant applications. The legal applicant name and physical address entered in eGrants must match the applicant’s SAM-registered information EXACTLY.**

Applications must include an Employer Identification Number (EIN) and 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 Face sheet.

AmeriCorps will not award a grant to applicants without a valid SAM registration and UEI. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make the award, AmeriCorps may not award the applicant.

### Types of Applicants

Single State Applicants: Organizations planning to only operate in Montana must apply to this Notice. Each state and territory commission administers its own selection process and submits 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 operate only in Montana are eligible to apply to this Notice, or may apply directly to [AmeriCorps Indian Tribes Grants National Direct Opportunity](#), contact GOCS 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.

**Multi-State Applicants:** Organizations proposing to operate in more than one state or territory apply directly to AmeriCorps. Also known as “National Direct applicants,” Multi-state applicants are required to [consult and coordinate](#) with the Commissions in states where the program will operate. ServeMontana expects National Direct applicants to comply with AmeriCorps consultation requirements.

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

National Direct applicants are expected to consult with ServeMontana and coordinate activities at the local level, as specified in Section 131 of the NCSA, 42 U.S.C. § 12583. This ensures coordination and effective use of national service resources.

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

- Consult with ServeMontana by completing the form available on the [National Direct Consultation webpage](#), and *describe the consultation in their application*.
- Provide information that connects the proposed activities to the Montana State Service Plan and training opportunities.

AmeriCorps will ask for Commission input on National Direct applicants, except Indian Tribes, planning to operate in their state/territory. The Commission provides input and selects if they “support,” “do not support,” or are “neutral” on a project in eGrants. AmeriCorps reviews and considers this Commission input. Failure to consult will likely result in a selection of “do not support.”

### **Application Types**

#### **New Application**

GOCS encourages applicants that have received prior funding from AmeriCorps to apply to this Notice. Applicants are encouraged to plan for sustainable program growth. As such, New Applicants should apply for at least 10 MSY but no more than 50 MSY for the first three-year grant cycle.

Applicants who have received AmeriCorps funding in the last three years can apply for Cost Reimbursement or Education Award Program (EAP) grants but are not eligible to apply for Full-Cost Fixed Amount grants. Existing subrecipients 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](#).

Organizations that have never received AmeriCorps funding are encouraged to consider ServeMontana’s spring Formula grant opportunities.

#### **Continuation Application**

Organizations with current AmeriCorps State awards applying for program Year 2 or 3 are considered continuation applicants and must submit an application to be eligible to receive funding for the FY2025 program year. Continuation applicants must follow the requirements for continuation applications as outlined in this Notice and 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 in this Notice. The review will also be based on progress and financial reports, evaluation plans, and GOCS staff knowledge of the program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, and compliance with Grant Terms and Conditions.

*Continuation applicants should prioritize addressing the [Review Criteria for Continuation Applicants in this Notice](#). Applicants may also address the Continuation Changes fields listed in the Application Instructions.*

Continuation applicant performance measures must comply with Performance Measure Instructions. 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. To add or revise performance measures, use the Performance Measures Module in eGrants.

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

#### Recompete Application

Previously awarded applicants whose three-year AmeriCorps State competitive 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 GOCS 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 10 Member Service Years (MSY). Applicants with less than 10 MSY will be deemed nonresponsive and will not be reviewed.
- All applicants **must** budget for staff and member travel to the [ServeMontana Symposium](#). Symposium takes place annually in March, in Helena.
- Applicants **must** budget staff travel for new **program and/or financial** staff to attend America's Service Commission's AmeriCorps Program and Fiscal Boot Camps, typically held in Austin, TX for 5 days with 4-5 nights hotel stay.
- Applicants **must** budget staff travel and staff training for at least one program and one fiscal staff to attend the America's Service Commission's National Service Training (location determined annually). National Service Training is typically 3 days with 2 to 3 nights hotel stay. The registration fee is at least \$400 per person **and should be listed in the budget under Staff Training**.
- Applicants **must** budget staff training and staff travel (if applicable) for at least one program staff to attend the [Governor's Office of Indian Affairs' Tribal Relations Training](#), held annually in Helena. The training is typically 1-2 days with hotel stay depending on attendee distance. Registration fee is \$150 and should be listed in the budget under Staff Training.
- Professional Corps applicants must show that the community where it will place AmeriCorps members has a shortage of professionals in the relevant area, **e.g. teachers, medical professionals, etc.**
- If service activities require special member qualifications and/or training, the applicant must describe how the program will meet requirements (e.g., tutoring: 45 CFR §2522.910-.940).
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the preliminary evidence tier **must provide adequate responses to the Evidence Quality review**.

#### **Other Eligibility Requirements**

Organizations that have violated a Federal criminal statute may not receive AmeriCorps funds.

Applications that propose activities that are not allowed by AmeriCorps laws, rules, or terms and conditions cannot receive AmeriCorps funding.

Organizations that have any unpaid federal tax liability are not allowed to receive an award. AmeriCorps cannot provide funding to any corporation that has unpaid federal taxes that are not being paid through an agreement with the relevant tax authority. However, this does not apply if a federal agency decided that a suspension or debarment for the corporation is not necessary.

Organizations that are described in the [Internal Revenue Code of 1986, 26 U.S.C. §501 \(c\)\(4\)](#) that lobby cannot receive AmeriCorps funding according to the [Lobbying Disclosure Act of 1995](#).

## 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 MSYs using the values below. See the Application Instructions for more details.

**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

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 annually. Applications cannot exceed the maximum cost per MSY for the application type. Applications that exceed the Maximum may be considered unresponsive.

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

Application Type	Maximum Cost per MSY
Montana Competitive (Cost Reimbursement & Full Cost Fixed Award)	\$24,999
Professional Corps	\$1,000
Education Award Program	\$800 or \$1,000
No Cost Slot	\$0

### Member Living Allowance

A living allowance is not 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 (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 follow the limits in the table below. For Cost Reimbursement applicants, the amount must be included in the proposed budget as either AmeriCorps or grantee share, exceptions noted below.

Fixed Amount grant applicants must provide a living allowance that complies with the minimum and maximum requirements, [as demonstrated in the submitted Budget Worksheet \(see Additional Documents\)](#).

**Table: Minimum and Maximum Living Allowance**

Slot Type	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	n/a	\$28,560
Half-time	900	n/a	\$20,400
Reduced Half-time	675	n/a	\$15,504
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568

**Exceptions to the Living Allowance Requirements**

Programs existing prior to September 21, 1993 do not have to offer a living allowance. If an applicant chooses to offer a living allowance, it does not have to pay its members the minimum but cannot exceed the maximum.

Education Award (EAP) Grantees are not required to provide a living allowance. If an applicant chooses to offer a living allowance, it does not have to pay its members the minimum but cannot exceed the maximum.

Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance. Professional Corps member salaries and benefits, including childcare, cannot be included in the federal share of the program budget.

**Segal AmeriCorps Education Award**

AmeriCorps members who successfully complete a term of service are 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 their term of service to use the Education Award.

Education Award amounts are determined by the federal fiscal year of the grant award. [For example, members enrolled in a program awarded under this FFY2025 Notice will receive education award amounts listed under FFY2025 on the AmeriCorps website.](#)

**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 funds required to operate the program. Applicants who have successfully operated AmeriCorps programs for a minimum of 5 years and have consulted with GOCS are eligible to apply for Fixed Amount Grants.

Fixed Amount applicants must be familiar with the [AmeriCorps Fixed Award Financial and Administrative Guide](#), and must comply with all Minimum Threshold requirements as described in this Notice, including the completed Budget Worksheet.

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 every three years to 30% by year ten.

**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%	28%	30%

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. GOCS requires documented permission allowing for funds to be used as match from the non-AmeriCorps federal entity.

### Match Waiver

Under certain circumstances, applicants may qualify for a match waiver, detailed in 45 CFR §2521.70. To qualify, applicants must demonstrate the lack of local resource, that this lack is unique, efforts to raise resources, and amount of resources raised at the time of application. Match Waiver requests must be submitted at the time of application as an additional document, see [Additional Documents](#) section of this Notice.

### 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 (IDCR), 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 IDCR or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. Use the [AmeriCorps eGrants IDCR User Instructions](#) for how to enter the organization's IDCR in eGrants.

### Pre-award Costs

If awarded, and with prior written approval from GOCS, applicants are permitted to charge the following expenses to the grant before the budget period. If approved, these expenses must be submitted for reimbursement with the first financial report:

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

## APPLICATION AND SUBMISSION INFORMATION

### **Application Package**

Information necessary to apply is at [Montana Competitive Grant webpage](#). Applicants may email [serve@mt.gov](mailto:serve@mt.gov) or call 406-444-5547 for printed materials or alternative formats.

## Content and Form of Application

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

- Standard Form 424 (SF-424) Face Sheet: automatically populates when the applicant fills out the Applicant Information and My Organization Info (found under My Account) in eGrants.
- Narratives
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Summary/Plan
  - Continuation Changes
  - Clarification
- Logic Model
- Performance Measures
- Standard Form 424A Budget and Budget Narrative
- Authorization, Assurances, and Certification

## Page Limits

Page limits are determined by the number of pages printed from eGrants. Character limits in eGrants fields do not align with page limits set in the Notice, and eGrants will allow applicants to enter text exceeding page limits. Document length in word processing will likely be different than the eGrants printout.

Application components with page limits that **must be** adhered to:

- Application & Narratives - must not exceed **11 pages** when printed from eGrants.
  - 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.
  - Application page limits *do not* include the Budget; Budget Narrative; Performance Measures; Continuation, Amendment, or Clarification narratives; Evaluation Plan; or any required additional documents.
- Logic Model - must not exceed **eight pages** when printed from eGrants
- Continuation Changes – must not exceed **six pages** when printed from eGrants

**Reviewers will not consider material over the page limits in the printed report.**

**To confirm the application does not exceed the page limits, applicants should print the Application for Federal Assistance from the “Review and Submit” tab in eGrants prior to submission.**

## How to Submit an Application

Applications must be submitted electronically in [eGrants](#). It is *strongly recommended* that applicants initiate the eGrants application process well before the deadline. Applicants should draft the content in a word processing document, then copy and paste the content into the appropriate eGrants fields (follow the [page limits](#)).

The applicant’s authorized representative must be the person who certifies and submits the application, and must use their own eGrants account to do so.

If a problem arises when creating an account or preparing or submitting the application, contact the AmeriCorps Hotline at 1-800-942-2677 or via [Live Chat or Webform](#), and inform GOCS. Be prepared to provide the application

ID, organization name, and the Notice the organization is 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.

## Submission Dates and Times

### Letter of Intent

New, Recompete, and Continuation applicants must notify GOCS of their intent to apply by completing the following actions by **Friday, October 4, 2024, 5:00 pm Mountain Time**:

- Submit the following to [serve@mt.gov](mailto:serve@mt.gov) :
  - Letter of Intent using the form available on the [Montana Competitive Grant webpage](#)
  - PDF [showing current](#) SAM.gov certification and Universal Entity Identifier
  - Documentation of Indirect Cost Rate, if applicable
  - Confirmation that the Organization's most recent Single Audit is available on the [Federal Audit Clearinghouse](#), as applicable per [2 CFR 200.501](#), or indication that a Single Audit is Not Applicable.

### Application Package

Applications are due in eGrants and Additional Documents emailed to [serve@mt.gov](mailto:serve@mt.gov) by **Thursday, October 24, 2024, 5:00 pm Mountain Time**. Incomplete applications will not be considered. Late applications may not be reviewed.

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

### Additional Documents

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

### *All Applicants:*

- Labor union concurrence (if applicable)
- Federal debt delinquency concurrence (if applicable)
- [Match Waiver Request Form](#) (if applicable), available on the [Montana Competitive Grant webpage](#)
- [Fixed Amount applicants must submit a completed Budget Worksheet](#), available on the [Montana Competitive Grant webpage](#)
  - [The Budget Worksheet must show that the applicant's internal budget meets the Minimum Thresholds outlined in this Notice and is otherwise adequate to operate the proposed program.](#)

### *New and Recompete Applicants (see also separate sections for New Applicants and Recompete Applicants below):*

- Two letters of support
- Operational and Financial Management Survey (OFMS), submitted electronically via the AmeriCorps [online form](#). Forms submitted as a PDF or any other format may not be accepted. Applicants will receive a confirmation email upon submission and must submit a copy of this email to GOCS as an Additional Document.
- [Evidence documents](#). See the Evidence Base section of this Notice and Mandatory Supplemental Information for instructions by evidence tier. If multiple evidence documents are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first. Documents submitted beyond the allowable number will not be reviewed. [Evidence documents that do not sufficiently match the intervention will not be reviewed or receive any points, see Mandatory Supplemental Information for definition of Same Intervention.](#)



### *New Applicants (Only):*

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

- 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.
- Description of how performance data (including AmeriCorps Performance Measures and other process and outcome measures, if applicable) will be used to improve the program in the first three years of funding.

GOCS 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 the following links:

<https://americorps.gov/grantees-sponsors/evaluation-resources>

<https://americorps.gov/grantees-sponsors/national-performance-measurement-core-curriculum>

### *Recompete Applicants (Only)*

- Applicants who have previously received **two or more years** of competitive funding for the same project being proposed must submit an Evaluation Plan using the template available on the Montana Notice webpage.
- Applicants who have previously received **five or more years** of competitive funding for the same project being proposed must submit:
  - Evaluation report 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 on the Montana Notice webpage.

Please note, evaluation plans are not scored and will not be reviewed until **after** funding determination.

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

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

Emails should include:

- the legal applicant’s name and point of contact information;
- a list of documents that should be attached to the email;
- clearly labelled attachments as individually saved files;
- files that include, within each document,
  - a header,
  - the legal applicant’s name, and
  - application ID number.

If the file size requires multiple emails, please also include an ordering system in the subject line, such as “(1 of 3)”

## REVIEW CRITERIA FOR NEW AND RECOMPETE APPLICANTS

Each applicant must describe a project to use AmeriCorps members to effectively meet community needs. Application and budget **quality** are key factors in determining the funding recommendation. [For tips on preparing quality AmeriCorps applications, see \*ServeMontana’s Grant Writing Tips and Tricks\* document.](#)

Applications must have a well-designed plan with clear and compelling justification for requesting funds. Reviewers will assess the quality of applications by using the selection criteria below and will consider the weights assigned to each criterion.

Applicants should respond to criteria in the order they appear below. Format each narrative subsection heading in ALL CAPITAL LETTERS (for example, when responding to the member experience criteria, the start of that section in the application narrative should read “MEMBER EXPERIENCE,” followed by responses to the criteria). Do not assume all criteria are of equal value; use subsection points to prioritize the length of information provided.

Prior to submission, applicants should use the assessment criteria and/or Scoring Matrix to review the application or have a peer review. The Scoring Matrix is available on the [Montana Competitive Grant webpage](#).

**Table: Required Narratives**

Required Narrative Fields	Narrative Subsection	Subsection Points
<b>Executive Summary</b>		<b>Pass/Fail</b>
<b>Program Design</b>	COMMUNITY AND LOGIC MODEL	21
	EVIDENCE TIER	12
	EVIDENCE QUALITY	8
	NOTICE PRIORITY	3
	MEMBER EXPERIENCE	6
<b>Organizational Capability</b>	ORGANIZATION BACKGROUND AND STAFFING	15
	MEMBER SUPERVISION	6
	COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY	4
<b>Cost Effectiveness and Budget Adequacy</b>	MEMBER RECRUITMENT	8
	MEMBER RETENTION	9
	DATA COLLECTION	8

**EXECUTIVE SUMMARY (REQUIRED – PASS/FAIL)**

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

*The [Name of the organization] will have [Number of] AmeriCorps members in [the locations the AmeriCorps members will serve]. AmeriCorps members will [service activities the members will be doing] 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.]*

**Additional language for Cost Reimbursement applicants:**

*The AmeriCorps investment 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.*

**Additional language for Fixed Amount applicants (Full-Cost, EAP, No Cost Slots):**

*In addition to the AmeriCorps investment, \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding will support the project.*

## PROGRAM DESIGN NARRATIVE (50 POINTS TOTAL)

---

### Community, Logic Model, and Performance Measures (21 points)

Ensure both the Community section and Logic Model incorporate the Funding Priorities listed in this Notice.

#### Community

The applicant will provide a detailed summary of the community need, including:

- [How the inequities faced by underserved communities may contribute to the need.](#)
- [How the CDC's Social Vulnerability Index explains the extent of the need](#)
- [How the applicant's intervention\(s\) will lead to the outcomes identified in the organization's Logic Model.](#)

[Applicants should provide in-line citations for studies or data sources described.](#)

#### Logic Model

The Logic Model is a visual tool that should include short, medium, and/or long-term outcomes. Applicants are not required to measure all components of the Logic Model. The applicant's performance measures should be consistent with the Logic Model and reflect significant program activities. Applicants with multiple interventions should depict each intervention on a separate line within one Logic Model. Logic Models must be submitted in eGrants and must not exceed eight pages as printed from eGrants.

To assist in building the Logic Model, a template is available on the Montana Competitive Grants webpage.

The applicant must describe in the Logic Model:

- Inputs or resources necessary to deliver the intervention, including but not limited to:
  - Locations or sites where members will provide services.
  - Setting [and community condition](#) where the intervention is delivered.
  - Number of AmeriCorps members who will deliver the intervention.
  - Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention.
- Core activities that members will implement or deliver as part of the intervention, including:
  - Length of each activity (e.g., total number of weeks, sessions, or months of the intervention).
  - Dosage of each activity (e.g., the number of hours per session or sessions per week).
  - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- Measurable outputs resulting from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes [that result from the intervention, including](#) meaningful changes in knowledge/skill, attitude, behavior, or condition resulting from the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

#### Performance Measures (see *Performance Measure Instructions for full details*)

[Performance measures are entered into the Performance Measure module in eGrants.](#) 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 program design; however, applicant-determined performance measures cannot duplicate existing National Performance Measures. Applicants do not need performance measures for every program activity.

Applications may also include National Performance Measure outputs *without* associated outcome(s), provided 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).

Selected Performance Measures must:

- Align with interventions described in the Logic Model.
- Include reasonable targets that are set using the rationale described in the Logic Model.
- Include a description of data collection practices and instruments that 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 Measures 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 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.

**In 2024, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong, 55%; Moderate, 16%; Preliminary, 19%; and Pre-Preliminary, 11%. AmeriCorps values and funds programs all along the evidence continuum and expects programs to progress along the evidence continuum over time. Applicants should not be deterred from applying due to their current evidence level.**

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 [evidence documents](#) (see Mandatory Supplemental Information for [guidance by evidence tier](#)). See [Additional Documents](#) for submission instructions.

In the Evidence Tier subsection of the application narrative, applicants must:

- **Summarize** the study design and key findings of any submitted evidence document and, if applicable, the evaluation report from their last 3-year grant cycle; and
- **Describe** any other evidence that supports the program, including past performance measure data and/or other research studies that inform the program design.

[Applicants should provide in-line citations for any studies described.](#)

### Evidence Quality (8 points)

Reviewers will score the quality of the applicant's evidence and the extent to which it supports the proposed program design.

[Standards for scoring](#) the Preliminary, Moderate, or Strong evidence tiers:

#### [Submitted evidence documents:](#)

- 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.);
- Describe evaluations that were conducted relatively recently, preferably within the last six years; and

- Show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

**Standards for scoring** Pre-Preliminary evidence tier:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform the proposed program design;
- The described evidence is relatively recent, preferably from the last six years; and
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries or AmeriCorps members 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 or a Performance Data Collection 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 describes how the proposed program fits within one or more of the AmeriCorps and Montana funding priorities as outlined in this Notice and meets all requirements of the priority.

**Member Experience (6 points)**

The applicant describes:

- [How AmeriCorps members will be provided leadership and skill development opportunities.](#)
- How AmeriCorps members will be provided an asset-based orientation to the community.
- How AmeriCorps member experience will be enhanced through civic reflections.
- How AmeriCorps members will receive training on elevator speeches, resulting in participants, staff, and community members knowing they are AmeriCorps members.

**ORGANIZATIONAL CAPABILITY (25 POINTS TOTAL)**

---

**Organizational Background and Staffing (15 points)**

The applicant describes:

- The roles, responsibilities, and structure of staff who will implement, oversee, and monitor the program.
- The organization’s mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.
- [The organization’s experience managing grants, especially federal or state grants, including past performance in meeting grant goals, objectives, and compliance and reporting requirements. If no grant experience, please note that.](#)
- [How it has facilitated, partnered, or participated in educational or workforce development programs, e.g. work experience, job training programs, etc.](#)

**Member Supervision (6 points)**

The applicant describes:

- How AmeriCorps members will receive sufficient guidance and support from the site supervisor to provide effective service, e.g., supervision structure: cadence and format of supervisor/member check-ins; member and supervisor opportunities to assess strengths, opportunities for growth; member training plan, etc.
- How AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations, e.g., structure for supervisor support; supervisor training plan related

to supervision and AmeriCorps rules and regulations; cadence and format of site supervisors/program staff check-ins; opportunities to assess strengths, opportunities for growth of supervisors, etc.

**Commitment to Diversity, Equity, Inclusion, and Accessibility (4 points)**

The applicant describes:

- How the leadership and staff of the organization have similar lived experience as the beneficiary population and/or community being served.
- How the applicant’s definitions of diversity, equity, inclusion, and accessibility are demonstrated by the organization, e.g., diversity on the Board of Directors, staff, leadership, and/or volunteers. The organization upholds a supportive and safe environment for individuals of diverse backgrounds.

**COST EFFECTIVENESS AND BUDGET ADEQUACY (25 POINTS TOTAL)**

---

**Member Recruitment (8 points)**

The applicant describes:

- Budget expenses to support recruitment of AmeriCorps members best suited to serve the community, e.g. from geographic or demographic communities in which the program operates.
- How it has a recruitment plan for engaging a diverse and inclusive group of members.

**Member Retention (9 points)**

- The applicant describes budget expenses to support AmeriCorps members retention, e.g., additional member benefits such as providing a living allowance above the minimum, supporting workforce pathways through resume building and certifications, coaching of members, individual benefit and community building, network building, member recognition, alumni programming, etc.

**Data Collection (8 Points)**

- The applicant describes budgeted items that support data collection, continuous improvement activities, and evaluation of the interventions and impact on the community and member experience.

GOCS staff will assess the application’s budget [and present the assessment to the Grant Review Workgroup](#). Budgets that exceed the maximum cost per MSY and/or do not meet match requirements will be considered unresponsive.

**EVALUATION PLAN (0 POINTS)**

---

Enter “N/A.” Any other text entered will not be reviewed. See [Additional Documents](#) for submission instructions.

**AMENDMENT JUSTIFICATION (0 POINTS)**

---

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

**CLARIFICATION INFORMATION (0 POINTS)**

---

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

**CONTINUATION CHANGES (0 POINTS)**

---

Enter “N/A” if re-competing. This field is for continuation request narratives, see below.

## REVIEW CRITERIA FOR CONTINUATION APPLICATIONS

GOCS staff will complete a staff assessment for each continuation application (Appendix A) to provide reviewers with critical grantee performance information. Applicants should respond to the following subsections. The Continuation Changes narrative should start with the header “FY2025 Continuation Changes,” followed by responses to the criteria below. Applicants should not delete any existing narrative from this field.

### CHANGES IN PROGRAM SCOPE OR DESIGN (5 POINTS)

The applicant describes and justifies any changes in program scope or design, or enters “N/A.”

### CHANGES TO PERFORMANCE MEASURES (5 POINTS)

The applicant describes and justifies any changes to performance measures or goals (e.g., changes to described data collection tools, updates to targets, removing a performance measure), or enters “N/A.”

### CHANGES TO PROGRAM MANAGEMENT STAFFING OR STRUCTURE (5 POINTS)

The applicant describes and justifies any changes to program and fiscal management staffing or structure, or enters “N/A.” Changes to staffing include primary program staff, organizational staff who play a key role in supporting the program, or leadership staff. Changes to structure might include the level of staffing assigned to manage or support the program, an update to the organizational chart that impacts the AmeriCorps program, etc.

### BUDGET, MATCH, AND COST PER MSY (15 POINTS)

The applicant describes and justifies changes to the budget, match, and/or cost per MSY.

### STAFF ASSESSMENT (20 POINTS)

The GOCS staff assessment will provide reviewers with past performance information for each applicant from the FY2023 program year including compliance and risk, member enrollment, retention, and exit, and performance measures. For applicants whose FY2023 program year has not yet ended, GOCS will provide the most up-to-date information available at the time of the staff assessment and the grant review. For information on member enrollment, retention, and exit, GOCS will use eGrants S & N Reports. The application budget request will be compared to the previous years’ application.

## APPLICATION REVIEW AND AWARD DETERMINATION PROCESS

### Montana Application Review

The review process will consist of:

- GOCS staff review Letters of Intent, Additional Documents, and Audit Report as applicable, [Minimum Thresholds, and other requirements in this Notice](#). If the applicant [appears to have](#) sufficient capacity to manage federal grants, they may continue in the application process.
- GOCS staff review submitted applications are reviewed for compliance with applicable state and federal regulations and responsiveness to the RFP. If compliant and responsive, applications will continue through the process and next be reviewed by a Grant Review Workgroup
- The Grant Review Workgroup will individually score applications, then meet with applicants present to arrive at consensus scores, ranking of applicants, and a funding recommendation.
- The funding recommendation is presented to the Montana Commission on Community Service for approval. If the funding recommendation is rejected, the review process may be repeated.
- After approval of the funding recommendation, applicants may be requested to clarify/change sections of the application package.

- Clarified applications will be submitted to AmeriCorps for final funding determination.

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

**Funding priority will be given to continuation applicants.** All other applications will be prioritized in order of the consensus scores assigned by the Grant Review Workgroup. Review scores will not necessarily impact the distribution of funds; however, a lower scoring application will not be recommended at the expense of a higher scoring one. Distribution of funds will be based on the assessment of the Grant Review Workgroup as to how best to carry out the mission of GOCS.

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

### **AmeriCorps Application Review**

External reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria. Internal reviewers at AmeriCorps will assess budget compliance, and review for prohibited activities.

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

AmeriCorps staff will review the initial results for fairness and consistency. Applications may be selected for Post-Review Quality Control assessment.

### **Applicant Resolution Process**

After review but before award, applicants may receive time sensitive requests for additional information and/or changes to the application package. Failure to respond promptly to these requests may result in denial of funding. AmeriCorps ask all subrecipients for a written compliance implementation plan that includes notification of waste, fraud, and abuse to the agency's Office of Inspector General.

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

AmeriCorps staff will assess risks posed by each applicant. Results from this assessment will inform funding decisions. If AmeriCorps determines an award will be made to an applicant with risks, special conditions may be applied to the award. AmeriCorps may not fund an applicant based on the level of risk.

### Due Diligence, including:

- Federal debt delinquency
- Suspension and debarment
- Information available through Office of Management and Budget (OMB)- designated sources of government-wide eligibility qualification or financial integrity information, such as:
  - [U.S. Treasury Bureau of Fiscal Services](#)
  - [System for Award Management \(SAM\)](#)
  - "Do Not Pay"
- 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:
  - Timely compliance with applicable reporting requirements
  - Accuracy of data reported
  - Validity of performance measure data reported
  - Conformity to the terms and conditions of previous Federal awards
  - 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

*ServeMontana staff will assess subrecipient programmatic past performance using the criteria above and [may](#) submit those assessments to AmeriCorps.*

### Other Programmatic Risks:

- Publicly available information, including from the applicant organization's website
- Amount of funding requested
- Other elements, such as keyword searches for prohibited activities

### **Consideration of Integrity and Performance System Information**

Before making any award that exceeds \$250,000, AmeriCorps must review and consider information about the applicant from the designated integrity and performance system accessible through SAM.gov. Any applicant may comment on information [previously entered by another federal agency](#) in the designated integrity and performance systems accessible through SAM.gov. AmeriCorps may consider applicant comments when completing its review of risk. AmeriCorps may also consider other information about any applicant receiving an award, including those under \$250,000.

### **AmeriCorps Selection for Funding** The review and selection processes are designed to:

- Identify how well eligible applications are aligned with the application selection criteria
- Build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Funding Priorities
  - meaningful representation of
    - rural communities
    - innovative community strategies
  - CEO discretion to advance strategic goals

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

***AmeriCorps reserves the right to adjust or make changes to the review process, if unforeseen circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such changes will not affect the [Selection Criteria](#) used to assess applications. AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.***

#### **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 grantmaking. A list of all approved new and re-competing applications will be published on [AmeriCorps Funded Grants](#) within 90 business days after all grants are awarded. Further information about funded grants and subgrants is also available at [USASpending.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 late April 2025 to State Commissions, depending on the availability of congressional appropriations. Applicants will then be notified by GOCS as to funding decisions.

#### **Uniform Guidance**

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

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

AmeriCorps will request information to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). If grantees do not respond timely to these requests, award funds may be placed on manual hold, reimbursement only status, or other restrictions may be applied as appropriate.

#### **AmeriCorps Terms and Conditions**

All grantees and subrecipients must follow the FY2025 AmeriCorps General Terms and Conditions, and the FY2025 AmeriCorps State and National Terms and Conditions. These Terms and Conditions contain mandatory compliance and reporting requirements, **and applicants should review these instructions prior to any grant award**. Current versions of the AmeriCorps Terms and Conditions are 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. See [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete guidance.

#### **Use of Material**

To ensure materials generated with AmeriCorps funding are available to the public and readily accessible to grantees and non-grantees, GOCS 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.

## SERVEMONTANA CONTACTS

Montana Governor's Office of Community Service  
PO Box 200801  
Helena, MT 59620  
Program Officer: 406-444-5547 [kristina.jordan@mt.gov](mailto:kristina.jordan@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

GOCS hosts technical assistance calls to answer questions about the funding opportunity and eGrants. Applicants are strongly encouraged to participate in these calls. Information for the technical assistance calls is be posted on GOCS' Grants webpage. A written technical assistance period is also available as described in the Notice Timeline.

AmeriCorps also hosts technical assistance information sessions. To register or watch webinar recordings, visit the [AmeriCorps State and National grant opportunity webpage](#) and scroll down to the Technical Assistance section. Resources to effectively manage AmeriCorps grant awards can be found on the [Manage Your Grant webpage](#).

### Re-Focusing Funding

AmeriCorps/GOCS 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 eighty (80) 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 they are not required to respond unless the OMB control number and expiration date are current valid. Use [5 CFR 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, 2026.

### Privacy Act Statement

The Privacy Act of 1974 [5 U.S.C. §552a](#), requires that applicants are notified 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.
- 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>FY2024 Application Request</b>	<b>FY2025 Application Request</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
  - Budget, match, and cost per MSY
  - Compliance findings
  - Member enrollment rate and 8 day compliance
  - Member retention and 30 day compliance
  - Performance measure performance versus goals

<b>Performance Measure statements</b>	<b>FY2023 Grant Year</b>		
	<b>Target</b>	<b>Actual</b>	<b>Status</b>

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